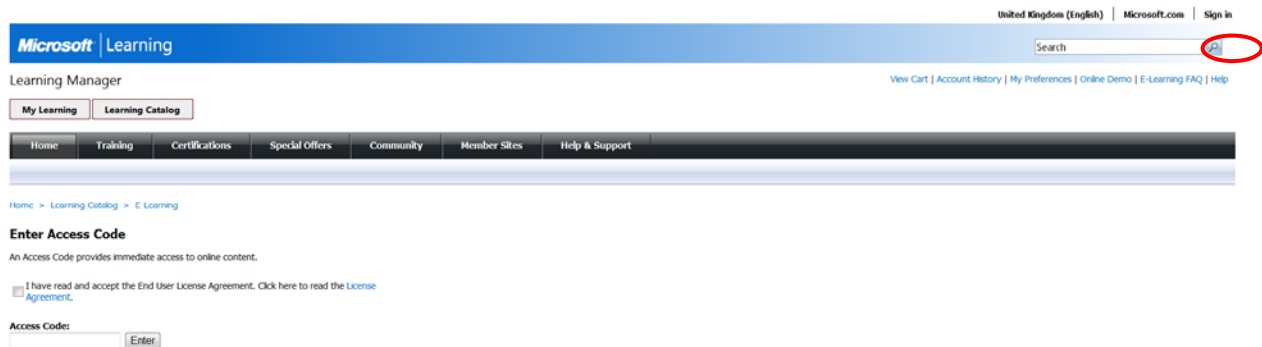


USER INSTRUCTIONS FOR TECHNICAL TRAINING FOR IT PROFESSIONALS

1. In an internet browser, go to Microsoft Britain Works web site at <http://www.microsoft.com/uk/britainworks>. Click *Redeem a voucher* on the left, toward the top of the page.
2. Under **Redeem a Voucher**, click the link that says *I have a voucher for technical professional or developer-level training*.
3. 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.



The screenshot shows the Microsoft Learning website interface. At the top right, there are links for 'United Kingdom (English)', 'Microsoft.com', and 'Sign in'. Below this is a search bar with a magnifying glass icon. The main navigation bar includes 'My Learning' and 'Learning Catalog'. A secondary navigation bar contains 'Home', 'Training', 'Certifications', 'Special Offers', 'Community', 'Member Sites', and 'Help & Support'. The breadcrumb trail reads 'Home > Learning Catalog > E-Learning'. The main heading is 'Enter Access Code', followed by the text 'An Access Code provides immediate access to online content.' There is a checkbox for 'I have read and accept the End User License Agreement. Click here to read the License Agreement.' Below this is an 'Access Codes:' input field and an 'Enter' button.

4. Firstly, ensure that the page says **Sign in** in the top right corner. **Otherwise click Sign out** first. Then tick the box to accept the End User License Agreement and then enter the access code into the specified box and press ENTER. The following screen will now prompt you to sign in using your Windows Live ID

[Home](#) > [Learning Catalog](#) > [E-Learning](#)

Microsoft E-Learning Sign-In



The screenshot shows a dialog box with a red play button icon. The text inside reads: 'To complete this action you must be signed in to the Microsoft E-Learning web site. Please sign in to the Microsoft E-Learning web site.' At the bottom, there are two buttons: 'Sign In' and 'Cancel'.

5. Click the **Sign In** button and then enter your email address and password from your Windows Live ID in the boxes. Select **Always ask for my email address and password** unless you are using your own computer. Click on **Sign In** to complete the sign in process.
6. You will now have to answer a few questions before proceeding. You only need answer the questions marked with an asterisk.

If you are not in work or can't see your primary role listed, then select **other** and put 0 for number of employees. Similarly put **other** if you are not sure about other answers. You can leave the questions about which technology areas and programming languages you are interested in blank if you prefer. When you have completed the questions, click on **continue**.

9. This may take you a page which asks you to verify ownership of your email address. As you have already done so, simply click on **Continue**.

10. You will be sent to a Product Selection page. Select a language and then choose the E-Learning collection you wish to use. Simply scroll down and find your course, click the tick box next to it, and click Submit at the bottom of the page. **IMPORTANT: Once you have selected a Collection or Course on this page you cannot go back and change your selection.**

Product Selection

This page allows you to select from a list of eligible products.

Please select one Microsoft Technical E-Learning Course or Collection from the following list and then click the Submit button at the bottom of the page. Note: You must make your selection at this time. You will not be able to return to this selection page after you press Submit.

| <input type="checkbox"/> Chinese Simplified | 0 item(s) selected |
|--|--------------------|
| <input type="checkbox"/> Dutch | 0 item(s) selected |
| <input type="checkbox"/> English | 0 item(s) selected |
| <input type="radio"/> Clinic 10279: What's New in Microsoft SharePoint 2010 for IT Professionals | |
| <input type="radio"/> Clinic 6901: Exchange Server 2010 in an Enterprise | |
| <input type="checkbox"/> <input type="radio"/> Collection 10268: MCTS (Exam 70-642): Configuring Windows Server 2008 Network Infrastructure | |
| <input type="checkbox"/> <input type="radio"/> Collection 10271: MCITP (Exam 70-647): Configuring Windows Server 2008 Network Infrastructure | |
| <input type="checkbox"/> <input type="radio"/> Collection 10272: MCTS (Exam 70-640): Configuring Windows Server 2008 Active Directory | |
| <input type="checkbox"/> <input type="radio"/> Collection 10273: MCTS (Exam 70-649): Upgrading Your MCSE on Windows Server 2003 to Windows Server 2008 | |
| <input type="checkbox"/> <input type="radio"/> Collection 10274: MCITP (Exam 70-646): Windows Server 2008, Server Administrator | |
| <input type="checkbox"/> <input type="radio"/> Collection 10327: MCTS (Exam 70-620): Configuring Microsoft Windows Vista Client | |
| <input type="checkbox"/> <input type="radio"/> Collection 10328: MCTS (Exam 70-622): Deploying Windows Vista | |
| <input type="checkbox"/> <input type="radio"/> Collection 10330: MCTS (Exam 70-284): Implementing and Managing Microsoft Exchange Server 2003 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2278: Planning and Maintaining a Microsoft® Windows Server™ 2003 Network Infrastructure | |
| <input type="checkbox"/> <input type="radio"/> Collection 2279: Planning, Implementing, and Maintaining a Microsoft® Windows Server™ 2003 Active Directory® Infrastructure | |
| <input type="checkbox"/> <input type="radio"/> Collection 2364: What's New in Microsoft® Visual Studio® 2005 for Existing Visual Studio .NET Developers | |
| <input type="checkbox"/> <input type="radio"/> Collection 2436: Using Microsoft® BizTalk® Server 2004 Tools and Web Services | |
| <input type="checkbox"/> <input type="radio"/> Collection 2541: Core Data Access Development with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2542: Advanced Data Access Development with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2543: Core Web Client Programming with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2544: Advanced Web Client Programming with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2546: Core Windows® Client Development with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2547: Advanced Windows® Client Development with Microsoft® Visual Studio® 2005 | |
| <input type="checkbox"/> <input type="radio"/> Collection 2548: Core Distributed Application Development with Microsoft® Visual Studio® 2005 | |

11. 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.

Thank You

Your content has been assigned and you now have access to the offer(s) listed below.

| E-Learning | Expiration Date |
|-------------------------|-----------------|
| Elevate IT Professional | 2010-03-04 |

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

12. 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.

13. To begin a course, instead simply click on a course link listed on the page. This will bring up a course overview page. To launch the course, click the **Begin This Course** button on the right.

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.
4. Ensure that you click on **Sign out** when you have finished if on a shared computer.