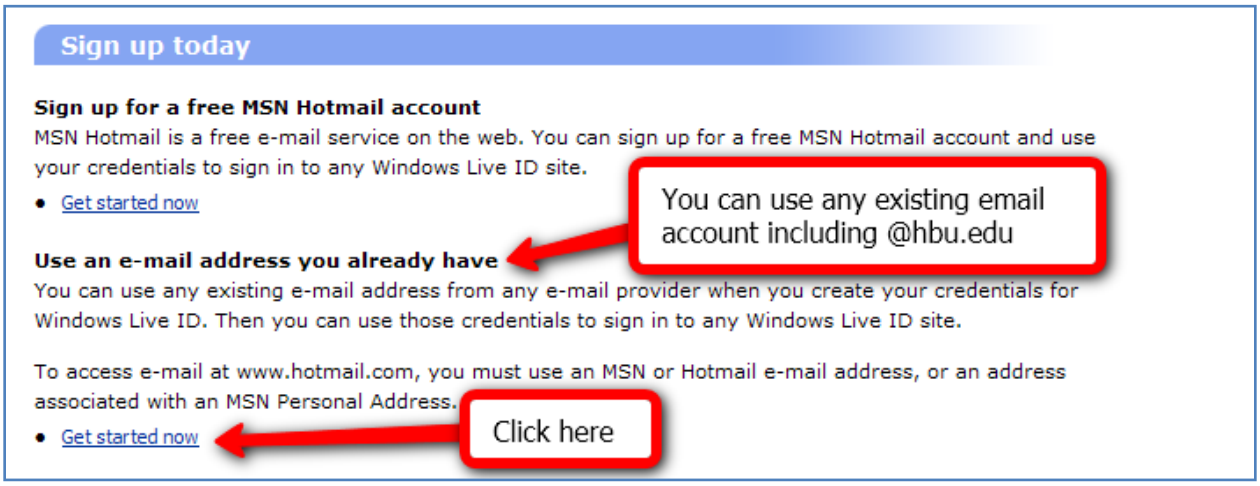
How to setup a Windows Live ID

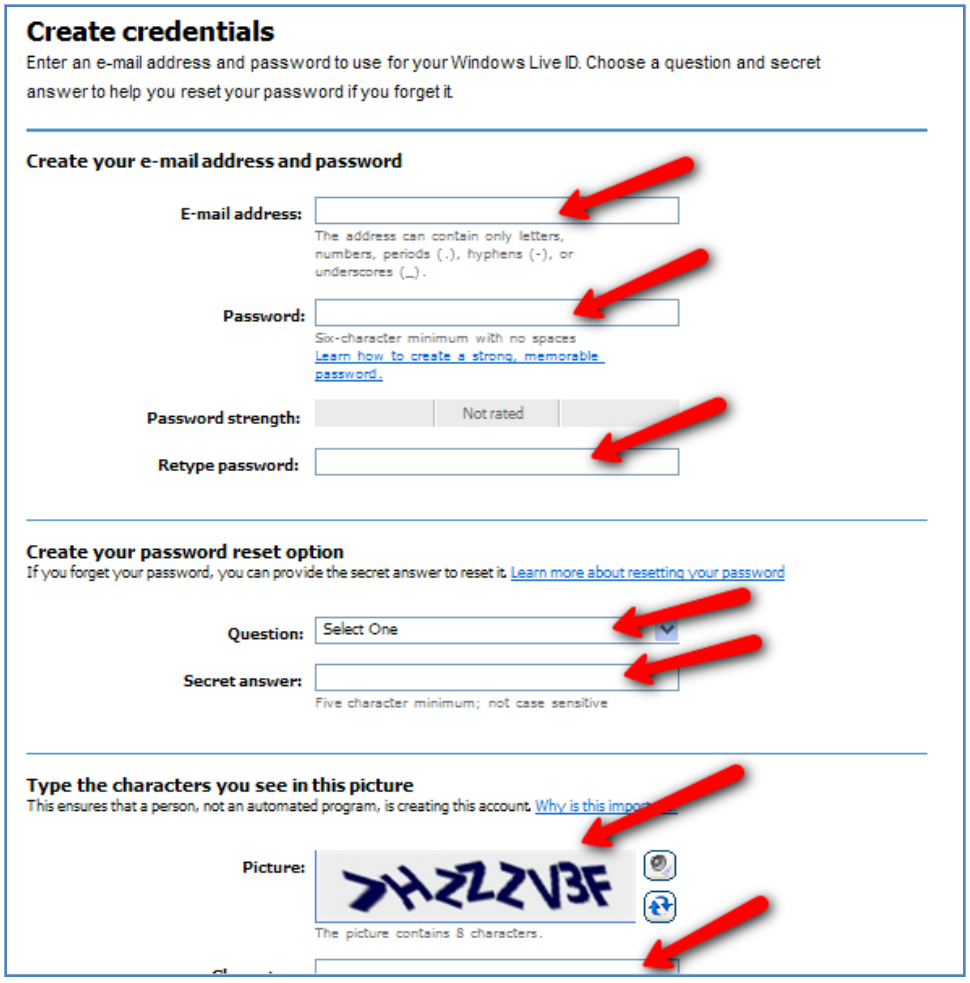
In order to use MS IT Academy, you need to login using a Windows Live ID. If you have an MSN Hotmail email account, you already have a Windows Live ID. **This process requires many steps but the purpose is to guarantee the security and privacy needed for the IT Academy environment**. To setup a new Windows Live ID follow these steps:

1. Go to https://accountservices.passport.net/ppnetworkhome.srf and this will take you to the Windows Live ID page.

2. Scroll down and find the "**Sign up today**" section. If you want to use any existing email account use the second option; click on **Get started now** under the **Use an e-mail address you already have** section. If you want to create a Hotmail account use the first option.

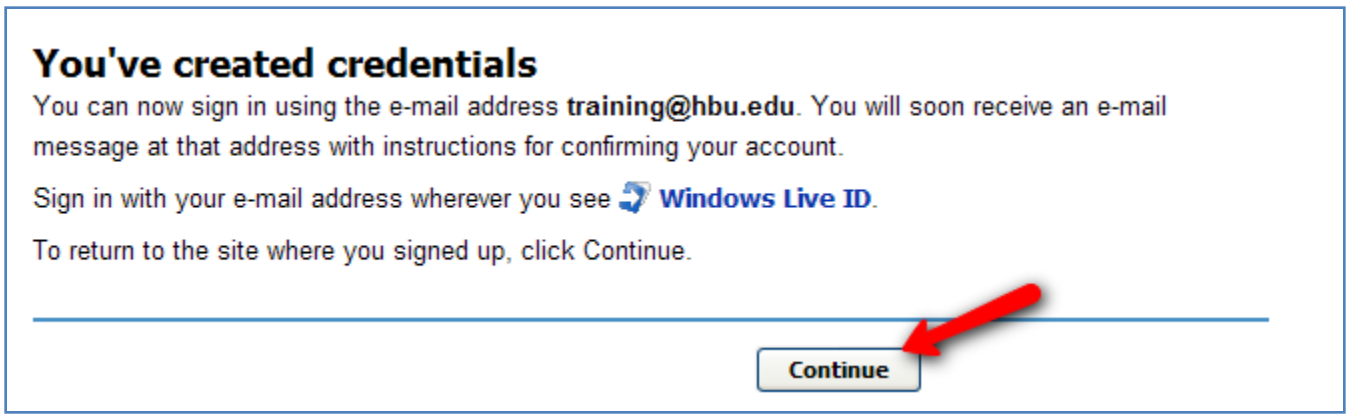


3. Enter the account information (existing email address, password, retype password, password reset question and security characters in picture). After entering all this, click **Continue**.

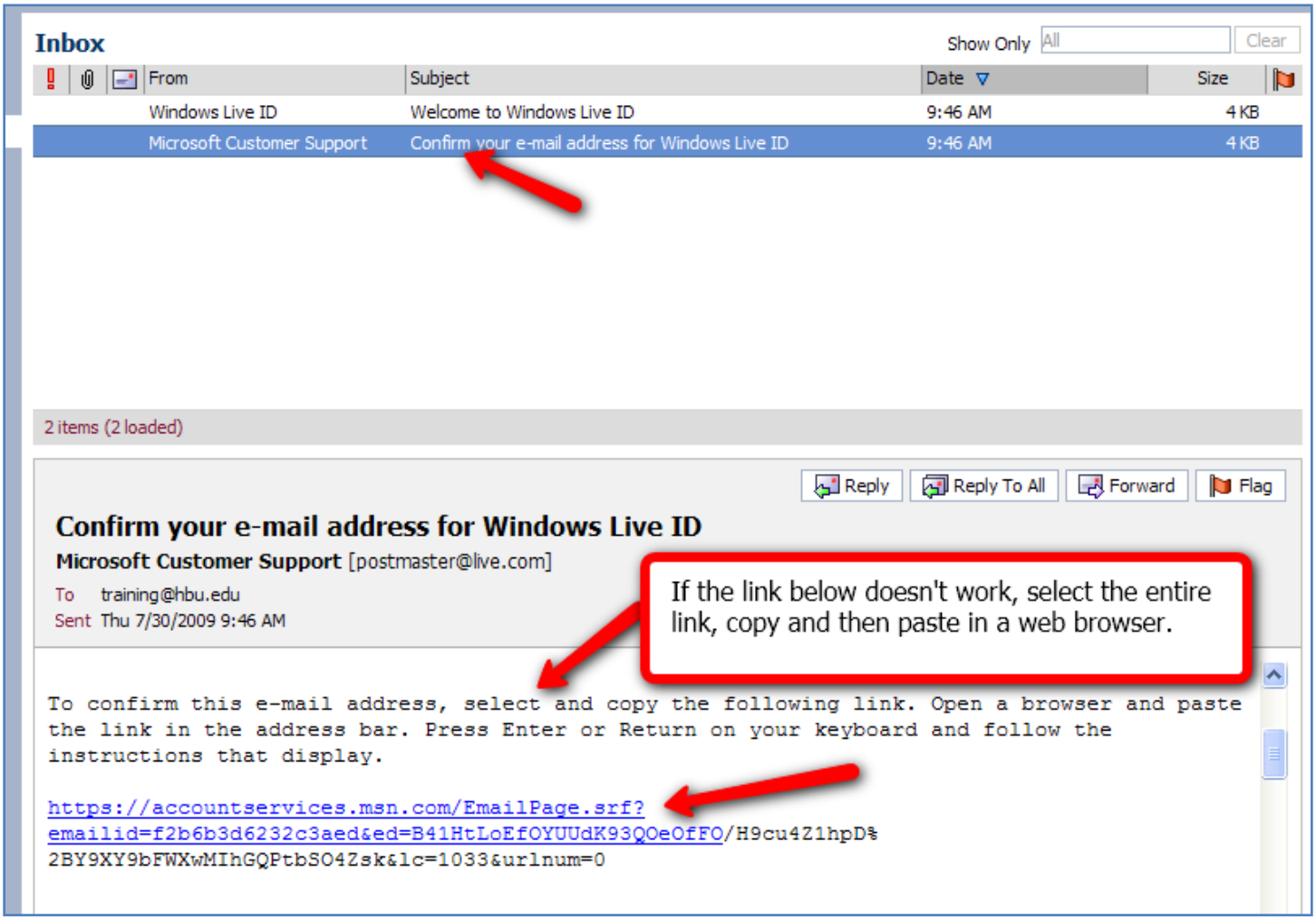


4. Read the agreements or Terms of Use. Enter your email and click **I Accept**.

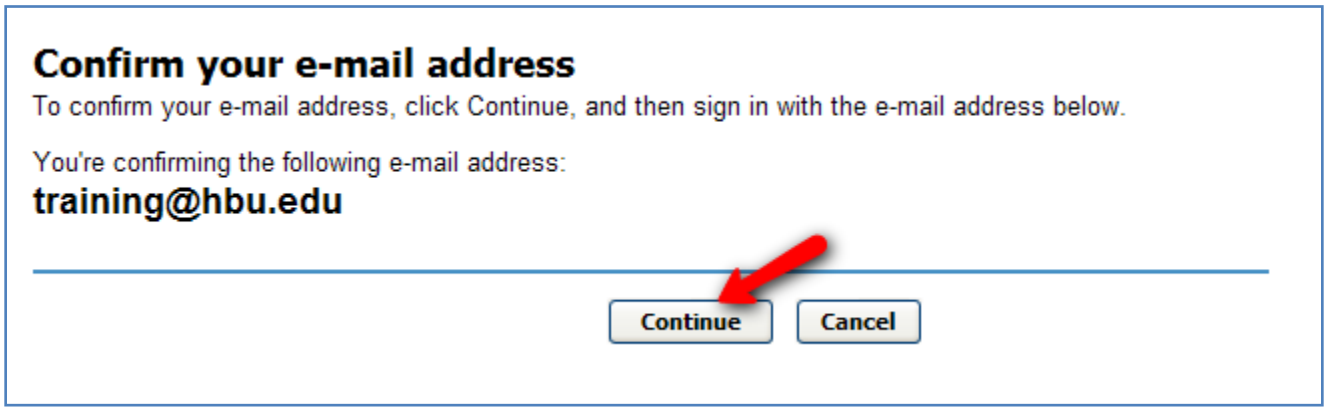
5. After that you will see a confirmation screen telling you that you have successfully created the Windows Live ID account. Click **Continue**.



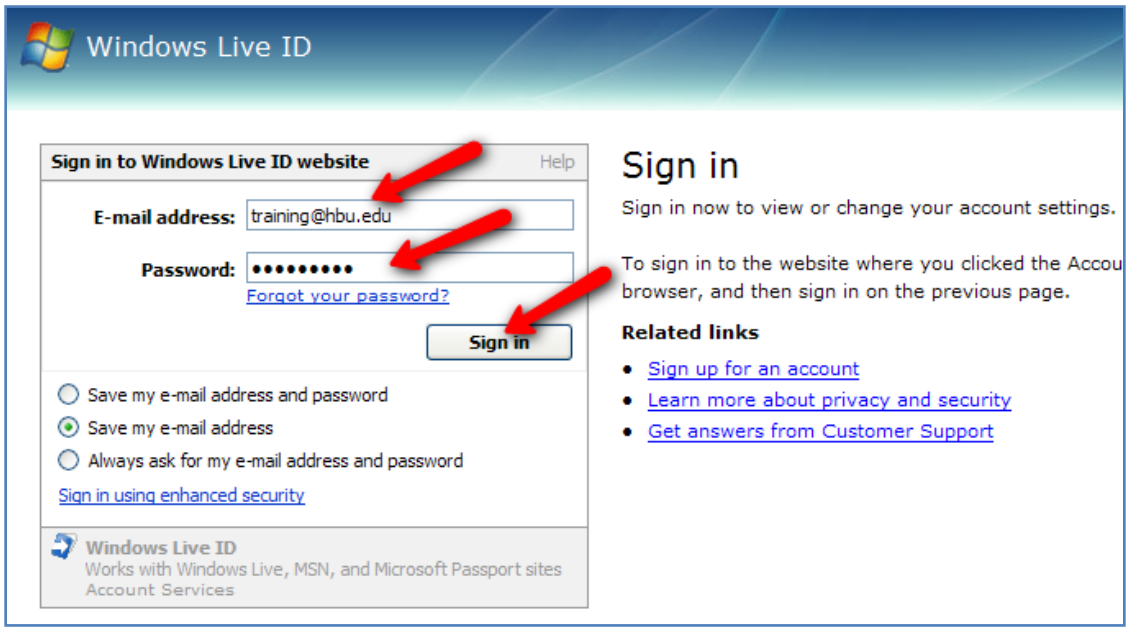
6. You'll receive an email from Windows Live ID. **Open** this email and click on the confirmation like provided. If it doesn't work, **select the entire link, copy and then paste in a web browser**.



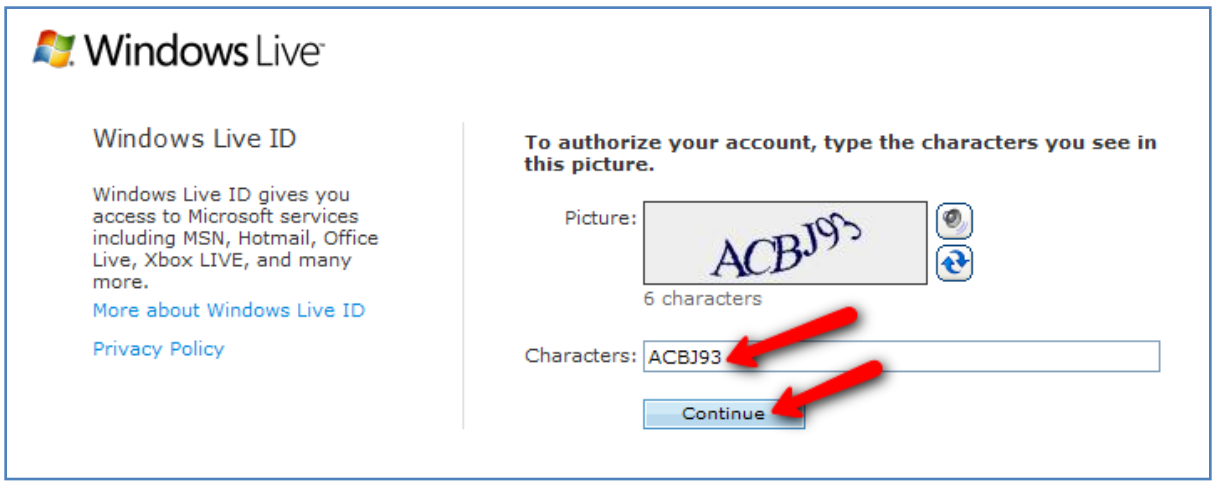
7. When you do that, it will take you to this confirmation page. Click **Continue.**



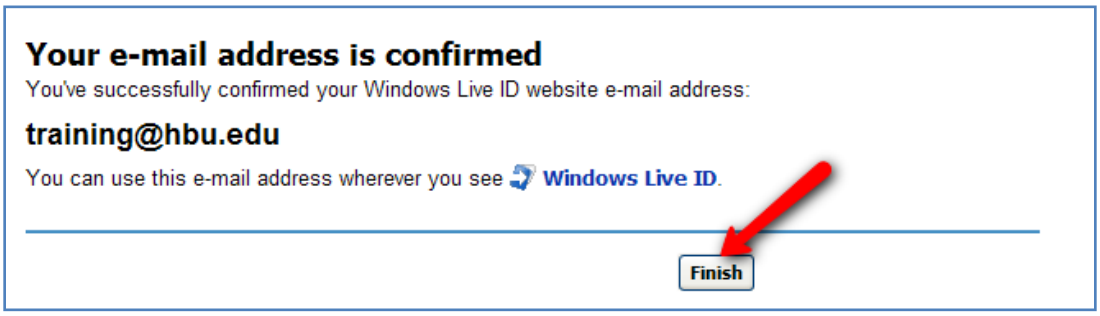
8. Then the following screen appears. Test your Windows Live ID by entering your **e-mail account** and **password** combination you used during the Windows Live ID account setup above then click **Sign In.**



9. After successful login, you will see the following Authorization screen. Enter the **security characters** of the picture in the specified field. Click **Continue.**



10. The following screen will ask to repeat the login from step 8. Enter your email and password again and click **Sign In.**
11. Finally, the following screen appears. Your email has been confirmed with Windows Live ID. Click **Finish.**



When finished, the browser will open the www.msn.com page. This is the end of the Windows Live ID. You only need to do this once. And every time you see the Windows Live ID (or Passport.Net) logo you can login using these credentials. You can use it from your campus computer, home computer or anywhere.

As mentioned above, this process requires many steps but the purpose is to guarantee the security and privacy needed for the IT Academy environment. If you have any questions contact the Helpdesk at x.3410

By: Miguel Morales
ITS Application Services
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