Under the Cerritos College Microsoft license agreement, faculty and staff are qualified to use **Microsoft E-Learning**, which is an online training environment filled with valuable resources (at no additional cost).

Employees are eligible to access E-Learning courses online at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases. Access to the Microsoft E-Learning online environment is for employees of **Cerritos College only; your access will be terminated immediately if/when your employment ends.**

Do not share the codes below with unauthorized users; this is not permitted under our license agreement with Microsoft.

To login to the Microsoft® E-Learning courses, please follow the steps below:
1. Go to: https://onlinelearning.microsoft.com/subscriptionactivation and select "**Sign in" and the select** "**Office 365 Account**" and login with your College email and network password.

Sign in

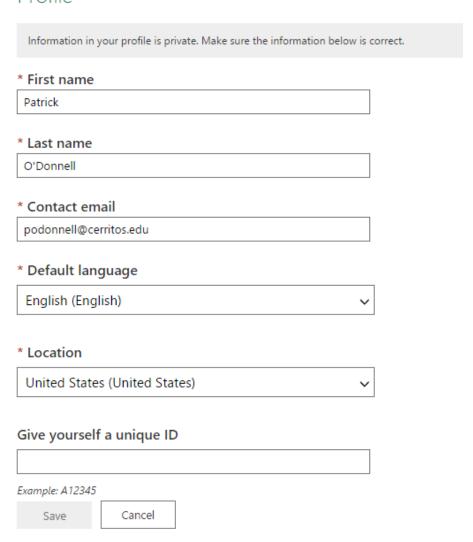Sign in with your work or school account

jdoe@cerritos.edu

••••••••••

2. Enter your multiuse access code shown below (the code is case-sensitive) and your work email address:
Our Program Code is: IWOB97244E ←   Maximum of 816 users

Online Learning   Patrick O'Donnell ▾

What is your subscription code or access code?

There isn't an organization associated with your profile. Type a subscription code below so we can identify your organization. A subscription code is also referred to as an access code in some cases.

* Subscription or Access code

* Your email address

[Submit]   [Cancel]

4. You'll be prompted to complete your profile and click "Save" as shown below:

Profile

Information in your profile is private. Make sure the information below is correct.

* **First name**

Patrick

* **Last name**

O'Donnell

* **Contact email**

podonnell@cerritos.edu

* **Default language**

English (English)

* **Location**

United States (United States)

Give yourself a unique ID

Example: A12345

| Save | Cancel |

5. You will receive an e-mail confirming your registration. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted). You will need to "Accept" the license agreement to proceed.

6. Once logged in, you can use the search window to find topics of interest; click the "Add" button to add any specific course to your course list.

7. Click a course title to launch the training. You have 12 months from the time of launch to finish that course.

Once registered, to access your course at any time, please follow these steps:

1. Go to: https://onlinelearning.microsoft.com
2. Click the "Sign In" button, select "**Office 365 account**", and login with your Cerritos email and network password.

3. You can use the search window to find topics of interest, for example, Office 2013, as shown below. Click the "Add" button to add it to your course list.

If you have any questions regarding your access code, or logging into the Microsoft E-Learning site, please contact the IT Help desk at helpdesk@cerritos.edu ext. 2166 or 562.467.5266.

If you experience any problems with your E-Learning training, please contact the regional support center in your region at http://www.microsoft.com/learning/support/worldsites.mspx.

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