Microsoft Imagine Academy

Set-up instructions and user guide

Introduction to Microsoft Imagine Academy

In an effort to help you get started in the Imagine Academy, this guide has been designed as a step-by-step tutorial. Read through the following steps, watch the video tutorials, and click on all the appropriate links. Do not skip any steps (unless you are directed to do so) and take your time. You have plenty of time to navigate this system and skipping steps will cause confusion and frustration. We want your experience to be positive and to result in building new skills.

Note that Imagine Academy works on a variety of web browsers the preferred browser is Internet Explorer. If you don't have Internet Explorer you can download it free by clicking here.

If you are not currently enrolled at CCV, you will need to apply as a workforce education student by clicking here. Near the end of the application you will be for asked for an Enrollment Request Code. Enter the code "Imagine Academy" in this box.

The application process may take up to four business days. Applicants will need to wait for their application to be processed before moving on to the next step. Applicants will receive an email from admissions once they have been accepted.

Once your application has been processed and you've received your acceptance email, then you must activate your CCV account and can proceed with account set up below. Instructions for setting up your CCV account will be provided in your welcome email.

Step 1

Set up your Microsoft Imagine Academy account

1. Go to the site http://imagineacademy.microsoft.com

2. Click the **Sign In** button.

3. Click the **Office 365 Account** link.

4. Enter your complete CCV email address. Make sure it has the same domain as shown: **username@ccv.vsc.edu .** You don't need to enter your password on this screen. Click the **Sign in** button.
   You'll get to the VSC Authentication Portal page. Enter your CCV username and password, as you normally do to enter the Portal. Then, click the **LOGIN** button.

5. You'll get to a page that says, "You're almost there!" Click where it says **click here** next to the first bullet.

6. You will be taken to the Microsoft Imagine Academy Redeem Enrollment Code page. Enter the CCV Access code for Office 2013: **ZQVNAWTCREX4SM** and your **CCV email address**. Then click the **Submit** button.

7. You will be taken to the Microsoft Imagine Academy Terms of Use page. Check the box next to "I Accept" and click the **Continue button**.

8. You will be taken to your Microsoft Imagine Academy Profile page. The First name, Last name, and Contact email fields will populate with your name and CCV email address. Choose your **Default language** and **Location**. It's not required to enter a *Unique ID*. Click the **Save** button. (You need to scroll down a bit to see the save button.)

9. You will be taken to your Microsoft Imagine Academy homepage. From here you can browse and take courses, search for courses, access help topics, resume your most recent class, and more.

Step 2

Learn to navigate the Imagine Academy

Step 3

Access additional trainings!

To redeem the enrollment code:

1. Sign in to the Microsoft Imagine Academy site.
2. In the drop-down menu next to your name or email address, click **Redeem enrollment code**.
3. On the Redeem enrollment code page, fill in the enrollment code and your email address. (Recall, your email address is your CCV username @ccv.vsc.edu)
4. Click **Submit**.

- **Office 2010 enrollment code**: L9051-D8N3-4463
- **Digital Literacy enrollment code**: B8NGQEVFECSQ6X

If you are looking for additional training, there are several ways to explore trainings of interest to you.

- **Browse:** On your home page, you will see a **Browse menu** at the top. Click the **Browse menu** to see the various training subjects and then click **a subject** that interests you. The resulting screen will display the available courses on that subject.
- **Search:** At the upper right corner of the screen, you will notice a **search box**. Use this to find specific courses.
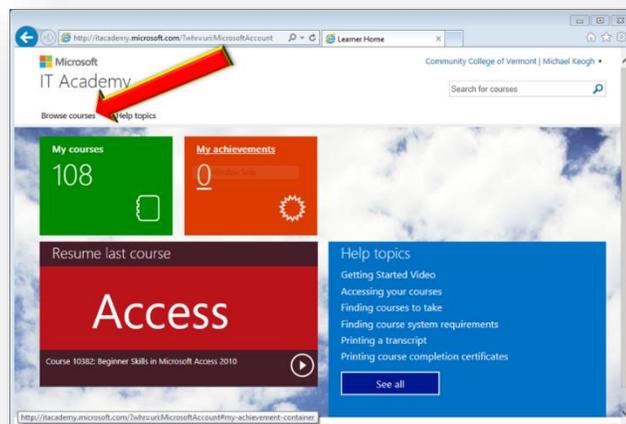
Click **Add** to add any courses of interest to your **My Courses** list. You can begin taking courses in your **My Courses** list anytime.

Note that by default, courses are listed in the language set on your profile page. If you'd like to search for courses in a different language, go to the **narrow by course language** menu, click the drop-down arrow and select another language.

Step 4

Get your Microsoft Office Specialist (MOS) Certification!

CCV now offers students the ability to become a certified Microsoft Office Specialist! This industry recognized credential offers you a wealth of benefits including:

- Achieve industry-recognized certification
- Learn the computing skills companies are looking for
- Boost your workforce resume
- Differentiate yourself from other applicants
- Gain valuable experience and confidence
- Heighten your earning potential
- Prepare yourself for a successful future

Call us at (802) 786-6996 to schedule your exam in Rutland.

For technical assistance, support, and troubleshooting:

Contact the Microsoft Imagine Academy helpdesk using the following link:
https://imagineacademy.microsoft.com/?whr=urn:federation:MicrosoftOnline#contactUs