



Microsoft® IT Academy Program Global Program Guide



Microsoft

Welcome to Microsoft IT Academy Program

At Microsoft, we recognize it is no easy task for academic institutions to provide the relevant and engaging courses students need to expand their life skills and enhance their future employment opportunities. Academic institutions are the center of the skills development ecosystem, working with communities, education stakeholders, and local industries to transform learning into real-world employment skills in a way that resonates with today's students.

The Microsoft IT Academy Program evolved under the guidance of educators with the core mission to enable academic institutions to offer technology curriculums enriched with real-world skills. Microsoft IT Academy Program members are provided with the infrastructure and information needed to design the right course offerings and deliver a dynamic learning experience to a diverse community of students, all in the context of the most cutting-edge Microsoft technologies in demand today.

Educators and students are the center of the Microsoft IT Academy Program. Program benefits are designed to enable educators to plan, manage, and deliver courses effectively and efficiently, using the latest in time-saving resources. Benefits are designed to provide your students with a rich and resonant learning experience, using not only the best available textbooks, but also E-Learning and software so that students garner hands-on experience with Microsoft's industry-leading software. The curriculum alignment to industry values helps ensure that the skills taught can be validated both in terms of personal accomplishment and professional qualifications for potential employers.

Microsoft IT Academy Program resources are also designed to support the professional development needs of educators and IT Staff, located within the institution. These resources enable early insight into upcoming Microsoft technologies, resources to learn how to use Microsoft technologies and software, curriculum resources on how to teach using Microsoft software and Microsoft Certification opportunities.

In the following pages, we invite you to explore the Microsoft IT Academy Program benefits in detail. We hope you find that the benefits offered are compelling and of value for your institution.

Welcome to the IT Academy Program community.

Sincerely,

A handwritten signature in black ink that reads "Heidi Johnson". The signature is written in a cursive, flowing style.

Heidi Johnson

Worldwide Microsoft IT Academy Program Manager

Contents

Introduction.....	5
1. Program Overview	5
2. Program Benefits as a Volume Licensing Customer	5
3. Microsoft E-Learning Portfolio.....	7
4. E-Learning Course Management.....	7
5. Microsoft Digital Literacy.....	8
6. E-Reference Library	8
Certification and Professional Development	8
7. Microsoft Certifications.....	9
8. Testing Centers	9
9. The Microsoft Certified Trainer Program.....	10
10. Software	10
11. DreamSpark Subscription	11
12. Marketing Resources:.....	Error! Bookmark not defined.
13. News and Special Offers, including Academic Discounts:	Error! Bookmark not defined.
14. Microsoft Official Courseware (MOC) (fees may apply)	11
15. Microsoft Official Academic Course (MOAC) Textbooks (fees may apply).....	11
16. Marketing Benefits	12
17. Membership Requirements.....	12
18. Eligibility.....	13
19. Restrictions	13
20. Application and Payment	13
21. Program Administrator	13
22. IT Academy Program Members-Only Website.....	14
23. Curriculum	14
24. Course Delivery.....	15
25. Participating in Other Microsoft Programs	15
26. Identity Management and Member Program Access.....	15
27. Frequently Asked Questions	16
28. <i>Do our instructors need to be full-time employees of the institution?</i>	17
29. <i>Why does Microsoft periodically audit IT Academy institutions?</i>	17
30. <i>What is required to show proof of our institution's academic accreditation, if requested?</i>	17

31. *Can we cancel our membership and receive a refund?*..... 17

32. *How will our institution be able to distinguish itself from other academic institutions that are not Microsoft IT Academy Program members?*..... 17

33. *When can we begin using the Microsoft IT Academy Program logo?* 17

34. *What type of support can our institution expect?*..... 17

35. *What is the curriculum source for the E-Learning?* 17

36. Contact Information 18

37. Regional Service Centers (RSC)..... 18

Introduction

Microsoft IT Academy Program (IT Academy Program) membership provides comprehensive resources and special savings for academic institutions to help enable innovative IT education. This IT Academy Program guide (Program Guide) provides an outline of key program benefits for your faculty, students and staff and the requirements to deploy the program benefits. This Program Guide is updated on an annual basis. The latest version of this Program Guide and additional program information can be found at www.microsoftitacademy.com.

Once you become a member of the IT Academy Program, an administrator at your site will receive the detailed information you need to implement the program benefits. IT Academy Program benefits are solely for the IT Academy Program member's location listed in the program registration form. Implementation information on setting up your benefits and other program resources is available through our members-only website at <http://members.microsoft.com/itacademy>. You will need your IT Academy Program member ID number to access this site.

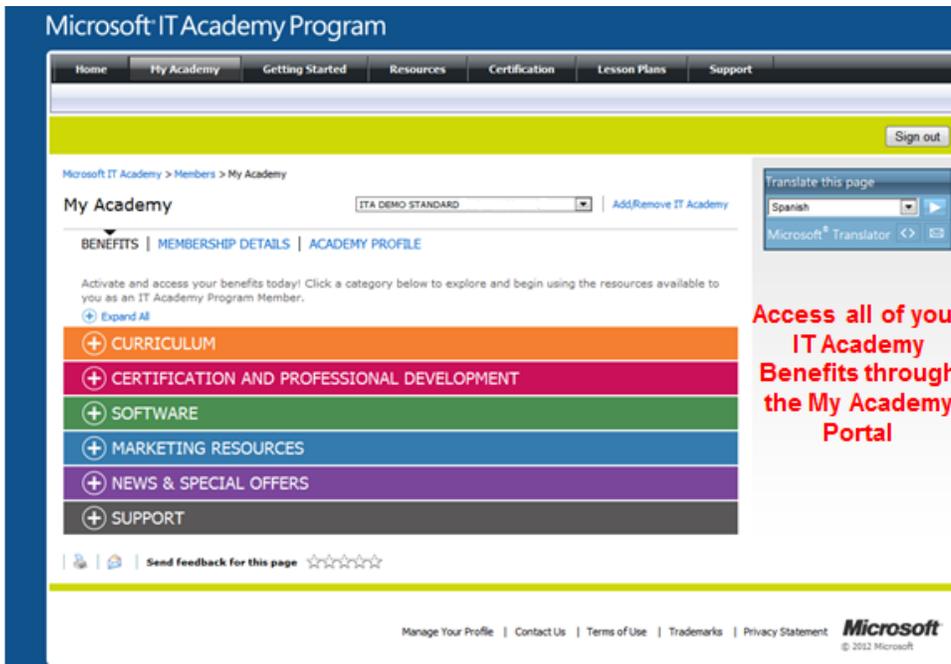
Program Overview

The IT Academy Program works with academic institutions to offer top-quality education training resources on Microsoft technologies in order to help students reach their academic and career potential. The program enables academic institutions to:

- **Offer world-class technology curriculum** to help students acquire basic thru advanced skills on Microsoft cutting-edge technologies
- **Provide rich online learning resources**—anytime and anywhere —available to students, instructors and staff
- **Offer training on Microsoft technologies** to help students graduate with the expertise required to be successful in today's job market
- **Prepare for Microsoft Certification** which enables educators and students to gain the technical expertise required to help obtain industry recognized Microsoft Certification credentials
- **Provide Professional Development opportunities** for its educators and IT staff

Program Benefits as a Volume Licensing Customer

If your institution has a current Microsoft Volume Licensing agreement, you have the option to purchase your subscription to the IT Academy Program as an add-on to your agreement. Volume Licensing members enjoy the benefits of the traditional membership. To learn more about the specific benefits of attaching the IT Academy Program to your Volume Licensing agreement, go to <http://www.microsoft.com/education/MSITAcademy/campus-school-agreements.mspx>.



Program Benefits Overview

Microsoft IT Academy continues to update the resources provided within the program on a regular basis. The items below provide a brief introduction to the current benefits available as an IT Academy Program member. Please visit the member's website for a complete description of the latest program benefits.

Please note that some program benefits are available only in English and benefits may vary by location. If you have questions about any particular benefit or a benefit's availability in your language or region, please contact your local Regional Service Center; see the *Contact Information* section at the end of this Program Guide.

Some program benefits may be provided by a third party. Microsoft is not responsible for any program benefits provided by a third party and Microsoft does not sponsor or endorse the third-party vendors or its services or products.

Program benefits may have additional terms, conditions, and licenses, which apply to your use of those program benefits. Your use of the program benefits is conditional based upon your agreement to the applicable additional terms, conditions, and licenses. If you do not agree to the additional terms, conditions and licenses, you may not use that benefit.

Curriculum

Designed to save educators, students and IT staff time through comprehensive curriculum:

- Rich, interactive E-Learning: The Microsoft E-Learning portfolio features content on core Microsoft technologies
- Instructor E-Learning Course Management Tools to provision content to students and view reports
- Lesson plans and Microsoft Technology Associate (MTA) exam review kits embedded with project-based learning on key technologies
- Microsoft Digital Literacy for essential computer skills training
- E-Reference Libraries for online access to select Microsoft Press books
- Access to expanded curriculum resources (additional fees may apply) such as Microsoft Official Courses (MOC) and Microsoft Official Academic Course (MOAC)

E-Learning Course Portfolio

Unlimited access to a selection of E-Learning courses on Microsoft technologies specially chosen for their alignment to courses typically taught at IT Academy Program members' institutions. Students will find that the multimedia learning experience adds a rich, interactive dimension to the class concepts, and enables them to get more hands-on practice with the concepts and skills they need. Faculty and staff may use E-Learning courses to expand their professional skills and concepts, and to garner ideas for the classroom. The E-Learning course portfolio includes:

- Information worker courses for Microsoft Office applications including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft OneNote and Microsoft Access
- IT Professional courses on Windows Server, Windows client, Windows Internet Explorer, Microsoft Exchange Server, Microsoft SQL Server, Microsoft Project and Microsoft SharePoint
- Developer courses on Microsoft SQL Server, Microsoft ASP.NET, Microsoft Visual Studio, and Microsoft .NET Framework

Content is updated throughout the year. Refer to the E-Learning course list for the latest information at: <https://www.microsoft.com/en-us/itacademy/members/resources/curriculum.aspx#E-Learning>

E-Learning Course Management

To provide educators or program administrators with flexibility and control, access to E-Learning courses is allocated through an online course management tool. Educators can create access codes for E-Learning courses, allowing them to assign content to students, and access usage reporting for each of their classes.

- Manage and track your students' E-Learning access with the Learning Management System (LMS)
- Resources and professional development for educators including access to the complete E-Learning portfolio
- Course completion certificates are available within the LMS.

Lesson Plans

Microsoft IT Academy lesson plans are flexible and created in a concise format of small teachable units. Lesson Plans are designed for use with any textbook, Microsoft Official Academic Course (MOAC), E-reference book and/or E-Learning course. Lesson plans provide an overview of the objective, detailed topics for students, quiz material, student projects, and references to other content. Lesson plans are ready to use as-is or can be customized for each class. The lesson plans are located on the IT Academy member website at: <https://www.microsoft.com/en-us/itacademy/members/lessonplans/lesson-plans-default.aspx>

Microsoft IT Academy lesson plans may be used only by faculty and staff, at the member institution. IT Academy Program member's faculty can share content designated as student resources with the students.

Microsoft Technology Associate (MTA) Exam Review kits

The Microsoft Technology Associate (MTA) Exam Review Kits consist of engaging learning experiences and instructor materials to help students acquire and apply concepts which can be tested by taking corresponding MTA Certification exams. The downloadable kits contain lessons designed to supplement and reinforce existing curriculum. The kits can be used in a variety of ways to meet the needs of individual educators and their existing courses. Use the kits to reinforce concepts and/or as a resource guide for creating additional learning experiences. Students use the Student Study Guide

(SSG) component to know which topics will be tested on the MTA exams and to check their knowledge about those topics. For a current list of the MTA content and exams, visit <https://www.microsoft.com/itacademy/members/lessonplans/lesson-plans-default.aspx>

Microsoft Digital Literacy

The Microsoft Digital Literacy basic, standard and advanced curriculum provides online essential computing skills for students new to computing. IT Academy Program members find that Digital Literacy curriculum is a great source for remediation for some students and a means of exploring new topics for others. The curriculum:

- Includes E-Learning and assessment so that students can focus on the topics they need to round out their skills set
- Provides local language learning in English, Thai, Spanish (Latin America), Portuguese (Brazil), Danish, Polish, Japanese, European Portuguese, French, German, Italian, Hungarian, Turkish, Russian, and Arabic
- Offers a Digital Literacy Test for students who want to demonstrate their mastery of all five courses

Microsoft MY PC Series

The Microsoft My PC Series provides the educator with the ability to teach a series of in-person hands-on workshops covering Microsoft Windows 7 and Microsoft Windows Live Essentials 2011.

- Content is available in three sets of curriculum; ten 1-Hour workshops, four 3-Hour workshops, and a 12-Hour Introduction to Windows 7 workshop.

E-Reference Library

IT Academy Program members receive five one-year educator subscriptions to the online E-Reference Library. The E-Reference Library is a premier online library for educators who want to learn about Microsoft software and technologies. Selection contains over 500 Microsoft Press books (in e-book format) published on topics that you can teach in your classroom as well as leverage for your own professional development. For more information and the list of current titles visit: <https://www.microsoft.com/en-us/itacademy/members/resources/curriculum.aspx?whr=uri:WindowsLiveID#E-Reference>.

Note: [The E-Reference Library is hosted by Safari Books Online, a third-party vendor.](#)

Professional Development

Validate student and educators skills through Microsoft Certification. Evolve staff professional development using the benefits below.

- Receive academic pricing to take select Microsoft Certification exams
- An institution that is a IT Academy Program member and meets the requirements can become a Prometric and/or Certiport testing center and offer students and educators convenient, onsite Microsoft Certification testing at your academic institution
- Receive one Microsoft Certified Trainer (MCT) membership and a 25 percent discount on additional MCT memberships for your qualified educators
- Receive vouchers for educator use which can be redeemed to take a Microsoft Office Specialist (MOS) exam.
- Receive vouchers for educator use which can be redeemed to take a Microsoft Technology Associate (MTA) exam

- Access to curriculum for professional development including the Partners in Learning: Teaching with Technology online professional development course
- Receive 5 subscriptions for educators' use to E-reference premier virtual online E-Reference Library to learn about Microsoft software and related technologies from Microsoft Press

Microsoft Certifications

Microsoft IT Academy Program members are eligible to receive academic pricing on select Microsoft Certification exams for their students, educators, and support staff.

Microsoft offers a wide range of certifications that cover the spectrum of professions within the IT industry. These certifications are carefully developed by a process involving experts from the workforce to ensure validity and reliability. The resulting exams are computer-administered in a way that measures the student's ability to perform a specific job function or set of tasks as in the real world. These rigorous exams go well beyond testing knowledge of a software or terminology. Test takers are presented with situations in which to apply their knowledge, analyze technical solutions, solve problems, and make decisions.

Microsoft Certification is one of the most demanding and respected credentials in the IT industry, stressing both technical knowledge and real-world experience.

Educators at institutions who are IT Academy Program members can stay current with the IT industry by becoming certified in the Microsoft technology about which they teach. Students who obtain a Microsoft Certification to augment their academic achievements may have an edge when entering into the IT workforce. Earning a Microsoft Certification is designed to:

- Validate technical knowledge and skills
- Offer visible demonstration of your commitment to the IT profession
- Provide a reliable benchmark for employers to consider in addition to a certificate or degree
- Chart a career development path for ongoing advancement of Microsoft technology skills

See the website for full certification exams and offers. <https://www.microsoft.com/en-us/itacademy/members/certification/certification-default.aspx>

Testing Centers

A Microsoft IT Academy Program member institution that meets the requirements can become a Certiport and/or Prometric testing center and deliver Microsoft Certification exams on its own campus. Becoming a local testing center can make the Microsoft Certification testing process easy and accessible for educators and students.

There are two Exam Delivery Provider (EDP) vendors, depending on the Microsoft Certification exams you wish to offer. Certiport testing centers deliver Microsoft Office Specialist and Microsoft Technology Associate exams and Prometric testing centers deliver Microsoft Certified Professional exams.

The benefits of becoming a Certiport and/or Prometric testing center include:

- Enables access to discounted exams vouchers to take select Microsoft Certification exams
- Provides a valuable and convenient service for students and educators
- Uses existing classroom lab equipment for a testing facility or can be set up as a dedicated testing center

Note: Certiport and Prometric are third-party EDPs. You are solely responsible for evaluating, and determining whether becoming an EDP test center is appropriate for your institution. You may be required to enter into an agreement with the EDP to become one of their testing centers. Microsoft does not control, endorse, or sponsor the EDPs and Microsoft makes no warranties, express or implied, as to the EDPs or their offerings. Microsoft is not liable or responsible for any of the EDPs' products, services or any dealings you may have with the EDPs

The Microsoft Certified Trainer Program

Microsoft Certified Trainers (MCTs) are the premier technical and instructional specialists in Microsoft software, technologies, and solutions. The MCT program provides tools, resources, and other benefits to help its members thrive as professional technical trainers. Membership in the MCT program can help educators build, maintain, and prove their expertise on Microsoft software and technologies, as well as help them prepare for, teach, and support blended learning solutions.

As a Microsoft IT Academy Program member, your institution is not required to use educators with an MCT credential; however, all educators are encouraged to be Microsoft certified within the technology they are instructing. Through your Microsoft IT Academy Program membership, the MCT program enrollment fee for one qualified educator is included, and discounts are available for additional qualified educators seeking MCT certification. MCTs meet high initial and ongoing certification requirements and enjoy access to many benefits that enable them to be more knowledgeable instructors on Microsoft technologies.

For more information about the Microsoft Certified Trainer program, please visit: www.microsoft.com/learning/mcp/mct.

Software

Microsoft IT Academy Program members that have executed a standalone IT Academy Program Agreement are granted a limited number of lab licenses to use select Microsoft Office and Microsoft Windows software in their institution's computer labs or physical classrooms for the term of their IT Academy Program membership. For the most recent list of the number of Microsoft lab licenses and software titles available under your IT Academy Program membership see: <https://www.microsoft.com/en-us/itacademy/members/resources/lab-software.aspx#license>.

Note: If your IT Academy Program membership was purchased under a Microsoft Volume Licensing agreement, lab licenses are provided to you under your Microsoft Volume Licensing Agreement.

Lab Licenses.

Use of the software is conditional upon IT Academy Program member's agreement that its use of the software is:

- solely by IT Academy Program members' students and instructors and only in the lab or classroom located at the IT Academy Program member's facility
- only for training and instructional purposes when teaching the content available under the IT Academy Program
- compliant with the terms of the End-User License Agreement accompanying the software
- compliant with the Global IT Academy Program Guide and the Agreement under which the IT Academy Program subscription was purchased, and

Note: The lab licenses granted via your IT Academy Program membership will terminate upon expiration or termination of your IT Academy Program membership and you will not, nor allow others to, access or use any of the Microsoft software obtained under your IT Academy Program membership when you are no longer an active member of the IT Academy Program. You agree to delete from all your classroom and lab computers all Microsoft software obtained under your IT Academy Program membership. For clarification purposes, lab licenses are not granted for any other Microsoft software or for any other use.

DreamSpark

Each institution will get one (1) year free standard subscription to Microsoft DreamSpark program (DreamSpark). DreamSpark provides a complete solution for keeping academic labs, educators, and students on the leading edge of technology with the most industry-relevant Microsoft software.

- [DreamSpark](#): Access to Microsoft developer and designer tools, as well as beta and new releases (does not include Microsoft Office). Please see <https://www.dreamspark.com/> for a current list of benefits.
- DreamSpark Premium: Only for qualifying institutions, approval is required. DreamSpark Premium expanded Microsoft software titles is only for qualified higher-education science, technology, engineering, and math (STEM) departments.
- IT Academy Program members' students and educators receive member-only access to the DreamSpark community website that features a wide range of resources such as tutorials, code samples, projects, white papers with an academic focus, case studies, and other content that is appropriate and useful for educators to share and collaborate on.

Note: If your IT Academy Program membership was purchased under a Microsoft Volume Licensing agreement, the one-year DreamSpark membership is provided to you under your Microsoft Volume Licensing Agreement. Please contact your Agreement administrator to activate your DreamSpark membership or for more information.

Microsoft Official Courseware (MOC) (additional fees may apply)

Microsoft Official Courseware (MOC) are instructor-led training courses designed for IT professionals and developers who build, support, and implement solutions using Microsoft software and technologies. MOC is developed from a close collaboration between the Microsoft courseware and software product teams to ensure the highest technical quality and accuracy. It is designed to cover the topics employers know are mission-critical in the real world. The MOC courseware development team works with industry-leading companies to undertake job task analysis to create an objective domain that aligns to how professionals use technology on the job.

For additional information on the current list of MOC Courseware titles available and the purchasing process within your local area, visit the IT Academy Program member site. IT Academy Program members can purchase MOC at academic pricing only when ordered through a Microsoft-designated MOC distributor in your local region.

A list of distributors can be found at: <http://www.microsoft.com/education/MSITAcademy/benefits/moc.mspx>.

Note: MOC is licensed, not sold. All use of MOC must comply with the End User License Agreement that accompanies or is associated with MOC and the "Teaching MOC" terms and conditions listed in the Curriculum section below.

Microsoft Official Academic Course (MOAC) Textbooks (additional fees may apply)

Microsoft Official Academic Course (MOAC) textbooks are available to academic institutions only. This is a best-selling textbook series published by John Wiley and Sons, in partnership with Microsoft. Specifically designed for semester-based or quarter-based courses, MOAC textbooks provide a rich pedagogical foundation for educators and students to expand their knowledge of Microsoft technologies and acquire the real-world skills they need to succeed in today's technology careers.

The MOAC textbook series includes:

- Market-leading textbook and full coverage of Microsoft Certification exam objectives; lessons with real-world scenarios and a wealth of hands-on practice exercises; and online instructor resource center that includes course

setup ideas, lecture outlines, teaching tips, virtual labs, assessments, PowerPoint slide presentations, and instructor guides.

For additional information on the current list of MOAC titles available and the purchasing process within your local area, visit the IT Academy Program member site. IT Academy Program members can purchase MOAC at academic pricing only when ordered in accordance with the IT Academy Program guidelines.

Marketing Benefits

Microsoft IT Academy Program members enjoy access to a variety of marketing opportunities. Becoming a Microsoft IT Academy Program member can help your institution be recognized as a provider of top-quality education on cutting-edge Microsoft technologies by industry professionals, prospective students, and other stakeholders in the academic ecosystem. These marketing opportunities are intended to help you promote your academic institution as an IT Academy Program member by providing market-ready resources such as:

- The Microsoft IT Academy Program Welcome Kit, which includes a membership plaque and posters for you to display in your halls and classrooms
- A wide array of marketing materials available for download from our marketing collateral page at <https://www.microsoft.com/education/itacademymembers/marketing.mspix>, including various brochures, posters, flyers, and email templates
- Testimonial videos created by other IT Academy Program members describe how they get the most out of the IT Academy Program, which resources they find most useful, and how they help their students succeed after graduation. See the videos at <http://www.microsoft.com/education/MSITAcademy/success.mspix>
- The Microsoft IT Academy Program Member logo for use in your advertising and marketing materials to demonstrate Microsoft IT Academy Program value to prospective students and potential employers of graduates from your program. In order to use the Microsoft IT Academy Program Member logo, you must first accept the IT Academy logo agreement. Find additional logo usage information and the logo available for download on the member site. <https://www.microsoft.com/education/itacademymembers/ITALogo.mspix>
- A monthly newsletter that delivers the latest IT Academy Program updates information about new marketing opportunities, and helpful educator and student resources right to your desktop. Subscribe to the IT Academy Program member newsletter at: <https://profile.microsoft.com/RegSysProfileCenter/wizard.aspx?wizid=c25f59d2-f0fc-406c-bd3f-95c5c1128865&Icid=1033&ci=3070>
- News and Special Offers is designed to provide you with latest opportunities and discounts for your institution.
- Your institution's name and information is publically posted in the IT Academy Program member Locator Tool at: <http://www.microsoft.com/education/MSITAcademy/ITAPLocator.mspix>, which allows prospective students to find Microsoft IT Academy Program members. This referral service helps connect your academic institution to students, local industries, and the community.

Note: Your administrator must notify your IT Academy Program regional support center if you do not want your institution name and information to be listed in the IT Academy Program Locator tool.

Membership Requirements

Microsoft is committed to building and supporting the highest quality IT skills programs. Institutions participating in the Microsoft IT Academy Program are expected to represent the high standards of Microsoft and ensure that their offering is aligned with the IT Academy Program's objectives. In support of this, Microsoft IT Academy Program members must meet the requirements below. For more information, visit <http://www.microsoft.com/education/MSITAcademy/requirements.mspix>

Eligibility

Membership is open to all primary, secondary, post-secondary, preparatory schools, vocational and trade or technical accredited educational institutions, libraries, museums and accredited sources of continuing education and those qualifying for Microsoft Volume Licensing academic agreements.

For more information, visit <http://www.microsoft.com/education/en-us/buy/Pages/eligible.aspx>

IT Academy Program members must also meet minimum hardware and classroom setup requirements. <http://www.microsoft.com/education/en-us/buy/Pages/eligible.aspx>

For more information about Microsoft education licensing options see: <http://www.microsoft.com/education/en-us/buy/Pages/licensingOption.aspx>

Restrictions

Private Training

IT Academy Program members are not permitted to provide third-party organizations with training using content or software made available through the IT Academy Program. For example, members may not provide training to employees, contractors, customers, or constituents of third-party companies and agencies. All training must take place at the IT Academy Program member's location listed on the IT Academy Program registration form to students who are currently enrolled in one of their training classes.

Licenses

The MOC titles, software, the IT Academy Program logo, marketing materials, trainer materials, lesson plans and other content are licensed, not sold. Members and end users are required to abide by the licenses and other restrictions, terms and conditions that are applicable to, accompany, or are included with the MOC title, software, IT Academy Program logo, marketing materials, trainer materials, lesson plans, and other content.

Copyright

The courseware, textbooks, learning materials, software and other content provided to you as a benefit under the IT Academy Program is copyright protected in the U.S. and abroad and may not be distributed, electronically or physically, in any format, without the express permission of the copyright owner.

Application and Payment

Microsoft Volume Licensing customers can contact their Volume Licensing reseller for information on how to purchase an IT Academy Program subscription.

All other institutions must complete the IT Academy Program online application process and agree and accept the IT Academy Program terms and conditions. A fee schedule and payment methods are posted on www.microsoftitacademy.com.

Program Administrator

During the online application process, prospective members must designate a program administrator and provide their current email address. The program administrator assumes the following areas of responsibility:

- Be the primary point of contact to ensure consistent communications
- Assign educators rights to IT Academy Program member site and appropriate program benefits
- Provide current contact information for IT Academy Program administrator

- Arrange payment for purchases made on behalf of the Microsoft IT Academy Program member
- Maintain student, educators, and institution records related to the program
- Obtain and secure all Volume Licensing Keys (if applicable)
- Assure that member's use of the program and benefits are compliant with the terms and conditions of the Microsoft IT Academy Program Agreement, this Program Guide, and any additional restrictions, conditions, licenses and other terms that are applicable to, accompany, or are included with any IT Academy Program benefit

IT Academy Program Members-Only Website

After their institution's membership is active, the program administrator receives instructions for accessing the IT Academy Program members-only website for program benefit information. Access to the members-only website is managed using Windows Live ID technology, Federation and Office 365 identification.

Access to content is controlled by a membership ID, and/or E-learning content access codes created as part of your IT Academy Program membership. All access to content on Microsoft software and technologies available via the IT Academy Program is restricted only to:

- (i) Students who are officially enrolled in IT Academy Program member's educational institution, including both academic and continuing education departments, whether such courses are provided on a credit or non-credit basis, and/or
- (ii) Educators, staff, and technical employees at member's institution, provided that training is in the context of professional development

Curriculum

All training that an IT Academy Program member offers as part of the IT Academy Program shall primarily use the content available via the IT Academy program, including: Lesson Plans, MTA ERKs, MOC, MOAC, and Microsoft E-Learning, as applicable. Members are permitted to supplement the training with other suitable materials. A member must meet the course delivery requirements below:

Teaching MOC

IT Academy Program members will use only qualified educators who are proficient in the technology that is the subject of the MOC title for all training sessions using MOC. The qualified educator is not required to be an MCT, although becoming an MCT is highly recommended. IT Academy Program members may only deliver a maximum of 10 hours of MOC training per week for each training session using MOC. In addition, members are required to:

- a. Provide each student with computers that meet or exceed the hardware level specified in the applicable MOC title set-up guide.
- b. Have a valid licensed copy of the Microsoft software for each student workstation located in the training classroom at member's facilities.
- c. Only use MOC titles for their instructor-led training classes.
- d. Purchase one (1) licensed copy of the MOC title used in the training class for each student attending the MOC training class and provide each student with their own copy of MOC. All MOC is licensed on a one (1) user per one (1) copy basis.
- e. Ensure that any student provided with a MOC title first acknowledges and agrees that:
 - i. Each course may be used only by one student, and
 - ii. Each student agrees that their use of such course will be subject to the terms and conditions of any end user license agreement, and other terms that are applicable to, accompanies, or is included with included with the course.
- f. Purchase licensed copies of MOC title only from the third-party suppliers designated by Microsoft under the program.

- g. Abide by the usage requirements, licenses and other terms that are applicable to, accompanies, or is included with the MOC titles and all other training materials provided under or associated with the MOC title.
- h. Ensure its educators strictly abide by the usage requirements, licenses and other terms that are applicable to, accompanies, or is included with the MOC titles and all other training materials provided under or associated with the MOC titles.

IT Academy Program members are prohibited from:

- a. Providing access to MOC title to any individual who is not (a) a student attending one of its training classes, or (b) a trainer teaching the MOC title in one of member's training classes.
- b. Distributing, sublicensing or selling **used** MOC titles.
- c. Reusing MOC titles.

Member assumes all responsibility for the distribution of the MOC titles to students and trainers.

Content Access

Each member agrees to only provide training through its IT Academy Program membership to the following:

- (i) Any student who is officially enrolled in its educational institution, including both academic and continuing education departments, whether such courses are provided on a credit or non-credit basis, and/or
- (ii) Educators, staff, or technical employees at member's institution, provided that training is in the context of educators development courses
- (iii) Educators may use the IT Academy curriculum to teach parents of enrolled student (primary and secondary schools only) as community outreach

Participating in Other Microsoft Programs

Member institutions cannot be enrolled concurrently in the Microsoft Partner Network Learning Competency program and the Microsoft IT Academy Program. Members must select the single program that best suits their core business needs.

Identity Management and Member Program Access

Microsoft IT Academy Program supports multiple identity provisioning options. Please refer to your welcome materials to know the model that is best for your institution.

Program Renewal

IT Academy Program renewal must be completed prior to your IT Academy Program membership expiration date in order to remain an active program member and continue to utilize the IT Academy program benefits.

If you choose to discontinue your program membership, upon expiration or termination of your IT Academy Program membership all benefits and all rights granted to you under the IT Academy Program are immediately terminated. You must immediately cease all activity related to the IT Academy Program, including:

- Discontinue all access to and use of any IT Academy Program benefit, including:
 - IT Academy Program member website
 - E-Learning portfolio and course management
 - E-Reference Library
 - MOC and related trainer materials
 - Any other materials or content received as a result of participation in the program
 - Exam Vouchers

- Cease all use of the IT Academy Program logo and stop identifying institution as a participant in the IT Academy Program
- Cease all use of, uninstall and destroy all copies of any software that has been licensed and received as IT Academy Program benefit. Upon request, you will provide Microsoft with a signed certificate of destruction.
- Discontinue use and distribution of any IT Academy Program marketing materials or Exam Vouchers

Frequently Asked Questions

What is the Microsoft IT Academy Program?

The Microsoft IT Academy Program is an annual membership program that enables academic institutions to deliver training on Microsoft IT professional, developer, and Office technologies to their students, as well as to offer resources on the latest Microsoft technologies to their educators.

Membership is open to all primary, secondary, post-secondary, preparatory schools, vocational and trade, military or technical accredited educational institutions, and accredited sources of continuing education.

Is there a membership fee?

Yes. Program members pay an annual fee. Fees vary in different countries, so please visit <http://www.microsoftitacademy.com> or contact your Regional Support Center (RSC) for details. See the Contact Information section for information on how to contact your RSC.

If an institution has multiple campuses, must each location complete a separate application to be approved for the Microsoft IT Academy Program?

Yes. Each location must apply for and pay the annual program fee independently of each other. Contact your RSC for details.

How do I become a Microsoft IT Academy Program member?

If you are a Volume Licensing customer, please contact your academic reseller.

For all other academic institutions, Microsoft provides an online registration tool. The application process includes:

- Meeting the requirements to be a member of the IT Academy Program
- Completing an online application
- Accepting the Microsoft IT Academy Program Agreement and other terms and conditions and submitting the required documentation
- Remitting your payment

What are the requirements for participating in the Microsoft IT Academy Program?

Microsoft IT Academy Program members are required to submit the information requested by Microsoft for consideration and admittance into the program. Program benefits will become available when all application requirements are fulfilled, which may include:

- Proof of academic accreditation by an approved accrediting body or government sponsorship
- Proof of non-profit status (if applicable to your institution)
- Tax I.D. (not required for Asia Pacific)
- Have an email account
- Completed application and acceptance of the IT Academy Program Agreement
- Remit annual membership fee

- Institution cannot concurrently be a member in the Microsoft Partner Network Learning Competency program

Do our instructors need to be full-time employees of the institution?

No, your instructors may be adjunct or part-time employees.

Why does Microsoft periodically audit IT Academy Program members?

Microsoft is committed to maintaining the integrity and quality of the Microsoft IT Academy Program. Students have high expectations for Microsoft-approved training content, and members benefit by being affiliated with a quality-controlled program. One way for Microsoft to audit the program members is to visit member institutions.

What is required to show proof of our institution's academic accreditation?

A copy of a government-issued certificate that includes your institution's name and verifies your institution's accreditation is required. Government-sponsored institutions are not required to show proof of accreditation, but must submit a statement of their government-sponsored status on school letterhead. For more information on requirement options, contact your Regional Service Center.

Can we cancel our membership and receive a refund?

IT Academy Program membership fees are non-refundable. You may cancel your membership, however, you will not be provided with a refund. All of the benefits that are extended to you can be accessed immediately upon your institution's activation in the program.

How will our institution be able to distinguish itself from other academic institutions that are not Microsoft IT Academy Program members?

The Microsoft IT Academy Program brand was created with distinction in mind. By adding Microsoft as a prominent element to the branding of this program, it signifies that authorized IT Academy Program members are delivering Microsoft-approved curriculum. Program members that sign and comply with the IT Academy Logo License Agreement have access to the IT Academy logo and marketing collateral they can use to promote their membership status.

When can we begin using the Microsoft IT Academy Program logo?

The Microsoft IT Academy Program logo will be available to a member institution upon activation of your Microsoft IT Academy Program membership and your acceptance of the Microsoft IT Academy Logo License Agreement. You may access the Microsoft IT Academy Program Logo Agreement by following the instructions from the members-only website. You may use the Microsoft IT Academy Program Logo as long as your institution (i) maintains Microsoft IT Academy Program member status, (ii) follows the curriculum and course delivery requirements as described in the IT Academy Agreement, Program Guide and any additional licenses, requirements, conditions and terms, and (iii) your use of the logo complies with the Microsoft IT Academy Logo License Agreement

What type of support can our institution expect?

Program support is provided by our customer support staff via phone and email. Upon acceptance in the Microsoft IT Academy Program, members are provided with contact information for the support center in their geographic area. Members also receive e-newsletters with information such as program benefits, certification news, curriculum releases, and more. Please also refer to our member's only website for questions.

What is the curriculum source for the E-Learning?

The E-Learning provided to IT Academy Program members is a portfolio of Microsoft commercial E-Learning courseware.

Contact Information

Regional Service Centers (RSC)

For additional information about the Microsoft IT Academy Program, please visit www.microsoftitacademy.com or contact a Regional Service Center. To find a service center in your area, visit www.microsoft.com/education/msitacademy/itapcontactus.aspx

Region	Email
Europe, the Middle East, and Africa	msitacademy@msdirectservices.com
United States and Canada	acadsupp@microsoft.com
Latin America and the Caribbean	itacadla@microsoft.com
Singapore, Malaysia, Indonesia, Philippines, Thailand, Vietnam, Brunei,	msscsea@microsoft.com
Australia, New Zealand, Papua New Guinea, Fiji Islands, Cook Islands, and Vanuatu	apacresc@microsoft.com
India, Sri Lanka, and Bangladesh	msscisc@microsoft.com
China, Hong Kong , Macau and Korea	msschk@microsoft.com
Taiwan	twwpo@microsoft.com
Japan	Use the online form to contact us

Notice

This Program Guide provides an overview of the benefits and requirements of the Microsoft IT Academy Program. The latest version of the Program Guide and program information can be found at <http://www.microsoftitacademy.com>. Microsoft reserves the right to change the program or any aspect of it at any time, including the right to change the program requirements, the program benefits and/or the Program Guide without prior notice.

Revised June 2012

This document is provided "as-is". Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes.

© 2012 Microsoft Corporation. All rights reserved.

Microsoft and the trademarks listed at <http://www.microsoft.com/about/legal/en/us/IntellectualProperty/Trademarks/EN-US.spx> are trademarks of the Microsoft group of companies. All other marks are property of their respective owners.