



# Microsoft® Elevate America

## Voucher Instructions

Following is a step-by-step guide for using your learning plan. Please note there are separate instructions depending on which type of learning plan you wish to take.

### For Business Workers

1. In an Internet browser, go to Microsoft Elevate America Web site at [www.microsoft.com/elevateamerica](http://www.microsoft.com/elevateamerica). Click *Redeem a voucher* on the left, toward the top of the page.
2. Under **I Already Have a Voucher**, click the link that says *I have a voucher for Microsoft Office or Windows product training*.
3. This will direct you to a new Web page that provides instructions to redeem your free E-Learning voucher.
4. You will initially need to redeem your free E-Learning voucher. Click the link "**Redeem Your Free E-Learning.**" This sends you to an E-Learning access code entry page. Please note that the term Access Code and Voucher Code refer to the same thing.
5. You may have a pop-up window that asks if we can automatically sign you in with your Windows Live ID. Click to accept.
6. Check the box to accept the End User License Agreement, and then enter the access code into the specified box and click *Enter*.
7. You will be sent to a Product Selection page. Choose the E-Learning collection you wish to use. Simply scroll down and find your course, click the check box next to it, and click Submit at the bottom of the page.
8. You are sent to a Thank You page, which confirms you have redeemed an E-Learning collection. Click **Go to My Learning to see your online content.**



9. You are ready to begin your courses! Click the Collection or Course link. If you chose a Collection, you will be directed to a page that lists the collection of courses that have been unlocked with your access code.

You will see a box at right that says "Buy This Collection". **Please ignore this collection price and do not click on the Add to Cart button.** While this reflects the actual value of the collection you are receiving for free, it is a program error which will be corrected soon. If your Learning Plan has a single course, you will be directed to a course overview page.

10. To begin a course, instead simply click on a course link listed on the left side of the page under the heading: **This offer includes the following.**

11. This will bring up a course overview page. To launch the course, click the **Begin This Course** button on the right.

If you do not have access to a purchased version of the Microsoft Office 2007 system, a 60-day free trial of the software is available at the following Web site: <http://us1.trymicrosoftoffice.com/default.aspx?culture=en-us>.

Each time you wish to return to your e-learning, follow these instructions:

1. Start by accessing the Internet. Type [www.microsoftelearning.com](http://www.microsoftelearning.com) into the address bar and press ENTER on your keyboard.
2. On the right, click *Returning users* and sign in as instructed.
3. Click *My Learning* in the upper-left corner to bring you to a personalized space that stores all of the learning content you have saved. Click on the course you want to start.