

Microsoft Online Learning Log-In Cheat Sheet

This cheat sheet is for **learners** who will be accessing and consuming the Software Assurance Online Learning courses on the [Microsoft Online Learning Portal](#). For more detailed information, please see the **Learner Guide** located under the E-Learning Resources accordion located [here](#).

Accessing Software Assurance E-Learning

There are two ways you can access Online Learning courses when you are signing into the Microsoft Online Learning Portal for the first time.

1. Access by VLSC access code

Software Assurance E-Learning courses are organized into three pools, or groups, of courses: **Application**, **System**, and **Server** products. Once activated, your SA Benefits Administrator or Manager will have a separate code for each of these pools (depending on which licenses were acquired from Microsoft) that allow you course access. The access codes start with "IWO" (for Application pool), "CLO" (for System pool), or "SRO" (for Server pool).

Follow these steps:

1. Go to: <https://onlinelearning.microsoft.com/subscriptionactivation>
2. Sign in using your Microsoft Account (Windows Live ID, Hotmail, Outlook, Xbox), or, you may use your O365 account if your organization is licensed for O365.
*IMPORTANT NOTE: The account you initially use to sign in will be **permanently** associated with your Microsoft Online Learning subscription. You will be required to use these same credentials each time you log in.*
3. Enter your access code: **IWOXXXXXXX** and your company domain email. Click Submit.
4. Accept the EULA, complete the profile, and click Save. You will be directed to your Learner Dashboard, from which you may search or browse for courses.
5. Click the Play button to launch a course offering. You have 12 months from the course launch date or license subscription end date, whichever is later, to complete the course.

2. Access by activation link with learning courses already assigned to you (Learning Plan)

Your company's SA Benefits Administrator or Manager has the option to provide you access to Software Assurance Online Learning and to recommend specific e-learning courses in a prepared "Learning Plan. In this case, you will receive a system generated email with instructions to click on the blue activation hyperlink.

