

# What is a Microsoft Passport/Windows Live ID Account?

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## About Microsoft Passport/Windows Live ID Accounts

A **Microsoft Passport/Windows Live ID Account** is used to uniquely and securely identify a user to Microsoft, providing easy access to different sites and services (such as registering for events like the Education Roadshow or submitting an entry for the Innovative Teachers Awards).

The purpose of this document is to provide you with step-by-step instructions on how to create and manage a **Microsoft Passport/Windows Live ID Account**. The document includes the following topics:

- Why do I need a Microsoft Passport/Windows Live ID Account?
  - Creating a Passport/Windows Live ID Account with an Existing Email Account
  - Creating a Passport/Windows Live ID Account without an Existing Email Account
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## Why do I need a Microsoft Passport/Windows Live ID Account?

A **Microsoft Passport/Windows Live ID Account** allows users to enter **one** sign-in name and password across multiple web sites and services, helping to provide users with a secure, customized experience when interacting with Microsoft.

Benefits of creating and maintaining a passport account include:

- ★ **One time data capture** – users will only have to enter their personal, contact and organisation details once. Each time you sign in with your account, register for an event or participate in a Microsoft activity, we will remember your details and your personal profile preferences.
  - ★ **Secure control over your data** – user data is stored in a secure environment. To access your personal data, you **must** sign in using your unique credentials – a sign-in email address and password. This stops unauthorized access to your personal information.
  - ★ **Puts you in control of your marketing relationship with Microsoft** – as part of creating and managing a passport account, you have control of how and when Microsoft can contact you. You can specify what type of marketing materials you want to receive and what type of marketing materials you don't want to receive.
  - ★ **Allows Microsoft to tailor our communications to your needs** – by providing us with information about yourself you are enabling Microsoft to better communicate with you. Using the information you provide to us, we can develop content that is relevant to your needs and keep you up to date with any new initiatives such as education events, news, resources and giveaways. Relevant, tailored communication messages help to eliminate 'spam' and other annoying content.
  - ★ **Consistent experience** – using your profile information, we can identify who you are and then deliver a consistent, easy to use experience across multiple Microsoft sites and services.
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# Create Microsoft Passport/Windows Live ID Account with an Existing Email Address

**Introduction** You can create a Microsoft Passport/Windows Live ID Account using any existing email address you have access to.

When creating the credentials (sign in name and password) for your account, you can use any existing email address from any email provider.

**Before completing these steps, please check you have...**

- ★ Your email address details ready
- ★ Navigated to the **Microsoft Innovative Teachers Award Home Page** <http://www.microsoft.com.au/innovativeteacher>
- ★ Clicked Launch Submission Process under the **How to enter** section of the home page screen.

## Starting Screen

Australia

**Microsoft**

**Please Sign In to Passport**

Why do I want a Microsoft Passport? Having a Microsoft Passport simply means with one password and e-mail address, you can access many great Microsoft Network sites and services (such as MSN Messenger, competitions and newsletters). The e-mail address you use is entirely up to you - it can be an existing business or personal address, or you can use a Hotmail or MSN e-mail address. Whilst your e-mail will be registered with Microsoft, we use industry-standard security technologies to encrypt your details. And we respect your privacy. Still have questions? No problem - simply call us on 13 20 58.

**Don't have a Windows Live™ ID?**

If you have a Hotmail address, MSN e-mail address, or Microsoft Passport, it's already a Windows Live ID.

You can sign in here with your existing e-mail address and password.

Sign up now to use one Windows Live ID to sign in to Windows Live, Microsoft.com, MSN, and Microsoft Passport sites.

[Sign up now](#)

**Windows Live ID**

To access this page you are required to sign in with a Windows Live ID. This will help secure your information and protect your privacy.

- [What is Windows Live ID?](#)

**Sign In to Microsoft** Help

**E-mail address:**

**Password:**  [Forgot your password?](#)

[Sign In](#)

Save my e-mail address and password

Save my e-mail address

Always ask for my e-mail address and password

**Windows Live ID**  
Works with Windows Live, MSN, and Microsoft Passport sites  
[Account Services](#) | [Privacy Statement](#)  
© 2006 Microsoft Corporation. All rights reserved.

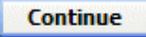
## Steps

Step	Instruction
<b>Don't Have a Microsoft Passport?</b>	
1	<p>Click  in the <b>Don't Have a Windows Live ID?</b> text box.</p> <div data-bbox="756 489 1297 758" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Don't have a Windows Live™ ID?</b></p> <p>If you have a Hotmail address, MSN e-mail address, or Microsoft Passport, it's already a Windows Live ID.</p> <p>You can sign in here with your existing e-mail address and password.</p> <p>Sign up now to use one Windows Live ID to sign in to Windows Live, Microsoft.com, MSN, and Microsoft Passport sites.</p> <p style="text-align: right;"></p> </div> <p>Notice that you have now navigated to the <b>New to Microsoft? Sign up</b> web page.</p> <p>This page is used to create your <b>sign in credentials</b> (email address and password) for your account.</p>
<b>Create your email address and password</b>	
2	<p>Type your existing email address in the <b>Email Address</b> field.</p> <div data-bbox="602 1052 1455 1167" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>E-mail address:</b> <input style="width: 150px;" type="text"/></p> <p style="font-size: small;">The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).</p> </div> <p><b>Note:</b> Your email address can contain only letters, numbers, full stops (.), hyphens (-) or underscores (_).</p>
3	<p>Type a password in the <b>Password</b> field.</p> <p>At this step, you can create your own password based on something that is memorable to you.</p> <p>To protect your personal data, remember to keep your password in a secure place, separate from your email address.</p> <div data-bbox="602 1451 1455 1587" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Password:</b> <input style="width: 150px;" type="password"/></p> <p style="font-size: small;">Six-character minimum with no spaces <a href="#">Learn how to create a strong, memorable password.</a></p> <p><b>Password strength:</b> <span style="display: inline-block; width: 100px; height: 15px; background-color: green; vertical-align: middle;"></span> <b>Strong</b></p> </div> <p><b>Note:</b> The <b>Password strength</b> field is used to indicate the strength and security of your passport password. Try to create a password that gives you a <b>Strong, Green</b> rating by including special characters such as !, \$, &amp; or %.</p> <p>Note that your passport account will still be activated regardless of your password strength rating.</p> <p>To learn more about creating a strong password to secure your personal details, click the <b>Learn how to create a strong, memorable password</b> hyperlink.</p>

Steps  
(cont'd)

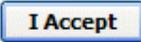
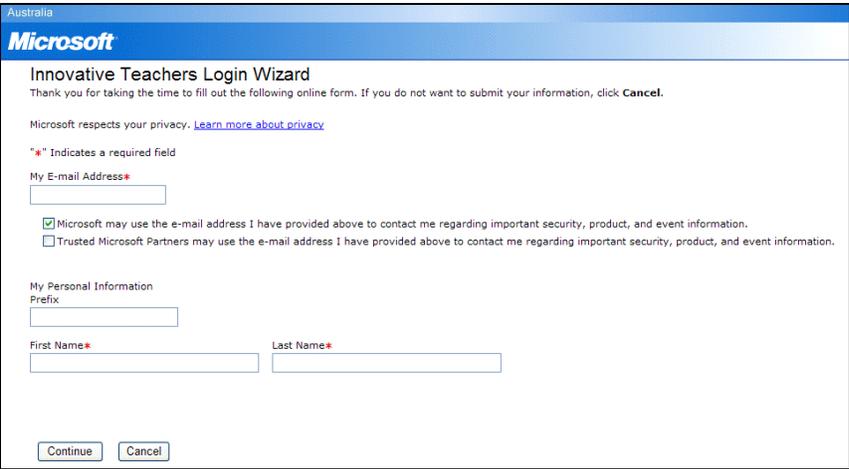
Step	Instruction				
4	Retype your password in the <b>Retype Password</b> field to confirm your password credential. <div data-bbox="602 426 1451 485" style="border: 1px solid black; padding: 5px;">             Retype password: <input type="password" value="••••••"/> </div>				
<b>Create your password reset option</b>					
5	Click  in the <b>Question</b> field and select an appropriate question option. <div data-bbox="602 646 1451 856" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Question:</b></td> <td style="border: 1px solid black;"> <div style="border: 1px solid black; padding: 2px;">           Select One <span style="float: right;">▼</span> </div> <div style="border: 1px solid black; padding: 2px;">           Select One            Mother's birthplace            Best childhood friend            Name of first pet            Favorite teacher            Favorite historical person            Grandfather's occupation         </div> </td> </tr> </table> </div> <p><b>Note:</b> In the event you forget your password, this question is used by your Microsoft Passport/Windows Live ID Account to validate your identity and reset your password.</p>	<b>Question:</b>	<div style="border: 1px solid black; padding: 2px;">           Select One <span style="float: right;">▼</span> </div> <div style="border: 1px solid black; padding: 2px;">           Select One            Mother's birthplace            Best childhood friend            Name of first pet            Favorite teacher            Favorite historical person            Grandfather's occupation         </div>		
<b>Question:</b>	<div style="border: 1px solid black; padding: 2px;">           Select One <span style="float: right;">▼</span> </div> <div style="border: 1px solid black; padding: 2px;">           Select One            Mother's birthplace            Best childhood friend            Name of first pet            Favorite teacher            Favorite historical person            Grandfather's occupation         </div>				
6	Type the answer to the question selected step 5 in the <b>Secret Answer</b> field. <div data-bbox="602 1077 1451 1192" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Question:</b></td> <td style="border: 1px solid black;">Mother's birthplace <span style="float: right;">▼</span></td> </tr> <tr> <td><b>Secret answer:</b></td> <td style="border: 1px solid black;">           Bondi Junction  <small>Five character minimum; not case sensitive</small> </td> </tr> </table> </div> <p><b>Note:</b> In the event you forget your password, these fields are used to validate your identity and reset your password.</p> <p>To learn more about the guidelines on resetting your password, click the <b>Learn more about resetting your password</b> hyperlink.</p>	<b>Question:</b>	Mother's birthplace <span style="float: right;">▼</span>	<b>Secret answer:</b>	Bondi Junction <small>Five character minimum; not case sensitive</small>
<b>Question:</b>	Mother's birthplace <span style="float: right;">▼</span>				
<b>Secret answer:</b>	Bondi Junction <small>Five character minimum; not case sensitive</small>				
<b>Type the characters you see in this picture</b>					
7	Type the characters (letters and numbers) displayed in the <b>Picture</b> field in the <b>Characters</b> field. For example: <div data-bbox="602 1514 1406 1682" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Picture:</b></td> <td style="border: 1px solid black;"> <div style="border: 1px solid black; padding: 2px;">  </div> <div style="font-size: small; text-align: center;">The picture contains 8 characters.</div> </td> </tr> <tr> <td><b>Characters:</b></td> <td style="border: 1px solid black;">6ATJRYB]</td> </tr> </table> </div> <p><b>Note:</b> This question is used to ensure a person (rather than an automated program) is creating the Microsoft Passport/Windows Live ID Account.</p>	<b>Picture:</b>	<div style="border: 1px solid black; padding: 2px;">  </div> <div style="font-size: small; text-align: center;">The picture contains 8 characters.</div>	<b>Characters:</b>	6ATJRYB]
<b>Picture:</b>	<div style="border: 1px solid black; padding: 2px;">  </div> <div style="font-size: small; text-align: center;">The picture contains 8 characters.</div>				
<b>Characters:</b>	6ATJRYB]				

Steps  
(cont'd)

Step	Instruction
7 (contd)	<p>The letters in the picture are <b>NOT</b> case sensitive – do not type any spaces between the letters and numbers.</p> <p>If you cannot read one or more of the characters displayed in the picture, click  to display a new picture.</p>
8	<p>Click  to complete your Microsoft Passport/Windows Live ID Account creation.</p> <p><b>Note:</b> Don't forget to take note of <b>your email address and password details</b> as these will become the 'keys' to your Microsoft Passport.</p> <p>Remember to store your email address and password details in different places to protect your personal details and personal data!</p>
<b>Did you get an error message? If not, please proceed to the next step.</b>	
9	<p>If you have previously created a passport account with the same email address or have entered your email address incorrectly, you may see the following error message:</p> <div data-bbox="597 1041 1451 1178" style="border: 1px solid black; padding: 5px;"> <p>Create your e-mail address and password</p> <p> The e-mail address is already in use. To continue, do one of the following:</p> <ul style="list-style-type: none"> <li>• You may have already signed up with this e-mail address. If you have a hotmail.com or msn.com address, you're already signed up.</li> <li>• If you haven't signed up, make sure you typed the address correctly.</li> <li>• Someone else may have signed up with your e-mail address. To find out, <a href="#">go here</a>.</li> </ul> </div> <p>Click the <b>go here</b> hyperlink next to the error message that applies to you and complete the instructions provided on that screen to resolve your specific passport issue.</p>
<b>Review and sign the Agreements</b>	
10	<p>Click the <b>Passport Network Terms of Use</b> hyperlink to review the Passport terms of use documentation.</p> <p><b>Note:</b> This will open a new Internet Explorer window to allow you to review the relevant documentation.</p> <p>Click  at the top of the Internet Explorer window to return to the previous screen.</p>
11	<p>Click the <b>Passport Network Privacy Statement</b> hyperlink to review the Passport Network privacy statement.</p> <p><b>Note:</b> This will open a new Internet Explorer window to allow you to review the relevant documentation.</p> <p>Click  at the top of the Internet Explorer window to return to the previous screen.</p>

## Stop!

Steps  
(cont'd)

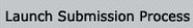
Step	Instruction
12	<p>Type your email address in the appropriate field to accept the terms and conditions described in each of the above documents.</p> 
13	<p>Click  to accept the terms and conditions described in each of the above documents.</p> <p><b>Note:</b> Accepting the terms and conditions will navigate you to the <b>Innovative Teachers Login Wizard</b> web page.</p>  <p>This web page is used to capture your personal information as part of the submission process.</p>
<p><b>Created Your Account? You are now ready to submit your entry!</b></p>	
<p>For step by step instructions on how to submit your entry, please refer to page 12.</p>	
<p><b>Final Confirmation of Microsoft Passport Account Credentials</b></p>	
<p>After you create your credentials, Microsoft Customer Support sends an e-mail message to the e-mail address you used for your credentials.</p> <p>Follow the instructions in the e-mail message to verify that you own the e-mail address, and that you intended to use it to create credentials for the Passport Network.</p>	

# Create Microsoft Passport/Windows Live ID Account without an Existing Email Address

**Introduction** If you do not have an existing email account that you can use to create a Microsoft Passport/Windows Live ID Account, you can sign up for *a limited access account*.

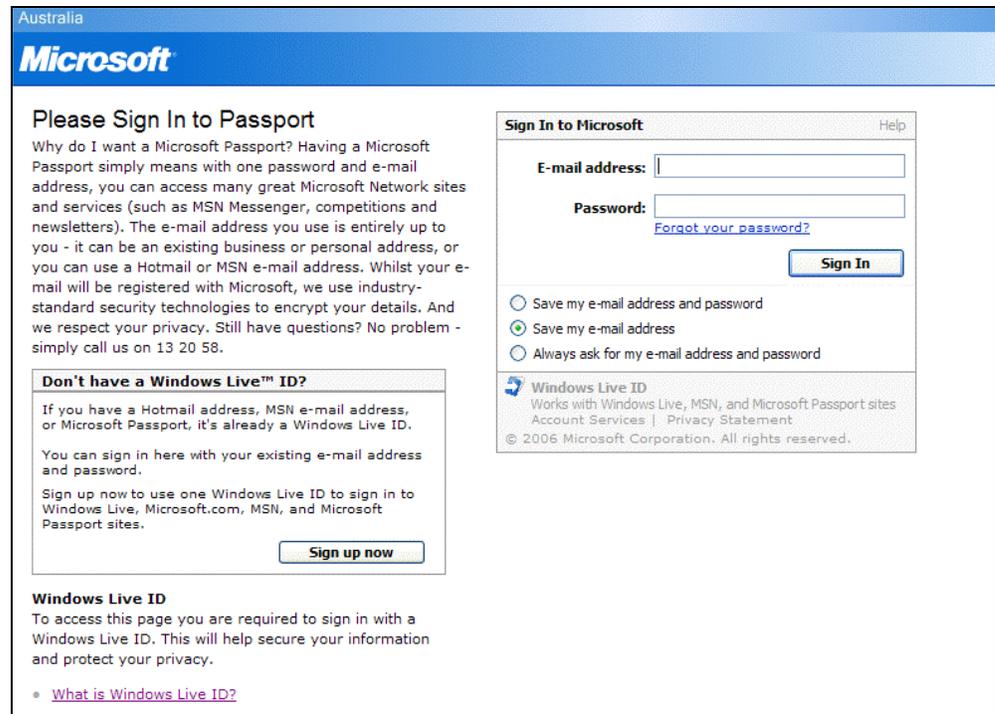
When you request a limited access account, you simply need to enter a user name – you will automatically be assigned a Microsoft Passport account with the following formatting <your user name>@passport.com.

**Before completing these steps, please check you have...**

- ★ Your user name details ready
- ★ Navigated to the **Microsoft Innovative Teachers Award Home Page** <http://www.microsoft.com.au/innovativeteachers>
- ★ Clicked  under the **How to enter** section of the home page screen.

## Starting Screen

The screen shot below represents the first screen you will see after clicking the **Launch Submission Process** button on the **Innovative Teachers Awards** page.



Australia

**Microsoft**

**Please Sign In to Passport**

Why do I want a Microsoft Passport? Having a Microsoft Passport simply means with one password and e-mail address, you can access many great Microsoft Network sites and services (such as MSN Messenger, competitions and newsletters). The e-mail address you use is entirely up to you - it can be an existing business or personal address, or you can use a Hotmail or MSN e-mail address. Whilst your e-mail will be registered with Microsoft, we use industry-standard security technologies to encrypt your details. And we respect your privacy. Still have questions? No problem - simply call us on 13 20 58.

**Don't have a Windows Live™ ID?**

If you have a Hotmail address, MSN e-mail address, or Microsoft Passport, it's already a Windows Live ID.

You can sign in here with your existing e-mail address and password.

Sign up now to use one Windows Live ID to sign in to Windows Live, Microsoft.com, MSN, and Microsoft Passport sites.

**Sign up now**

**Windows Live ID**

To access this page you are required to sign in with a Windows Live ID. This will help secure your information and protect your privacy.

• [What is Windows Live ID?](#)

**Sign In to Microsoft** Help

E-mail address:

Password:  [Forgot your password?](#)

**Sign In**

Save my e-mail address and password

Save my e-mail address

Always ask for my e-mail address and password

**Windows Live ID**

Works with Windows Live, MSN, and Microsoft Passport sites

[Account Services](#) | [Privacy Statement](#)

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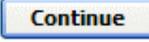
## Steps

Step	Instruction
<b>About the Microsoft Passport Network</b>	
1	<p>Click the <b>What is Windows Live ID?</b> hyperlink displayed under the <b>Windows Live ID</b> section of the screen.</p> <div data-bbox="711 489 1344 667" style="border: 1px solid black; padding: 5px;"> <p><b>Windows Live ID</b> To access this page you are required to sign in with a Windows Live ID. This will help secure your information and protect your privacy.</p> <ul style="list-style-type: none"> <li>• <a href="#">What is Windows Live ID?</a></li> </ul> </div> <p>Notice that you have now navigated to the <b>Microsoft Passport Network</b> web page.</p> <p>This page is used to specify the type of <b>Microsoft Passport Account</b> you wish to sign up for. The following instructions described how to set up a <i>limited access account</i>.</p>
<b>Sign Up Today &gt; Sign Up for Limited Access Account</b>	
2	<p>Click the <b>Get started now</b> hyperlink displayed under the <b>Sign Up for a limited account</b> section of the screen.</p> <div data-bbox="602 1020 1451 1136" style="border: 1px solid black; padding: 5px;"> <p><b>Sign up for a limited account</b> If you don't want to use an e-mail account to access the Passport Network, you can sign up for a limited account. <a href="#">Learn more about limited accounts</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Get started now</a></li> </ul> </div> <p>Notice that you have now navigated to the <b>Create Credentials</b> web page.</p> <p>This page is used to create your <b>sign in credentials</b> (passport address and password) for your Passport Limited Access Account.</p>
<b>Create your email address and password</b>	
3	<p>Type your new email address in the <b>Email Address</b> field.</p> <div data-bbox="704 1451 1349 1581" style="border: 1px solid black; padding: 5px;"> <p><b>E-mail address:</b> <input type="text" value="peter_jones"/> @passport.com The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).</p> </div> <p><b>Note:</b> Your email address or user name can contain only letters, numbers, full stops, (.), hyphens (-) or underscores (_).</p>

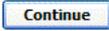
Steps  
(cont'd)

Step	Instruction
3 (contd)	<p>Notice that your user name is automatically formatted with <b>&lt;user name&gt;@passport.com</b>.</p> <p>Take note of your new email address details as this information will be required when you next sign in to your Microsoft Passport.</p>
4	<p>Type a password in the <b>Password</b> field.</p> <p>At this step, you can create your own password based on something that is memorable to you.</p> <p>To protect your data and personal details, remember to keep your password in a secure place, separate from your email address.</p> <div data-bbox="602 726 1451 869" style="border: 1px solid black; padding: 5px;"> <p><b>Password:</b> <input type="password" value="••••••"/></p> <p><small>Six-character minimum with no spaces <a href="#">Learn how to create a strong, memorable password.</a></small></p> <p><b>Password strength:</b> <span style="display: inline-block; width: 100px; height: 15px; background-color: #008000; vertical-align: middle;"></span> <b>Strong</b></p> </div> <p><b>Note:</b> The <b>Password strength</b> field is used to indicate the strength and security of your passport password. Try to create a password that gives you a <b>Strong, Green</b> rating by including special characters such as !, \$, &amp; or %.</p> <p>Note that your passport account will still be activated regardless of your password strength rating.</p> <p>To learn more about creating a strong password to secure your personal details, click the <b>Learn how to create a strong, memorable password</b> hyperlink.</p>
5	<p>Retype your password in the <b>Retype Password</b> field to confirm your password credential.</p> <div data-bbox="602 1318 1451 1377" style="border: 1px solid black; padding: 5px;"> <p><b>Retype password:</b> <input type="password" value="••••••"/></p> </div>
<b>Type the characters you see in this picture</b>	
6	<p>Type the characters (letters and numbers) displayed in the <b>Picture</b> field in the <b>Characters</b> field. For example:</p> <div data-bbox="602 1528 1451 1705" style="border: 1px solid black; padding: 5px;"> <p><b>Picture:</b> </p> <p><small>The picture contains 8 characters.</small></p> <p><b>Characters:</b> <input type="text" value="6ATJRYB]"/></p> </div> <p><b>Note:</b> This question is used to ensure a person (rather than an automated program) is creating the Microsoft Passport/Windows Live ID Account.</p>

## Steps (cont'd)

Step	Instruction
6 (contd)	<p>The letters in the picture are <b>NOT</b> case sensitive – do not type any spaces between the letters and numbers.</p> <p>If you cannot read one or more of the characters displayed in the picture, click  to display a new picture.</p>
7	<p>Click  to complete your account creation.</p> <p><b>Note:</b> Don't forget to take note of <b>your passport address and password details</b> as these will become the 'keys' to your passport account.</p> <p>Remember to store your email address and password details in different places to protect your personal details and personal data!</p>
<b>Review and sign the Agreements</b>	
8	<p>Click the <b>Passport Network Terms of Use</b> hyperlink to review the Passport terms of use documentation.</p> <p><b>Note:</b> This will open a new Internet Explorer window to allow you to review the relevant documentation.</p> <p>Click  at the top of the Internet Explorer window to return to the previous screen.</p>
9	<p>Click the <b>Passport Network Privacy Statement</b> hyperlink to review the Passport Network privacy statement.</p> <p><b>Note:</b> This will open a new Internet Explorer window to allow you to review the relevant documentation.</p> <p>Click  at the top of the Internet Explorer window to return to the previous screen.</p>
10	<p>Type your email address in the appropriate field to accept the terms and conditions described in each of the above documents.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><code>peter_jones@addva.com</code> <input style="width: 150px;" type="text" value="peter_jones@addva.com"/></p> </div>

## Steps (cont'd)

Step	Instruction
11	<p>Click  to accept the terms and conditions described in each of the above documents.</p> <p><b>Note:</b> Accepting the terms and conditions, the following screen is displayed:</p> <div data-bbox="602 527 1451 772" style="border: 1px solid black; padding: 5px;"> <p><b>You've created credentials</b>            You can now sign in using <b>froggy_1907@passport.com</b>. Remember that you can't send or receive mail using this e-mail address.</p> <p>You can sign in at any site on the  <b>Microsoft Passport Network</b>.</p> <p>To return to the site where you signed up, click Continue.</p> <hr style="border: 0.5px solid blue;"/> <p style="text-align: right;"></p> </div>
12	<p>Click  to return to the <b>Innovative Teachers Awards Submission</b> page.</p>
<p><b>Please Sign In to Passport &gt; Sign In to Microsoft</b></p>	
13	<p>Check that your new passport account address has been automatically populated in the <b>Email Alias</b> field.</p>
14	<p>Type your new passport password in the <b>Password</b> field.</p>
15	<p>Click <b>Sign In</b> to complete the registration process.</p>
<p><b>Created Your Account? You are now ready to submit your entry!</b></p>	
<p>For step by step instructions on how to submit your entry, please refer to page 12.</p>	

## Submit Entry for Innovative Teachers Award

### Overview of Submission Process

To submit an entry for the Microsoft Innovative Teachers Awards competition, you will need to complete five (5) basic steps (as listed below).

- ★ **Step 1 – Enter or update** your personal and contact details to enable Microsoft to notify that you have won.  
(**IMPORTANT:** Ensure your full name, contact phone number, email address and mail address is correct when you submit your entry!).
- ★ **Step 2 – Fill out** a brief description of your submission.
- ★ **Step 3 – Answer four (4) questions** that explain how you innovatively integrate technology into your classroom
- ★ **Step 4 – Upload** at least one (1) supporting document that supports your submission/answers.
- ★ **Step 5 – Click YES** to finalise the submission process.

To assist you with submitting your competition entry, instructions and guidelines will be provided at each step of the process.

### Starting Screen

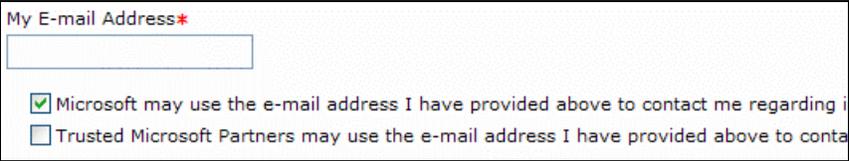
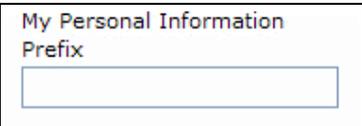
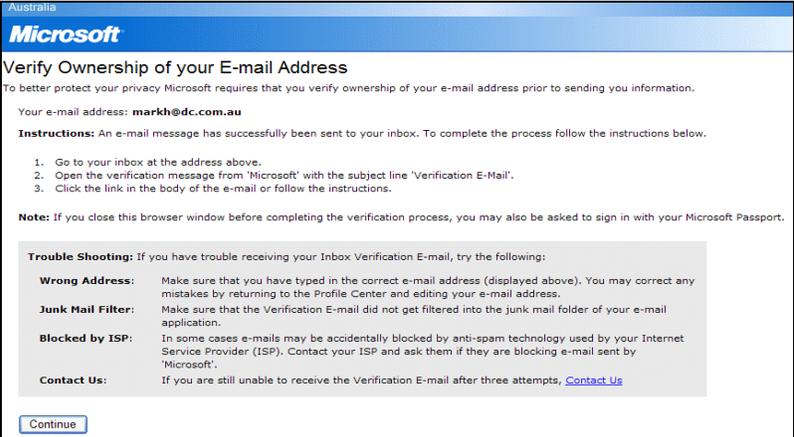
The screen shot below represents the first screen you will see after clicking

Launch Submission Process

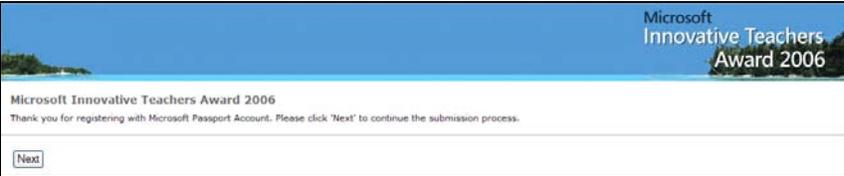
on the home page and signing into passport.

The screenshot shows the 'Innovative Teachers Login Wizard' form. At the top, it says 'Australia' and 'Microsoft'. The title is 'Innovative Teachers Login Wizard' with a sub-message: 'Thank you for taking the time to fill out the following online form. If you do not want to submit your information, click **Cancel**.' Below this, it states 'Microsoft respects your privacy. [Learn more about privacy](#)'. A note says '\* \* \* Indicates a required field'. The form includes a 'My E-mail Address\*' field, a checkbox for 'Microsoft may use the e-mail address I have provided above to contact me regarding important security, product, and event information.' (checked), and another checkbox for 'Trusted Microsoft Partners may use the e-mail address I have provided above to contact me regarding important security, product, and event information.' (unchecked). Under 'My Personal Information', there is a 'Prefix' field, and 'First Name\*' and 'Last Name\*' fields. At the bottom are 'Continue' and 'Cancel' buttons.

## Steps

Step	Instruction
<b>Innovative Teachers Wizard Login</b>	
1	<p>Type your email address in the <b>My Email Address</b> field and then select the appropriate checkbox to describe how Microsoft can use your email address for marketing purposes.</p> 
2	<p>Type your prefix (Mr, Mrs, Ms, Miss etc) in the <b>Prefix</b> field.</p> 
3	<p>Type your first name in the <b>First Name</b> field.</p> 
4	<p>Type your last name in the <b>Last Name</b> field.</p> 
5	<p>Click  to navigate to the next screen.</p>
<b>Verify Ownership of Your Email Address</b>	
6	<p>After entering your personal details, the following screen is displayed to remind you to verify ownership of your email address to ensure your data is kept secure.</p> 

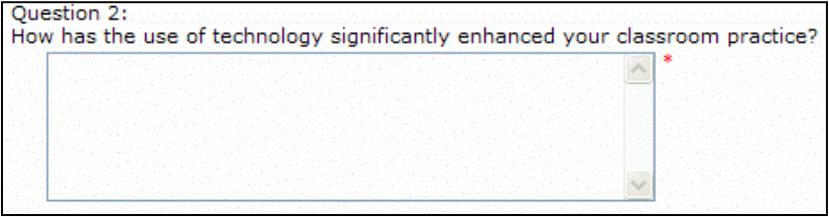
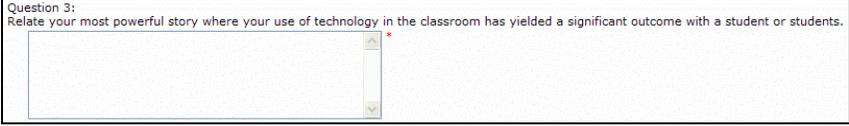
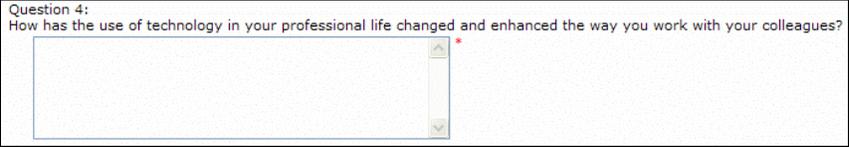
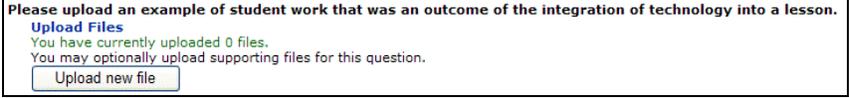
## Steps (cont'd)

Step	Instruction
6 (contd)	<p>At this point, you can choose to verify ownership of your email address following the steps displayed on the screen.</p> <p>Alternatively, you can choose to bypass this step and complete it at a later date. <i>The steps provided below assume that you have chosen to verify your email address at a later date.</i></p>
7	<p>Click  to navigate to the next screen.</p> <p>Notice that you have now navigated to the <b>Submission Overview</b> screen.</p> 
<b>Microsoft Innovative Teachers Awards 2006</b>	
8	<p>Click  to navigate to the <b>Submission Overview</b> screen.</p>
<b>Submission Overview</b>	
9	<p>After reading the content displayed on the page, click  to start the submission process.</p> <p>Notice that you have navigated to the <b>Fill out your submission description below</b> page.</p>
<b>Fill out your submission description below:</b>	
10	<p>Review the instructions and information displayed at the top of the screen (directly under the <b>Fill out your submission description below</b> page heading).</p> <p><b>Note:</b> Your submission should be a collection of materials showing outstanding work you have done using technology to transform teaching and learning in your classroom.</p>
11	<p>Review the list of file formats that are accepted as attachments for your submission and check that your entry matches one of the formats listed.</p>
12	<p>Type a title for your submission entry in the <b>Submission title</b> field.</p> 

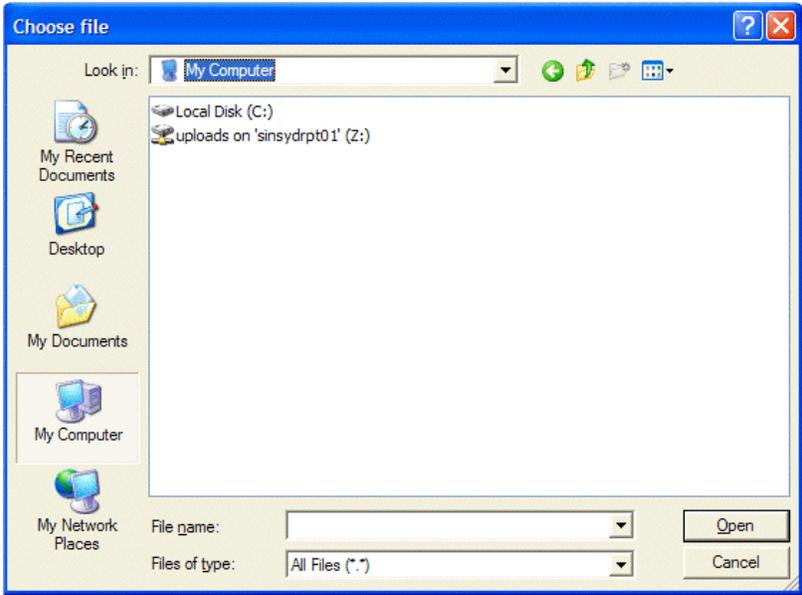
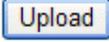
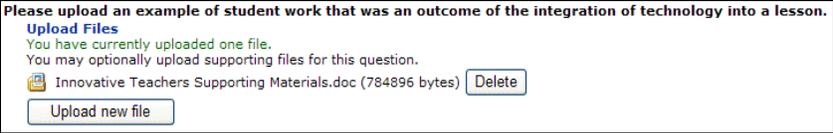
## Steps

Step	Instruction
13	Type a detailed description of your submission entry in the <b>Submission description</b> field. <div data-bbox="602 436 1455 558" style="border: 1px solid black; padding: 5px;">             Submission description*             <input style="width: 100%; height: 50px;" type="text"/> </div>
14	Type the subject focus for your submission entry in the <b>Teaching focus</b> field. <div data-bbox="602 657 1455 722" style="border: 1px solid black; padding: 5px;">             Teaching focus*             <input style="width: 150px;" type="text"/>   <small>(e.g. social studies, general primary, etc)</small> </div> Example values for the <b>Teaching Focus</b> field include social studies, general primary, design & technology etc.
15	Type the ages taught or covered by your submission entry in the <b>Ages taught</b> field. <div data-bbox="602 905 1455 957" style="border: 1px solid black; padding: 5px;">             Ages taught*             <input style="width: 180px;" type="text"/> </div>
16	Click <input type="button" value="Continue &gt;&gt;"/> to navigate to the next section of the submission process.
<b>Now answer ALL questions listed below and refer to the notes</b>	
<b>Section 1 – Personal Reflections</b>	
<b>Note:</b> When answering the four (4) questions listed in section 1, remember that there is a <b>150 word limit</b> for each question and that you should provide specific examples to support your answers.	
17	Type your response to the <b>What makes your classroom practice and the setting you provide students innovative?</b> question in the space provided. <div data-bbox="613 1409 1438 1654" style="border: 1px solid black; padding: 10px;"> <p><b>Section 1 - Professional Reflections</b></p> <p>Question 1: What makes your classroom practice and the setting you provide students innovative? *</p> <input style="width: 100%; height: 60px;" type="text"/> </div>

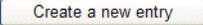
## Steps

Step	Instruction
18	<p>Type your response to the <b>How has the use of technology significantly enhanced your classroom practice?</b> question in the space provided.</p> 
19	<p>Type your response to the <b>Relate your most powerful story where your use of technology in the classroom has yielded a significant outcome with a student or students</b> question in the space provided.</p> 
20	<p>Type your response to the <b>How has the use of technology in your professional life changed or enhanced the way you work with your colleagues?</b> question in the space provided.</p> 
21	<p>Click  to navigate to the next section of the submission process.</p>
<p><b>Section 2 – Supporting Documents</b></p> <p><b>Note:</b> At least <b>one</b> (1) supporting document must be uploaded to support your submission entry. The total size of your supporting documents should not exceed <b>5 megabytes</b> (5MB).</p>	
22	<p>Click <b>Upload New File</b> to upload the supporting document for your submission entry.</p>  <p>Notice that you have navigated to the <b>Upload Resource</b> web page. This page is used to locate and select the document or resource you wish to add to your supporting entry.</p>

## Steps

Step	Instruction
23	<p>Click <b>Browse...</b> to locate the supporting document for your submission entry.</p> 
24	<p>Locate and select the appropriate file for your submission entry in the <b>Choose file</b> dialogue box..</p> 
25	<p>Click <b>Open</b>.</p> <p>Notice that you have now returned to the <b>Supporting Documents</b> screen and that your file (complete with its file location) is now displayed in the document field.</p>
26	<p>Click  to add the file to your submission entry as a supporting resource.</p>  <p>Notice that the supporting document is now displayed under the <b>Upload Files</b> section of the screen.</p> <p>If you have added the incorrect document to your submission, click <b>Delete</b> to remove the file and then repeat <b>steps 13 – 17</b> to add a new document or file.</p>

## Steps

Step	Instruction
27	To add another document or file to your submission entry, repeat <b>steps 22 - 26</b> .
28	Click  to navigate to the next section of the submission process.
<b>Do you wish to proceed with your submission?</b>	
29	Click  to submit your competition entry. <b>Note:</b> Once you submit your entry you will be unable to make any further changes or updates to your entry.
<b>Submitting Additional Entries</b>	
	<p>To submit an <i>additional</i> entry for the Innovative Teachers Awards, complete <b>steps 1-29</b>.</p> <p>When you log back into the Submission tool, you will see a list of your previous entries under the <b>Submitted entries</b> section of the screen.</p> <div data-bbox="602 982 1442 1066" style="border: 1px solid black; padding: 5px;">  <b>Submitted entries:</b> Entries in this list have been completed and do not require your attention.         </div> <p>To submit another entry for the awards, click <b>Create a new entry</b> under the <b>Create another entry?</b> section of the screen.</p> <div data-bbox="602 1163 1450 1262" style="border: 1px solid black; padding: 5px;">  <b>Create another entry?</b> You may create more than one entry for this competition. Create another entry by using the button below.  </div>
<b>Finalising Incomplete Entries</b>	
	<p>If you start creating a submission entry and cancel the entry before completing all the required information, you can log back in at any time and finalise your application.</p> <p>A list of all your incomplete entries is displayed under the <b>Entries that you need to complete</b> section of the screen.</p> <div data-bbox="602 1528 1427 1780" style="border: 1px solid black; padding: 5px;">  <b>Entries that you need to complete:</b> Entries in this list have not yet been completed and require your attention. <b>TEST4</b>  There are 4 questions that require responses. <a href="#">Click here to correct this issue.</a>  To edit existing information in this entry, use the following links:  <ul style="list-style-type: none"> <li> <a href="#">Edit the description of this entry.</a></li> <li> <a href="#">Edit the questions and upload files into this entry.</a></li> <li> <a href="#">Cancel this entry.</a></li> </ul> </div> <p>To finalise your entry, click the <b>Click here to correct this issue</b> hyperlink and continue with the submission process using the steps described above.</p>