Thank you for your interest in

Microsoft Imagine Academy

Students – Refer to pages 2 and 3

Employees – Refer to pages 4 and 5
Microsoft Imagine Academy for Students (@pride.hofstra.edu email address)

- Go to: https://imagineacademy.microsoft.com/
- Click Sign In > Microsoft Account
- Click Sign up Now
- Enter your information. Your username MUST be your full @pride.hofstra.edu email address. Click Create Account.
- It will ask you to verify your account through your @pride.hofstra.edu email address.
• It will then ask you for a code. Click on the “here” link and enter the following:

3XE7EQBBVU7YDU along with your @pride.hofstra.edu email address.

• It will ask you for your information again along with a unique ID. Your unique ID **MUST** be your full @pride.hofstra.edu email address.

• Accept the Terms of Use by checking off the I Accept box and clicking Continue

• You can now click on “My courses” to see what is available.
Microsoft Online Learning for Employees (@hofstra.edu email address)

• For initial sign-up, go here: http://onlinelearning.microsoft.com/subscriptionactivation

• Click on Sign In.

• Click on Organizational Account.

• Sign in with your @hofstra.edu email address. The password is your regular Hofstra portal password.

• When prompted, use this code (make sure you eliminate any spaces in the field):
  IWO546898A

• Read and accept the Terms and Conditions by checking off “I Accept” and clicking Continue.

• You will then be asked to fill in some information to complete your profile.
Click Save.

- From here you can go to the **Browse Courses** tab or type in the Search field to sign up for a course.

![Browser screenshot]

- To sign in again after the initial sign-up, use this link:

  [http://onlinelearning.microsoft.com](http://onlinelearning.microsoft.com). Credentials will stay the same.