

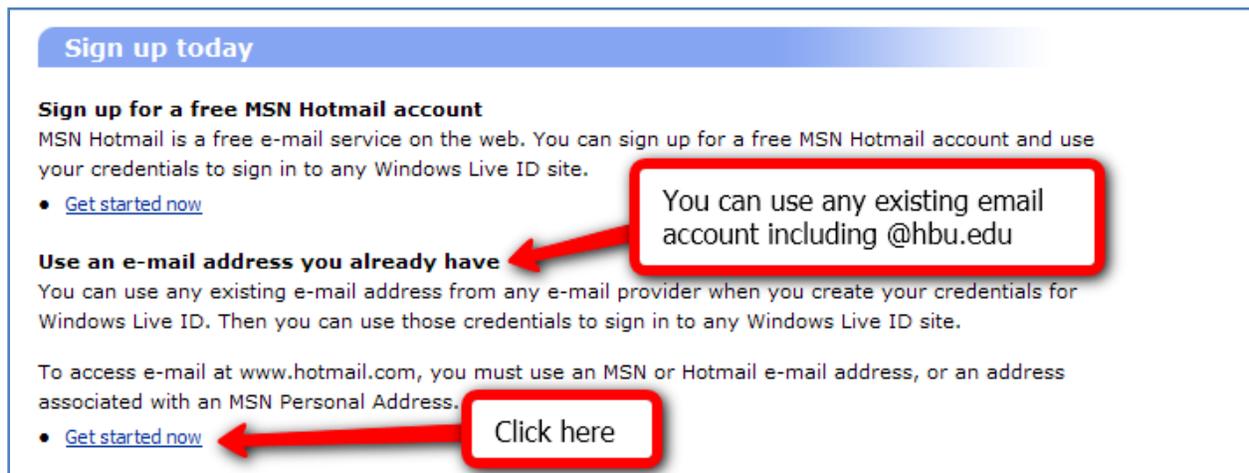
How to setup a Windows Live ID

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**.

Create credentials
Enter an e-mail address and password to use for your Windows Live ID. Choose a question and secret answer to help you reset your password if you forget it.

Create your e-mail address and password

E-mail address: 
The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Password: 
Six-character minimum with no spaces
[Learn how to create a strong, memorable password.](#)

Password strength: Not rated 

Retype password:

Create your password reset option
If you forget your password, you can provide the secret answer to reset it. [Learn more about resetting your password](#)

Question: 
Secret answer: 
Five character minimum; not case sensitive

Type the characters you see in this picture
This ensures that a person, not an automated program, is creating this account. [Why is this important?](#)

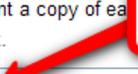
Picture:  
The picture contains 8 characters. 

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

Review and sign the Agreements

Your Windows Live ID is governed by all of the following, which are collectively the "agreements":

- [Microsoft terms of use](#)  **Read the terms of use**
- [Microsoft online privacy statement](#)

To view and print the agreements, click each link and print a copy of each agreement. To create your account, type your e-mail address and click **I Accept**.  **Enter your email**

training@hbu.edu

By typing your e-mail address and clicking **I Accept**, you are accepting all of the agreements, and consenting to receive all information from Microsoft electronically. You understand that you are creating credentials that you can use on other [Windows Live ID](#) sites and services. If you do not accept the agreements as written, click the **Cancel** button to discontinue sign-up.



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

You've created credentials

You can now sign in using the e-mail address **training@hbu.edu**. You will soon receive an e-mail message at that address with instructions for confirming your account.

Sign in with your e-mail address wherever you see  **Windows Live ID**.

To return to the site where you signed up, click Continue.



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

Inbox Show Only All Clear

From	Subject	Date	Size
Windows Live ID	Welcome to Windows Live ID	9:46 AM	4 KB
Microsoft Customer Support	Confirm your e-mail address for Windows Live ID	9:46 AM	4 KB

2 items (2 loaded)

 Reply  Reply To All  Forward  Flag

Confirm your e-mail address for Windows Live ID

Microsoft Customer Support [postmaster@live.com]

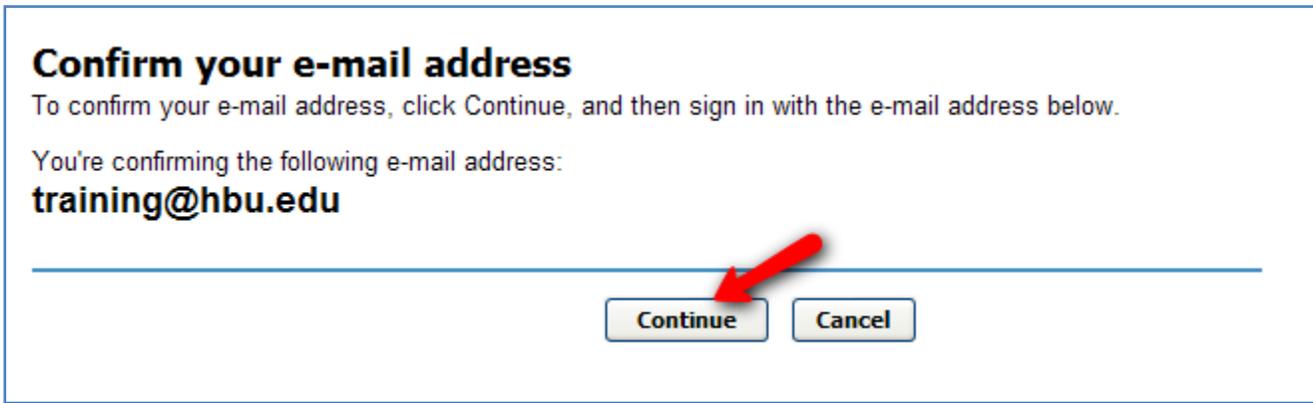
To training@hbu.edu
Sent Thu 7/30/2009 9:46 AM

To confirm this e-mail address, select and copy the following link. Open a browser and paste the link in the address bar. Press Enter or Return on your keyboard and follow the instructions that display.

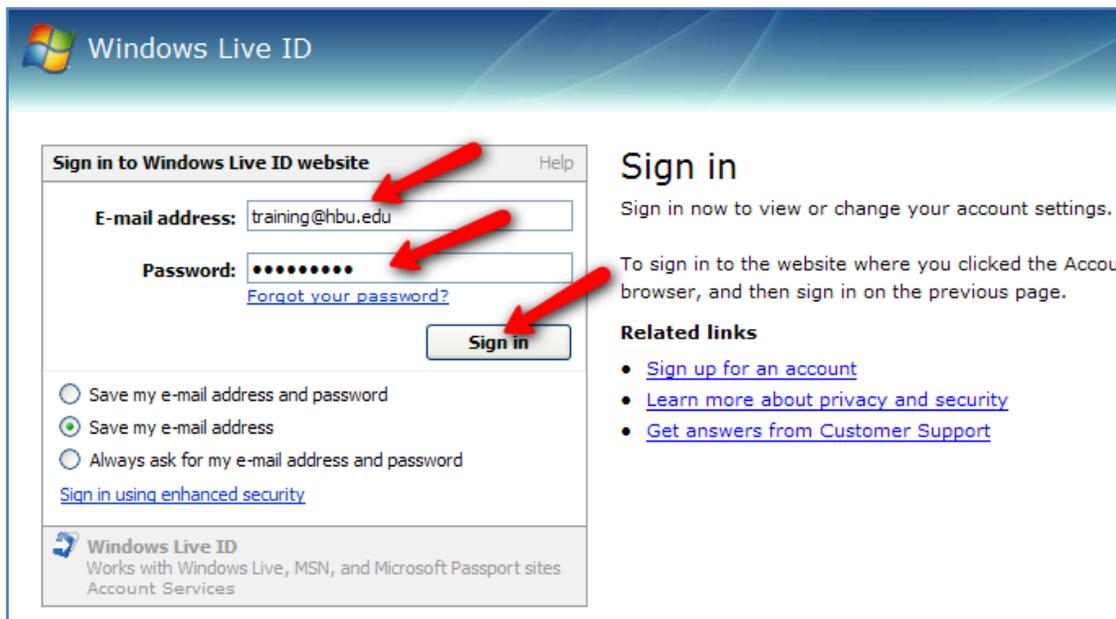
<https://accountservices.msn.com/EmailPage.srf?emailid=f2b6b3d6232c3aed&ed=B41HtLoEfoYUUDk93QOeOfFO/H9cu4Z1hpD%2BY9XY9bFWXwMIhGQPtbS04Zsk&lc=1033&urlnum=0>

If the link below 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**.

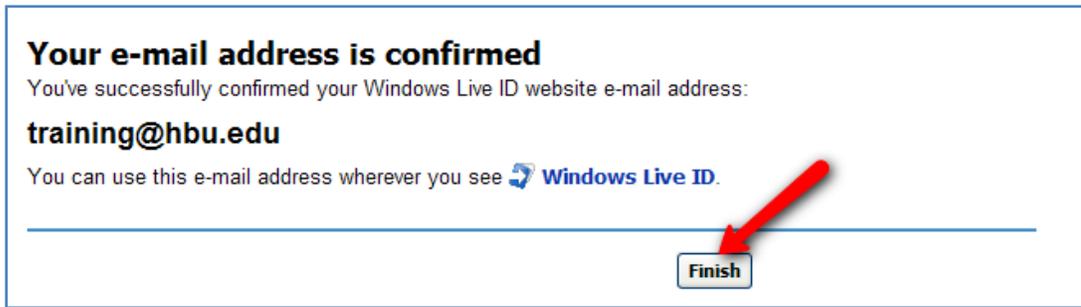


9. After successful login, you will see the following Authorization screen. Enter the **security characters** of the picture in the specified field. Click **Continue**.



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

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