



Microsoft® Elevate America

Voucher Instructions

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

For Users New to Computing

1. At your computer, access the Internet.
2. In the address bar at the top, enter www.microsoft.com/elevateamerica and press ENTER on your keyboard.
3. The Microsoft Elevate America Web site appears. Click **Getting Started** tab on the top bar.
4. Under the **Resources That Can Help You Today** section, click **Get started learning now**.
5. A Web page listing the available training appears. Click the training link that you want to use.

From this point forward, your instructions change depending on which training you choose.

6. **Digital Literacy Training for Individuals New to Computing:** Your courses are ready. No voucher is required. Simply choose a language, and follow the instructions.

You may be prompted to allow pop-up windows. Ensure that your speakers are not muted and the volume is turned up. You may also view a transcript of the course narrative by clicking **Show Transcript** on the upper right side of the screen.

Windows Vista and Microsoft Office 2007 Essentials: You will need to redeem your free E-Learning offer by using the following access code: 9039-EAWOB-9882 (also listed on the Web page).

- a. Clicking the link sends you to an E-Learning access code entry page.
- b. You may have a pop-up window that asks if it can automatically sign you in with your Windows Live ID. Click **Accept**.
- c. Check the box to accept the Microsoft Software License Terms (also called the End User License Agreement), and then enter the access code into the specified box and press ENTER.
- d. You are sent then to a Thank You page, which confirms you have access to the Windows and Microsoft Office Essentials courses. Click **Go to My Learning to see your online content**.

The screenshot shows a navigation bar with links: Home, Training, Certifications, Special Offers, Community, Member Sites, and Help & Support. Below the navigation bar are sub-links: Find Training, Manage My Learning, Training Overview, Explore By Product, Guide My Training, Academic Program, and Learning Solutions Partners. The breadcrumb trail reads: Home > Learning Catalog > E-Learning.

Thank You
Your Access Code has been accepted and you now have access to the offer(s) listed below.

E-Learning	Expiration Date
Elevate America Windows and Office Basics	2010-04-09

Go to [My Learning](#) to see your online content.

- e. This will take you to a personalized space that stores all of the learning content you have saved.
- f. Click on the course you want to start.

Each time you wish to return to your E-Learning, follow these instructions:

1. Start by accessing the Internet. Type www.microsoftlearning.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.

If you need assistance at any time in the registration process or during your e-learning, call 800-636-7544 from 6:30 a.m. to 5:30 p.m. You will be asked for an “MCP” number, but ignore that request; you don’t need this number. For assistance, you also can send an e-mail to e-learn@microsoft.com.