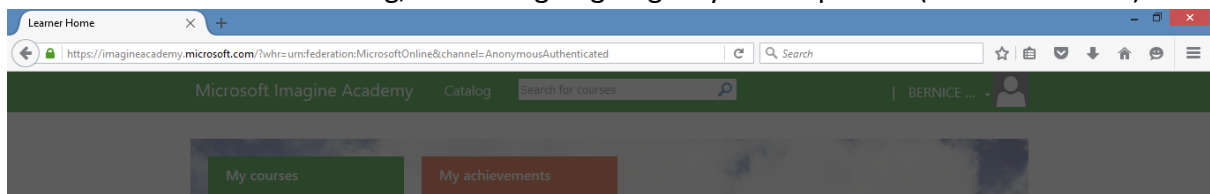


Hoe om MS Academy te gebruik:

1. Maak **FireFox oop**. / Open **FireFox**
2. Tik die volgende webadres in: / Type the following webadres: <http://itacademy.microsoft.com>
3. Kliek op **sign in**. / click on **sign in**.
4. Twee opsies gaan vertoon: / Two options will display:
Kies "Work or school account" / Choose Work or school account
5. Tik die volgende in, waar hulle jou vra vir jou epos adres: en druk enter (staffnommer@staff365.msfed.nwu.ac.za) / Type in the following, where they ask you for an email adres: (staffnumber@staff365.msfed.nwu.ac.za)
Bv./Eg. 24897698@staff365.msfed.nwu.ac.za
6. Jy gaan die "CAS" login sien, tik jou personeelnr en wagwoord in. / You are going to see the "CAS" login page, type your personel number and your password.
7. Kliek op die **LOGIN** opsie / Click on the **LOGIN** option.
8. Nadat dit klaar geload het, gaan dit vir jou hierdie prentjie gee (sien hieronder) / After it is done loading, then it is going to give you this picture (see underneath)



You're almost there!

This email address 24981354@student365.msfed.nwu.ac.za is not enrolled with an organization.

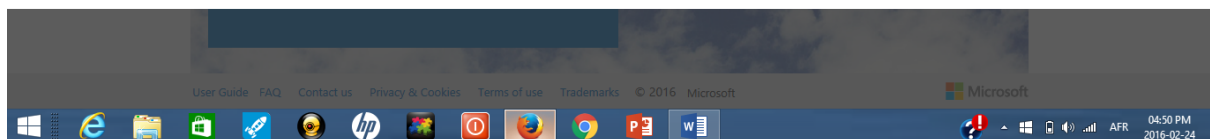
- If you have an access code, click [here](#) to redeem it.

-or-

- If you've already enrolled with another Microsoft account or with an Office 365 organizational account, click **Sign out** and then sign in with your enrolled account.

Sign out

Cancel



9. Kliek op die **HERE** knoppie (if you have an acces code, click HERE to redeem it) / Click on the here option (if you have an acces code, click HERE to redeem it).
10. Tik die volgende kode in: **SXSV6CNYGU5C6R** / Type in the following code: **SXSV6CNYGU5C6R**
11. Tik weer (staffnommer@staff365.msfed.nwu.ac.za adres in. / Type in your (staffnommer@staff365.msfed.nwu.ac.za email adres again.
12. Kliek op submit / Click on submit

13. Hy gaan vir jou terme en kondisies uitgooi, kliek op die blokkie I agree en kliek op continue / He is going to give you the term sand conditions, just click on the I agree block and click on continue.
14. Tik jou gewone e-pos adres in, kies die taal wat jy mee gemaklik is, kies Suid-Afrika as die land waarin jy woon. Tik 'n unieke ID in, gebruik jou personeelnommer. / Put in your usual email adres, choose the language in witch you are comfortable, choose South-Africa as the land that you live in. Type in an unique ID, use your personal number.
15. Kliek op Stoor / Click on save.
16. Jy is nou weer terug na die hoofblad / You are now back again on the front page.
17. Kliek op my courses (links bo) / Click on my courses (left untop)
18. Dit is al die courses waarvoor jy nou geregistreer het / This is al the courses that you have registered for.
19. Kliek op enige een van die kursusse wat jy wil doen / Click on any of the courses that you want to do.
20. Indien die booskap om Silverlight te aktiveer verskyn, klik op die opsie om dit te aktiveer. / If a message displays to activate Silverlight, click on the option to activate it.
21. Happy Learning!