


How to access the Microsoft Imagine Academy

The Microsoft Imagine Academy is available anytime and anywhere from your mobile device, PC or laptop. All you need is a secure Internet connection and you can then log on with your myUCT email address and the provided access code.

1. Navigate to <http://imagineacademy.microsoft.com>.
 2. The *Microsoft Imagine Academy* page opens.
 - Click *Sign in*.
 3. The *Sign in* window opens.
 - Select *Office 365 account*.
-  **Note** Microsoft recently changed their terminology from *Organisational account* to *Office 365 account*. Both students and staff must click this option to access the Microsoft Imagine Academy.
4. The *Sign in* page opens.
 - Enter your @uct.ac.za or *myUCT* email address and press *Enter* on your keyboard.
 5. You will be redirected to the *UCT Single Sign On* page.
 - In the *Username* field, enter your staff/student number.
 - Enter your UCT password.
 - Click *Sign In*.

Note: If you have already authenticated to Single Sign-On to access another application such as Vula or Lynda.com then you will automatically move on to Step 6.
 6. A window opens indicating that your staff/student number is not enrolled with the academy.
 - Click *here* to redeem your access code.
 7. The *Redeem your enrolment code* window opens.
 - Enter the suitable enrolment code for the module you would like to access, e.g.

Module name	Enrolment Code
Productivity Programs	4XMY4RZYFT4FJY
Finding and evaluating resources on the web	KYCVU6HZ4HJR9W
Digital Lifestyles	HZSDBL7JF8YB5A
Computer Security and Privacy	CF4J3FHFLFC8EH
Using Social Networking to Connect with the World	9LHBBEW22H7FR7

- Enter your myUCT email address.
 - Click *Submit*.
8. A notification pops up indicating that you are now enrolled in the academy.
 - Click *Continue*.
 9. The *Microsoft Imagine Academy Terms and Conditions* page opens.
 - Select the *I Accept* checkbox.
 - Click *Continue*.
 10. The *Profile* page opens.
 - Enter your *Name*, *Surname* and *Email address* in the required fields.

- From the *Default language* dropdown menu, select your preferred language (e.g. English).
 - From the *Location* dropdown menu, select *South Africa*.
 - In the *Unique ID* field, enter your student or staff number.
 - Click *Save*.
11. You will be redirected to your personal dashboard which contains a list of accessible courses and your achievements. Select the online course video that you would like to watch and you are good to go.

Thereafter each time you log onto the Microsoft Imagine Academy, complete steps 1-5 listed above.

NB: Check the [ICTS webpage](#) for more Microsoft Imagine Academy modules and enrolment codes.