This Document will assist you in setting up your DBU IT Academy account. The access code listed below in step 4 will allow you to see Microsoft training to console.

1. To Log-In to the IT Academy Please Go To http://itacademy.microsoft.com/

1) Click **Sign in**, and then click “Organizational account.”
2) Enter your DBU student’s e-mail as his or her username followed by "@mail.dbu.edu." The website will then guide the user to the DBU IT Academy sign-in page.

3) Enter your DBU student’s username and password in the pop-up window, and the activation page will appear.
4) Click on the "click here" link to enter the code for the IT Academy.

5) The access code for DBU is: 9MKB5ZFSCFQE3. Enter your DBU student’s e-mail address in the required area.
2. Setting up the User’s Account

1) Enter your information in the required fields to finish registration. Each DBU student must use his or her DBU student e-mail address (username@mail.dbu.edu).
2) **You can choose their desired courses to begin.**

![Image of IT Academy interface](image)

### 3. Assigning Courses

1) **Click browse course to view and select courses.**

![Image of IT Academy course browse interface](image)
2) In the drop-down menu, choose the courses catalog (We are using Office 365 as an example). The courses will appear on the next page.

3) Find a course and click "Add" to place it in your "My Courses list." You may now begin taking the course.