

# MOAC Labs Online Activation Guide

## What do I have to do access a Microsoft Official Academic Curriculum Labs Online?

- Create a Microsoft Windows Live Account using your email address
- Active the MOAC Labs Online access code
- Use training website to go directly to the course list

## This document contains three sections:

1. [Creating a Windows Live Account](#) – One time request
2. [Accessing MOAC Labs Online for the first time](#) - One time activation for both the Application and System Codes
3. [Using your MOAC Labs Online](#)

### Creating a Windows Live Account (One time request)

This section outlines requesting a Windows Live account using your e-mail address.

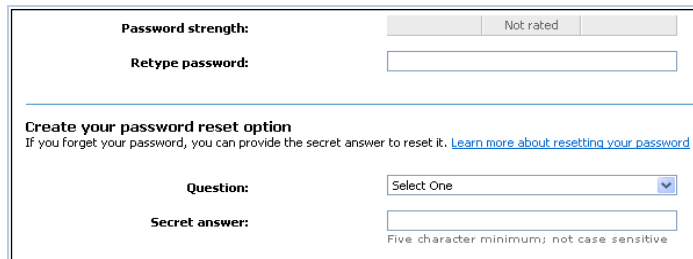
1. Go to Microsoft IT Academy Online Learning Home page <http://itacademy.microsoftlearning.com>

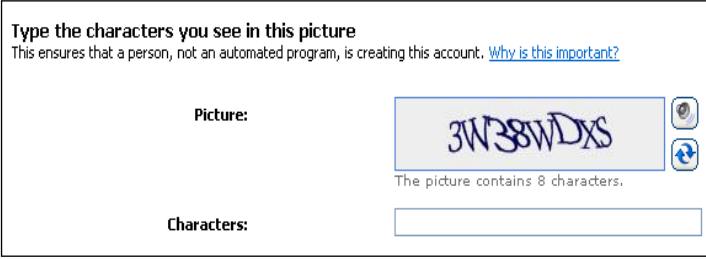
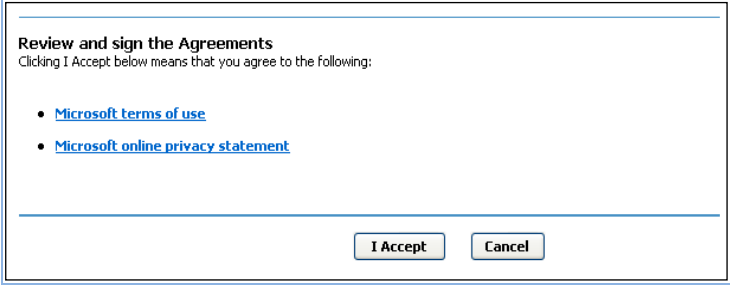
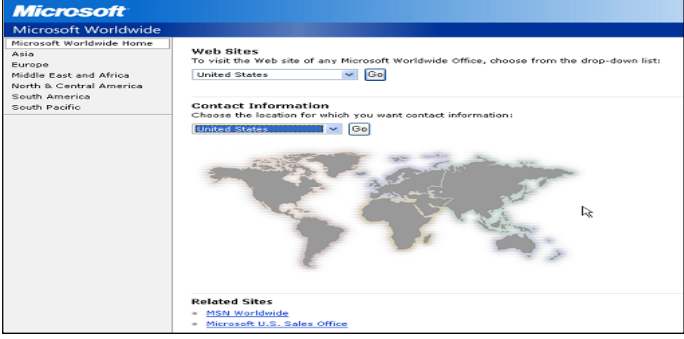
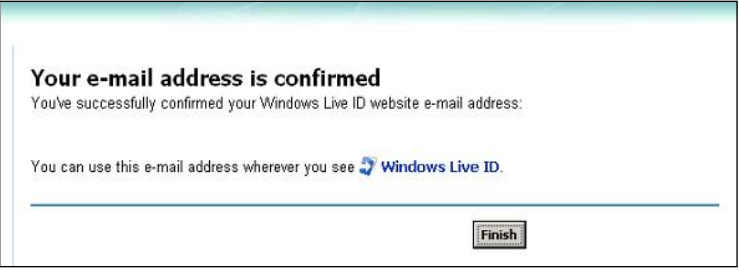


2. Click **Sign up now** the following link
  - a. Type your **e-mail address**



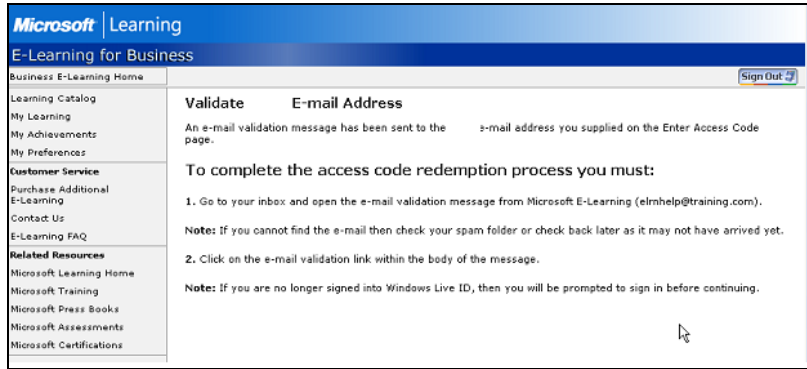
3. Provide a **Password** of your choice and retype to confirm it
4. Select a **Question** from the drop down menu and type in the answer to that question



<p>5. Type the <b>Characters</b> you see in the Picture provided</p>	
<p>6. After reviewing the <b>Terms of the agreement</b> and the <b>Microsoft privacy statement</b>, click the <b>I Accept</b> button</p> <p><b>Note:</b> If you are presented with any Security Alert dialog boxes, click the <b>Yes</b> button to continue.</p>	
<p>7. <b>Close this Internet Explorer window</b> (leave <b>E-Voucher Instructions</b> window open)</p> <p><b>Note:</b> You will receive two e-mails from Microsoft with the following subjects:</p> <ol style="list-style-type: none"> <li>Welcome to Windows Live</li> <li>Confirm your E-mail address for Windows Live ID</li> </ol>	
<p>8. Go to your <b>Outlook Inbox</b> and open the <b>“Confirm E-mail Address for Windows Live ID”</b> from Microsoft</p> <p>9. Click on the <b>first link</b> provided within the email message</p> <p>10. Click the <b>Finish</b> button</p> <p>11. <b>Close this Internet Explorer window</b> (leave <b>E-Voucher Instructions</b> window open)</p>	

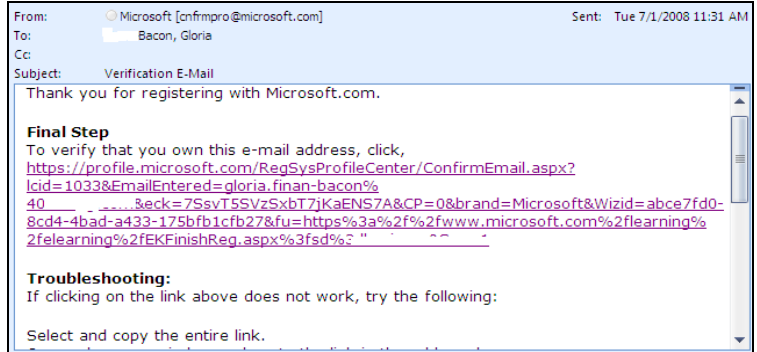
12. **Close** this Internet Explorer window (leave **E-Voucher Instructions** window open)

**Note:** You will receive another e-mail from Microsoft with "**Verification Email**" in the subject line.

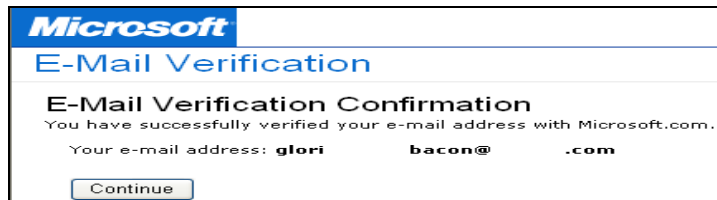


13. Go to your **Outlook Inbox** and open the **Verification E-mail** from Microsoft

14. Click the **link** provided within the email



15. Click the **Continue** button




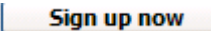
16. **Click** the **Sign Out** button and **close** this Internet Explorer window (leave **E-Voucher Instructions** open)

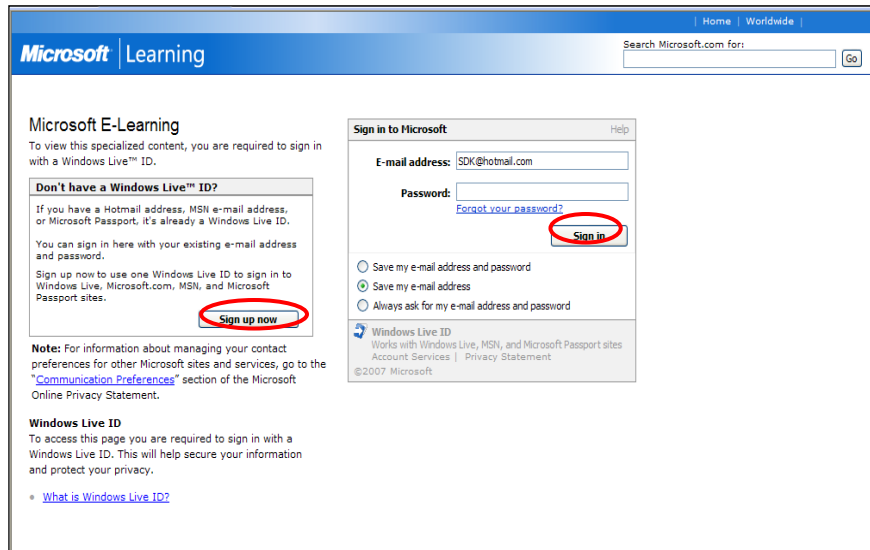


**Accessing MOAC Labs Onlines for the first time - Use this section the first time you activate a new MOAC access code.**

1. Go to Microsoft IT Academy Online Learning Home page <http://itacademy.microsoftlearning.com>
2. Click the  button



3. Enter your existing Microsoft Windows Live ID credentials and click 
  - a. If you do not have a Microsoft Windows Live ID account Click 



4. You will be prompted for additional Microsoft Windows Live ID information if needed. Click  when complete
5. Enter the site access code  
After initial sign in, you will be returned to the [Microsoft IT Academy E-Learning](#) home page to:

**Microsoft Learning**  
Microsoft E-Learning  
Thank you for taking the time to fill out the following online form. If you do not want to submit your information, click **Cancel**.

\* Indicates a required field

My Name (Personal Information)  
 First Name  Last Name   
 Middle Name/Initial  Additional Last Name   
 Email   
 Suffix/Title

My E-Mail Address

Microsoft may use the e-mail address I have provided above to contact me regarding important security, product, and event information.  
 Microsoft Partners may use the e-mail address I have provided above to contact me regarding important security, product, and event information.

What is your primary role in your company or organization?

Country/Location

Microsoft.com Home | Site Map  
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6. Review the End User License Agreement and indicate your acceptance by **clicking** the checkbox.
  - a. **Enter** the access code from, your MOAC book. This is a one-time step.
  - b. On return visits, click  button to reach the My Learning page directly.
  - c. Click the **Send** button to access the site.

**Microsoft IT Academy Program**  
Microsoft IT Academy Online Learning Program

Student Online Learning

Online Learning  
 Demo E-Learning  
 E-Learning FAQ  
 Contact Us

Experience the power of Microsoft E-Learning

**Microsoft IT Academy Online Learning Program**  
 The Microsoft IT Academy Online Learning Program is a powerful Web-based resource for both students and instructors that complements and extends classroom instruction. Students are able to extend classroom instruction with online courseware, reference materials, group collaboration and mentoring. Instructors will also benefit from using online training.

**Enter Access Code**  
 Review and accept the End User License Agreement. As you are provided with an access code for **additional** content, enter it in the box below. Each access code can only be used one time.  
(Please note: access codes are case-sensitive. Be sure to include the dashes. Text must be entered exactly as displayed.)

I have read and accept the [End User License Agreement](#).

Access Code:

7. Once a code is activated the user is brought to a My Learning page that is associated with a specific MOAC portfolio
  - a. From the My Learning topic in the left-navigation menu, students may access their MOAC Labs Online

**Microsoft IT Academy Program**  
Microsoft IT Academy Online Learning Program

Student Online Learning

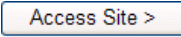
**Online Learning**  
 My Learning  
 My Transcript  
 Demo E-Learning  
 E-Learning FAQ  
 Contact Us  
 IT Academy Home

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

**E-Learning**

[MOAC 70-640: Microsoft Windows Server 2008 Active Directory Configuration](#)  
[MOAC 70-642: Microsoft Windows Server 2008 Network Infrastructure Configuration](#)

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


- For Subsequent access to the Microsoft IT Academy Online site click the  button from the home page.

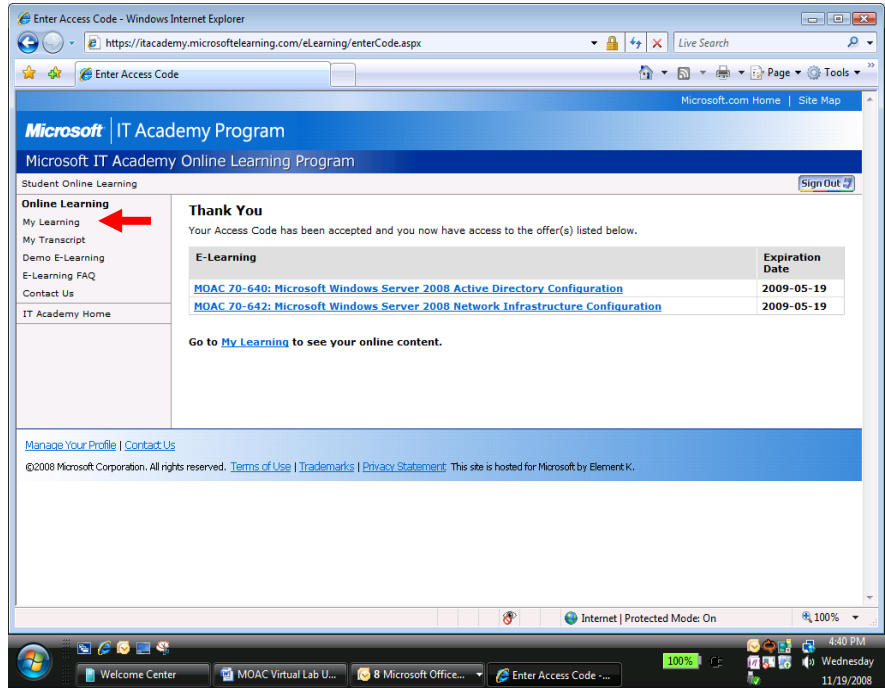
- Once your Microsoft Windows Live ID Account has been authenticated, you will be returned to the Microsoft IT Academy Online Campus home page

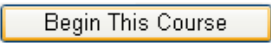


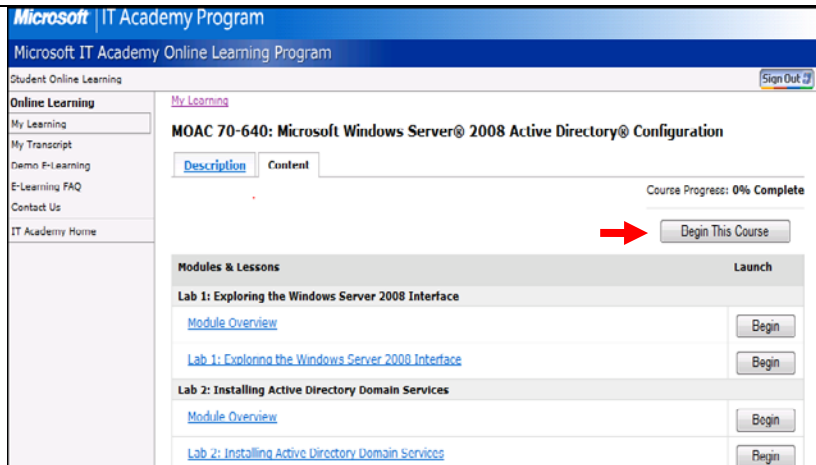
E-Learning	Expiration Date
<a href="#">MOAC 70-640: Microsoft Windows Server 2008 Active Directory Configuration</a>	2009-05-19
<a href="#">MOAC 70-642: Microsoft Windows Server 2008 Network Infrastructure Configuration</a>	2009-05-19

**Using your MOAC Labs Online - (Use this section each time you access your MOAC course)**

- Click the link <http://itacademy.microsoftlearning.com>
- Click the **Sign In** button  (located in the upper right side of the screen) Click the **Sign In** button
- Click on My Learning

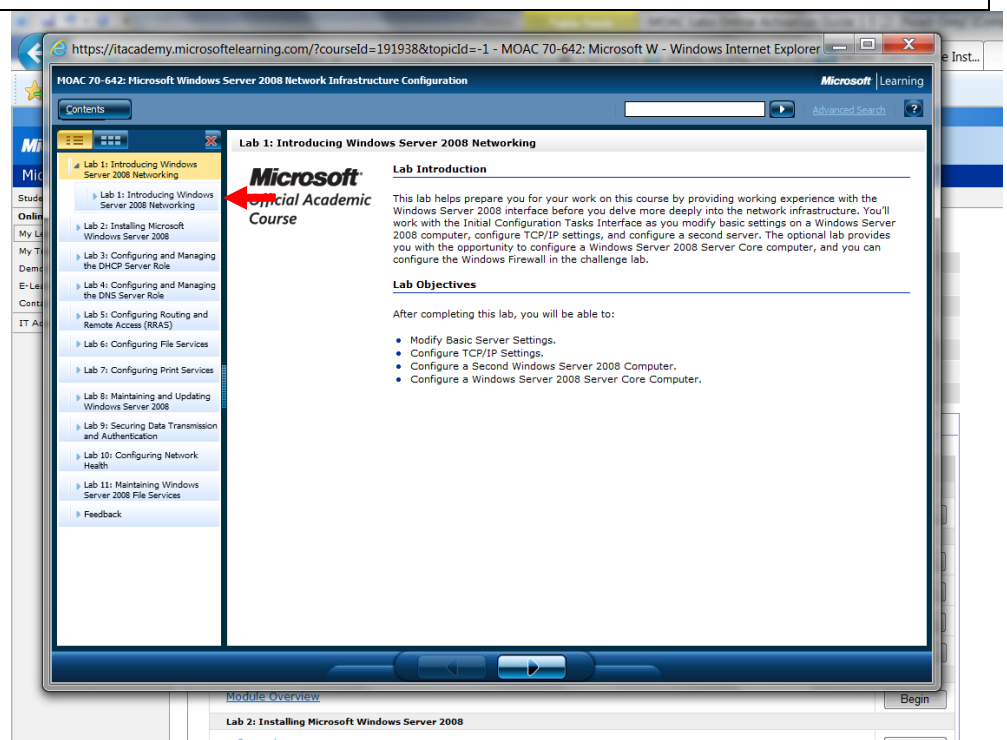


- Click the  button
- You can also see your Course Description

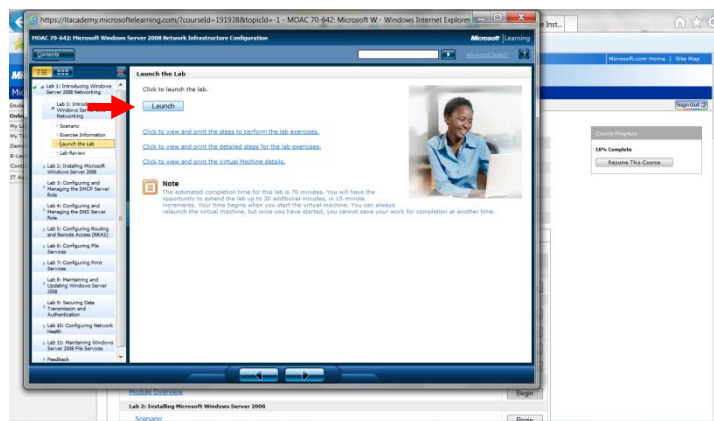


Modules & Lessons	Launch
<b>Lab 1: Exploring the Windows Server 2008 Interface</b>	
<a href="#">Module Overview</a>	<input type="button" value="Begin"/>
<a href="#">Lab 1: Exploring the Windows Server 2008 Interface</a>	<input type="button" value="Begin"/>
<b>Lab 2: Installing Active Directory Domain Services</b>	
<a href="#">Module Overview</a>	<input type="button" value="Begin"/>
<a href="#">Lab 2: Installing Active Directory Domain Services</a>	<input type="button" value="Begin"/>

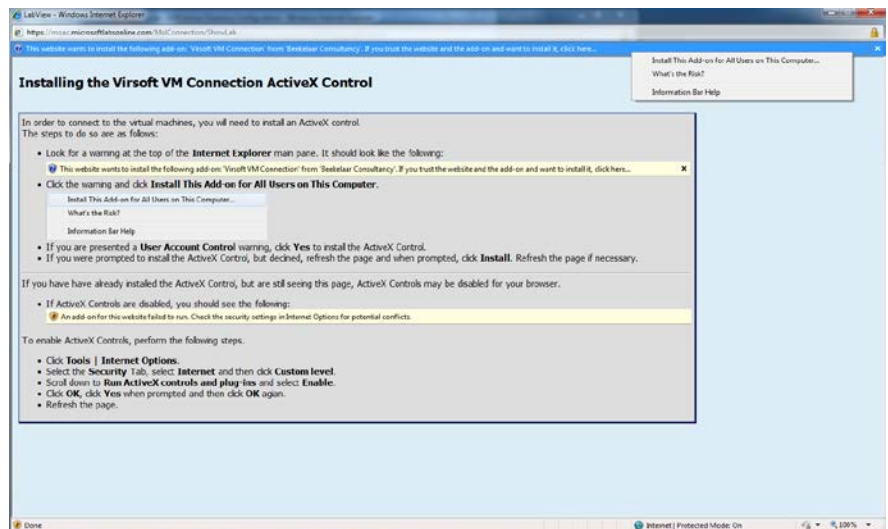
6. The course overview opens up.
7. Click on the lab that you want to explore using the hierarchy on the left pane
8. Click launch lab in the left pane.



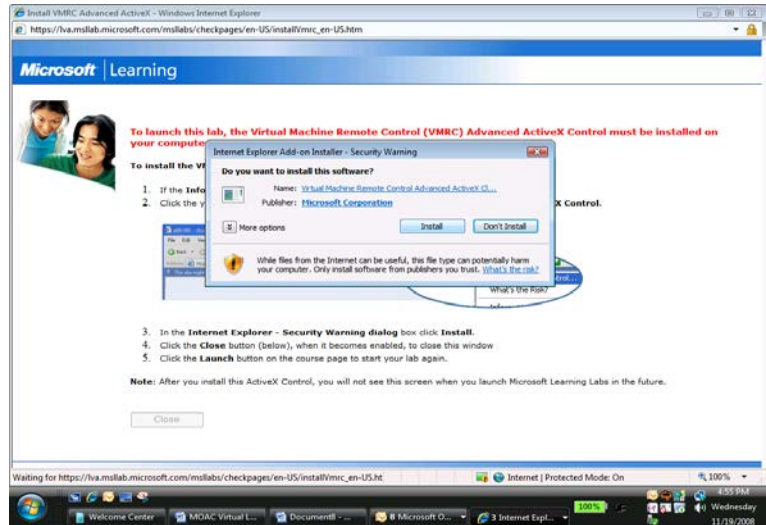
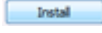
9. Click **Launch** to start a Labs Online within a MOAC course.



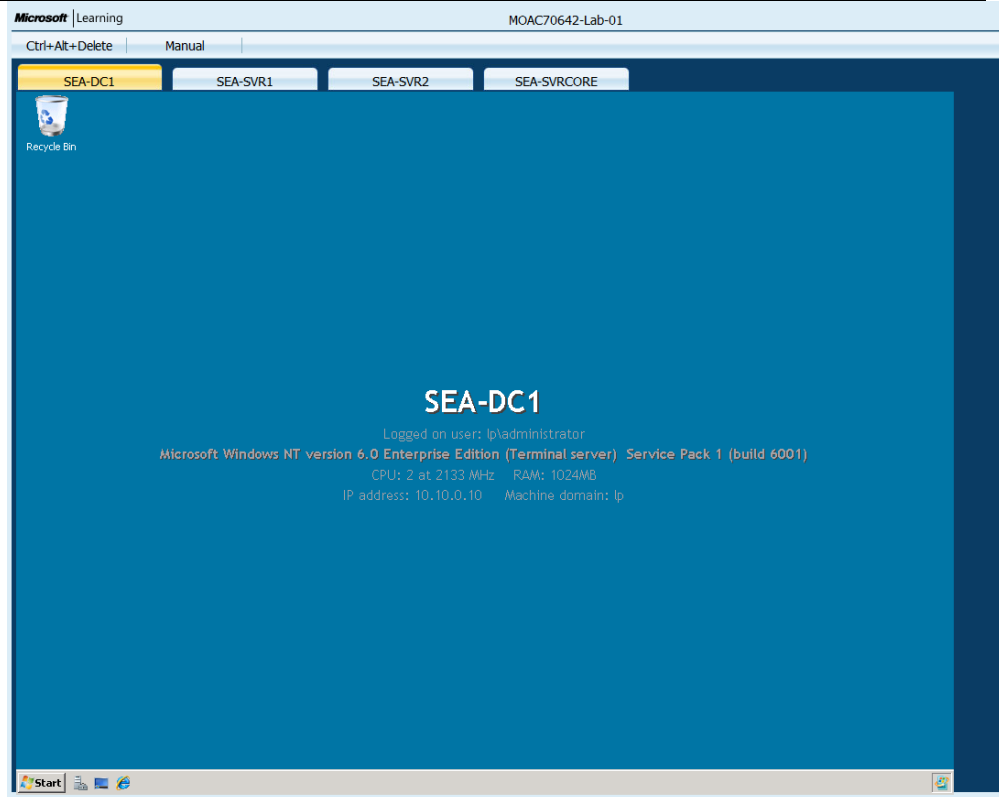
10. Users are required to Install the Virsoft Active X Control. Install the control for all users, then click 'Yes' to confirm the installation of the ActiveX control.



11. Click

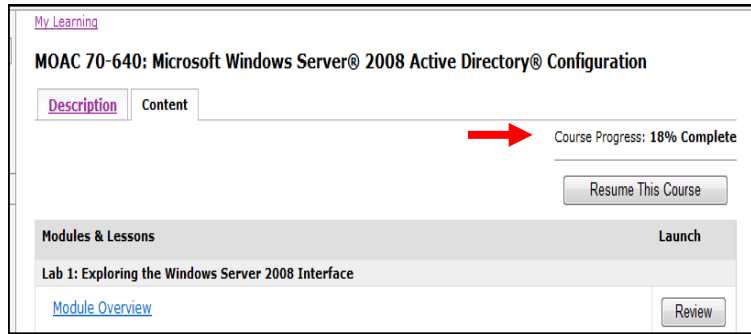


12. This is the "Sandbox" view of your Labs Online course  
Clicking on the Manual button will create a new window that has the lab instructions in it. You can view them on another monitor, in Internet Explorer, and even in Word.



13. Upon closing a course and returning to the ITA Student home Page <http://itacademy.microsoftlearning.com> you will see your progress has been updated on the My Learning Page.

Click  to start again



### Product Information

For information or purchase inquiries relating to the MOAC product please contact

[moac@wiley.com](mailto:moac@wiley.com)

or

<http://www.wiley.com/college/microsoft>

### Technical Support

For Issues relating to MOAC access codes, Labs Online or access to the Sites please contact:

Microsoft Official Academic Course (MOAC) Lab Support

Email: [moacsup@microsoft.com](mailto:moacsup@microsoft.com)

Telephone: 1-877-450-9875

Hours: 2 am – 6 pm PST, Monday through Friday