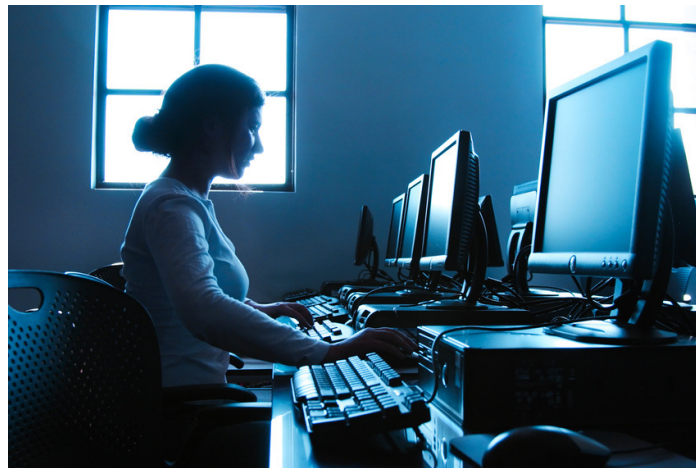


# Registering with Microsoft IT Pro Momentum & TechNet-Plus.



## Instructions & Information for Leaving Certificate Technology Schools



## ***Index***

<b><i>Page 1 .....</i></b>	<b><i>Introduction</i></b>
<b><i>Page 1 .....</i></b>	<b><i>What is IT Pro- Momentum</i></b>
<b><i>Page 2 .....</i></b>	<b><i>What is Microsoft TechNet Plus</i></b>
<b><i>Page 2 .....</i></b>	<b><i>Joining the IT Pro Momentum Program</i></b>
<b><i>Page 3 .....</i></b>	<b><i>Setting up the IT Pro Momentum Account</i></b>
<b><i>Page 8 .....</i></b>	<b><i>Confirming the IT Pro Momentum Account</i></b>
<b><i>Page 10 .....</i></b>	<b><i>Registering IT Pro Momentum account</i></b>
<b><i>Page 12 .....</i></b>	<b><i>To activate IT Pro Momentum account</i></b>
<b><i>Page 14 .....</i></b>	<b><i>To activate the TechNet Plus subscription</i></b>



## **Introduction**

### ***Microsoft IT Pro Momentum for Leaving Certificate Technology Schools***

Students studying Leaving Certificate Technology utilise ICT on a daily basis for research, investigation, design, evaluation, manufacture, project management, collaboration, communication and presentation. Now Irish schools offering Leaving Certificate Technology will be invited by Microsoft Ireland to join the Microsoft IT Pro Momentum program. Membership of the IT Pro Momentum program and TechNet Plus will expose Leaving Certificate Technology teachers, students and schools to the cutting edge of Microsoft ICT developments and provide opportunities to support teaching and learning in the classroom. The launch of the Microsoft “LCTechnology Project”, under the course description ‘Virtual Network’, will allow teachers provide hands on learning experiences to their students. Within the classroom environment ‘Microsoft Virtual PC’ will provide the working environment for students to simulate a Server and Windows XP Client environment.

***As a result of the Microsoft Ireland and t4 initiative teachers can look forward to engaging their students with hands-on integration of Network and Client software to provide real live learning opportunities.***

### **What is the Microsoft IT Pro Momentum Program**

IT Pro Momentum is a Microsoft Early Adopter Program for IT Professionals who need to keep ahead of the newest technologies. Membership of IT Pro Momentum will assist in:

- Discovering and evaluating the newest MS technologies.
- Piloting and deploying Microsoft beta products.
- Access Microsoft Beta Product Support.
- Connect with an international community of IT Professionals through forums.
- Share the experience of adopting a new technology with the IT Pro community worldwide.

In consultation with the Technology Subjects Support Service (T4), Microsoft Ireland will offer membership of IT Prom Momentum on a year’s trial basis to Irish 2<sup>nd</sup> level schools approved to offer Leaving Certificate Technology. Membership of IT Pro Momentum includes membership of Microsoft TechNet plus.

***Membership of TechNet plus will enable schools to fulfil their legal requirements when running Microsoft server and client software for evaluation in the virtual environment created by Microsoft Virtual PC.***

## ***What is Microsoft TechNet Plus***

Microsoft TechNet Plus is a subscription program designed to help IT Professionals plan for future deployments of new and upgraded software. It allows them to prepare for critical issues by providing fast and convenient access to the latest Microsoft software for evaluation without time or feature limits. From TechNet Plus, IT professionals can obtain beta releases of Microsoft products, support; technical information and tools.

***Please note that software provided through TechNet Plus is for evaluation purposes and cannot be used in a live production environment.***

## ***Joining the Microsoft IT Pro Momentum Program***

Joining IT Pro Momentum is a three stage process:

1. Receiving an invitation from Microsoft to join the program.
2. Sign up your school for a Windows Live ID.
3. Sign up to the Microsoft IT Pro Momentum program.



## Setting up IT Pro Momentum Account

An e-mail from [itpromfb@microsoft.com](mailto:itpromfb@microsoft.com) will be sent to all 2<sup>nd</sup> level schools approved to offer Leaving Certificate Technology inviting the schools to register with the Microsoft IT Pro Momentum program. The invite will be sent to the school's email address and will be similar to the following:

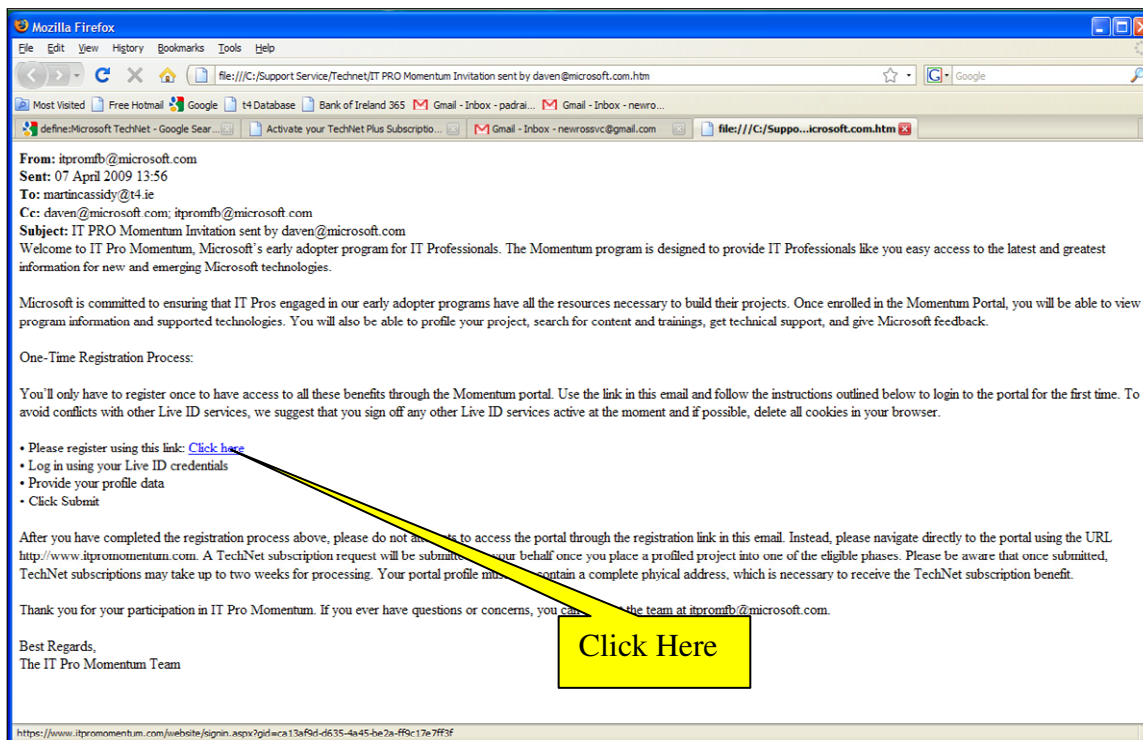
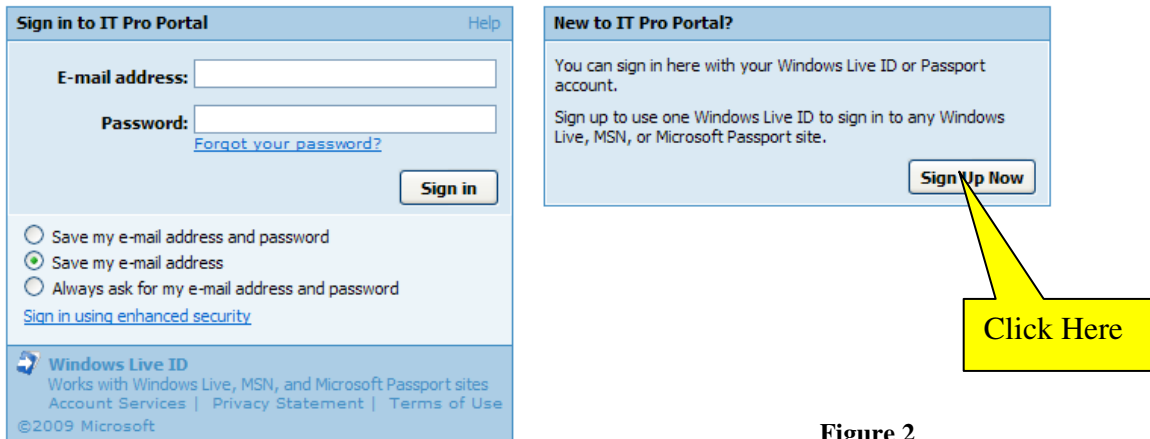


Figure 1

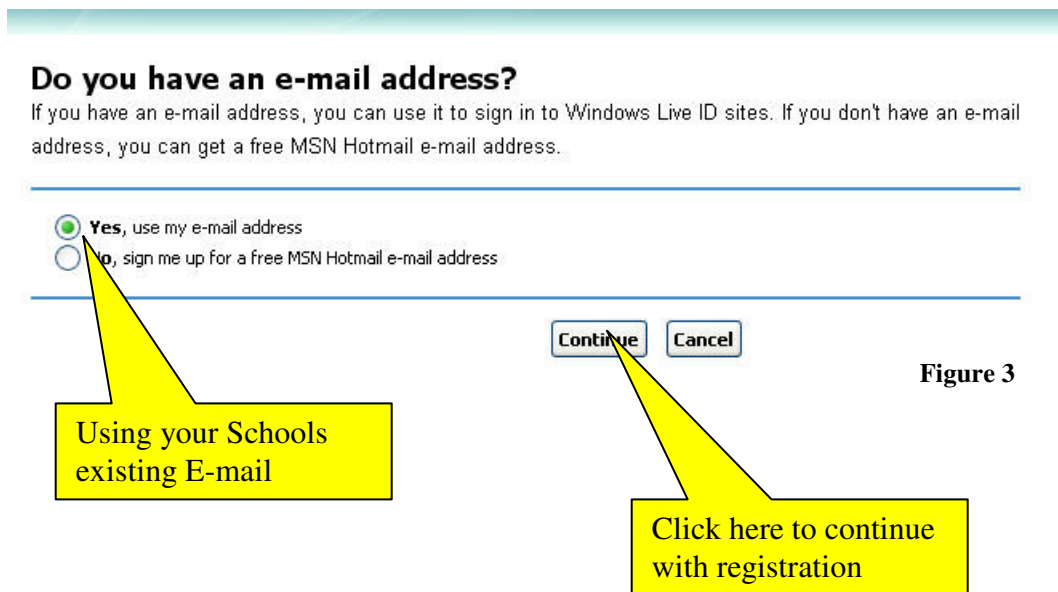
When your school receives the invitation you should proceed as follows:

- Click on the link in the e-mail as indicated above at figure 1.

- In the new to IT Pro Momentum window (figure 2) click on the Sign Up Now button.



- In the resulting window (Figure 3) choose the “Yes, use my e-mail address” option  
(Note: ***This must be the school e-mail address***).
- Click the “Continue” button to continue the registration process.



- Complete the Create Credentials form similar to that shown in figure 4 using your own data.

## 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: 

Medium

Retype password:

Use your School e-mail address

Type Password

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

Click to select Security question

Type answer to Security question

### 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.

**✖ The characters you type must match the characters in the picture or audio. Please try again.**

Characters:

Type characters that appear in Picture box  
(Note - Case sensitive)

Continue

Cancel

Click to continue

Figure 4

It may be necessary to create an MSN Account to proceed and if this is the case the following form (Figure 5) will appear on screen.

- Complete the form and click the continue button.

**Note:** *If your school already has an MSN account this page will not appear and you can proceed to page 7.*

### Create an MSN account

To create an MSN account, complete the information below. This information will help to personalize your MSN features. You can return to Account Services and update your information at any time. [Learn more](#)

MSN respects your privacy. [Learn more about privacy](#)

#### Personal information

**Birth date:** Day  Month    
Example: 1999

**Gender:** ☒ Male ☐ Female

**Industry:**

**Occupation:**

**Job title:**   
Optional

**Marital status:** ☒ Married ☐ Single ☐ Not specified

**Children in household:** ☒ Yes ☐ No ☐ Not specified

Click on arrow to view options

Click on required option in list to choose answer

#### Home location

**Country/Region:**   
[Privacy for residents of the European Union](#)

**County:**

Click to Continue

Figure 5



- Enter your schools e-mail address and accept the terms of use as shown in figure 6.

### 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](#)
- [Microsoft online privacy statement](#)

Click to read terms of use & privacy statement

To view and print the agreements, click each link and print a copy of each agreement. To accept all of the agreements, type your e-mail address and click I Accept.

newrossvc@gmail.com

Enter your School E-mail address

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.


Click to accept

Figure 6

- You have now completed the registration process (Figure 7).
- Click the "Continue" button.

### You've created credentials

You can now sign in using the e-mail address **newrossvc@gmail.com**. 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.

Click to Continue

Figure 7

## Confirming your Account

- Check your schools e-mail messages until you receive a message from Microsoft Customer Support (figure 8).
- Open this e-mail message.

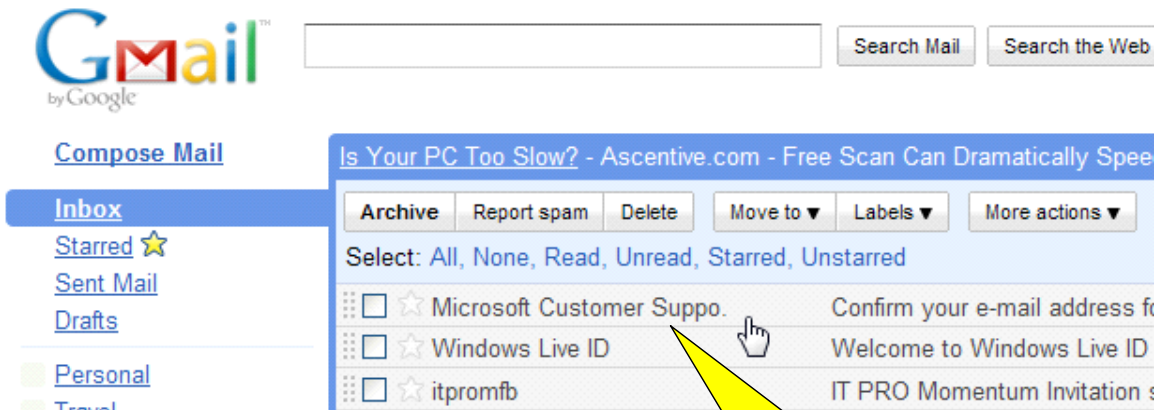


Figure 8

- In the e-mail you will be asked to copy a link into your web browser address bar. Hold down the left mouse button and drag the mouse over the link information to highlight it (see example below).
- Select Copy from the Edit menu or press the right mouse button and select copy from the floating window (figure 9).
- 

**CONFIRM ACCOUNT**  
To help prevent unauthorized account creation, we need you to confirm your e-mail address. We will use this e-mail address to send you important messages about your account. Also, some Windows Live ID sites and services may require a confirmed e-mail address.

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.

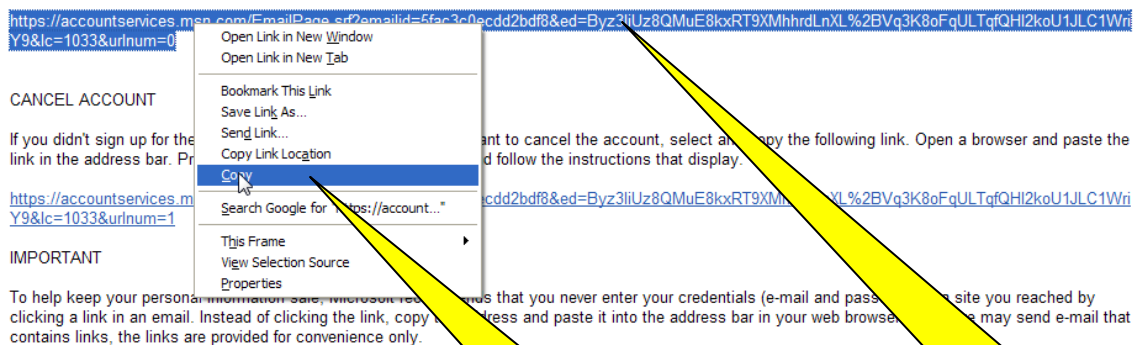


Figure 9

- Open your Internet Browser.
- Move your mouse button over the current address in the address bar and press the left mouse button once to highlight the address (figure 10).
- Press the right mouse button (right click) and choose paste from the floating menu.

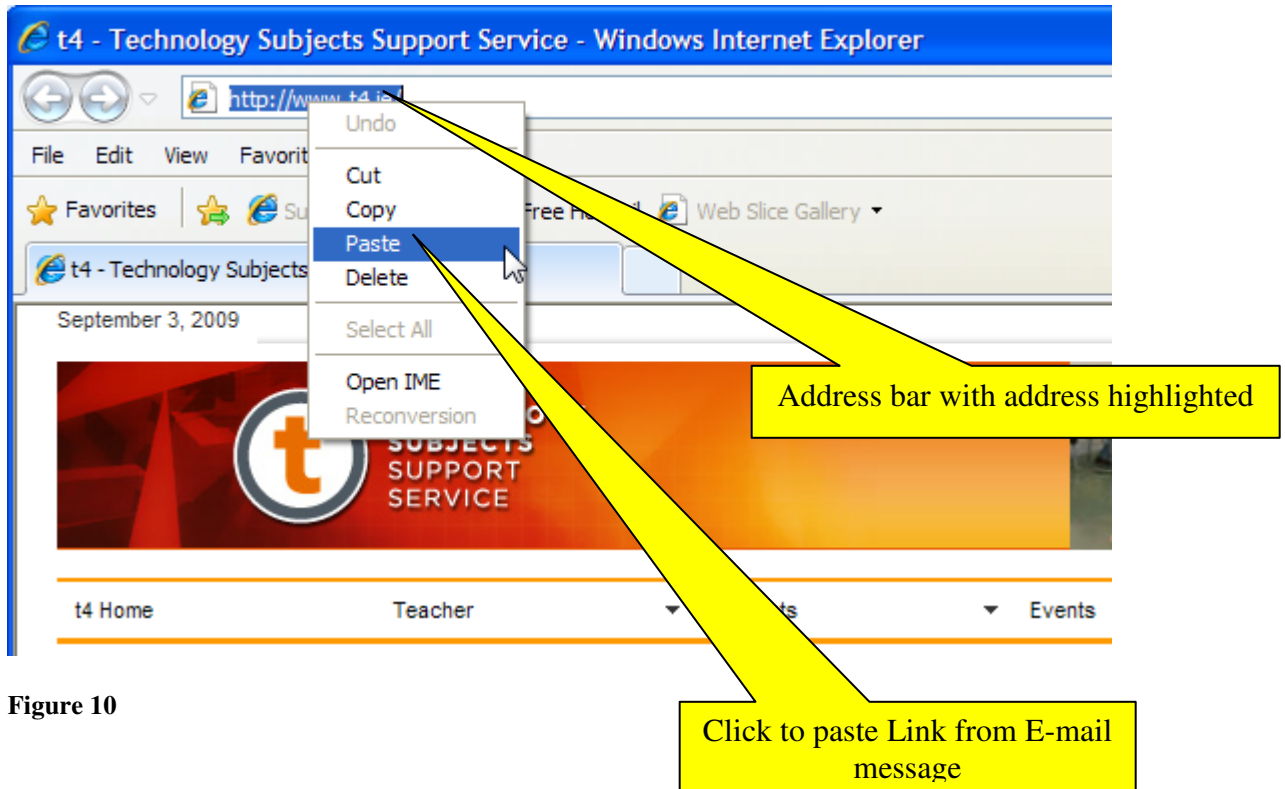


Figure 10

- Press the enter key to move to the confirmation page (figure 11).

### Confirm your e-mail address

To confirm your e-mail address, click Continue, and then sign in with the e-mail address below.

You're confirming the following e-mail address:

**newrossvc@gmail.com**

Figure 11


Click Continue Button

- Click Continue (figure 11) to confirm that the schools e-mail address is correct and legitimate.

## Your e-mail address is confirmed

You've successfully confirmed your Windows Live ID website e-mail address:

**newrossvc@gmail.com**

You can use this e-mail address wherever you see  Windows Live ID.

Finish

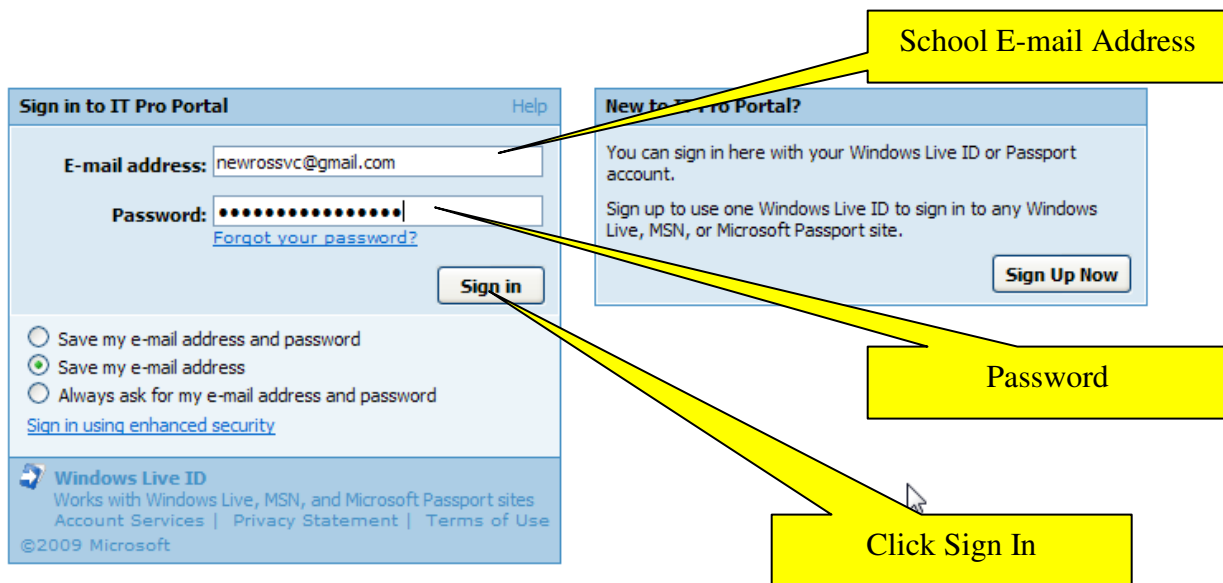
Click Finish

Figure 12

- Click Finish to complete the confirmation process (figure 12).

## Registering your I.T. Pro-Momentum Account

- Go to [www.itpromomentum.com](http://www.itpromomentum.com) (or open the original e-mail invitation received from [itpromfb@microsoft.com](mailto:itpromfb@microsoft.com) and click on the link indicated in the body of the message).
- Add your schools e-mail address and password in the Sign In portal (figure 13).



The screenshot shows the 'Sign in to IT Pro Portal' page. The 'E-mail address' field contains 'newrossvc@gmail.com' and the 'Password' field is filled with dots. A 'Sign in' button is visible. To the right, a 'New to IT Pro Portal?' section offers a 'Sign Up Now' button. Annotations with yellow boxes and arrows point to the 'E-mail address' field (labeled 'School E-mail Address'), the 'Password' field (labeled 'Password'), and the 'Sign in' button (labeled 'Click Sign In').


Sign in to IT Pro Portal [Help](#)

E-mail address:

Password:

[Forgot your password?](#)

☐ Save my e-mail address and password  
☒ Save my e-mail address  
☐ Always ask for my e-mail address and password  
[Sign in using enhanced security](#)

 **Windows Live ID**  
Works with Windows Live, MSN, and Microsoft Passport sites  
[Account Services](#) | [Privacy Statement](#) | [Terms of Use](#)  
©2009 Microsoft

New to IT Pro Portal?

You can sign in here with your Windows Live ID or Passport account.

Sign up to use one Windows Live ID to sign in to any Windows Live, MSN, or Microsoft Passport site.

School E-mail Address

Password

Click Sign In

Figure 13

- The first time you sign in you will be asked to complete the IT Pro Momentum registration. An example of a completed registration form is shown below (figure 14).

The screenshot shows the Microsoft IT Pro Momentum registration form. The form fields are as follows:

First Name	Patrick
Last Name	Lynch
Email ID	newrossvc@gmail.com
Address 1	New Ross Vocational College
Address 2	Butlersland
City	New Ross
State	Co. Wexford
Country	Ireland
Postal Code	n/a
Phone Number	051-421278
Company	County Wexford VEC
Preferred Language	English

Below the form fields is a checkbox labeled "I have read and accepted the terms of use below" which is checked. Below this is a scrollable area containing the "DESCRIPTION OF SERVICES" and "PRIVACY AND PROTECTION OF PERSONAL INFORMATION" sections.

Three yellow callout boxes with arrows point to specific elements:

- A box labeled "Click to Register" points to the "Register" button.
- A box labeled "Click for language setting" points to the dropdown arrow next to the "Preferred Language" field.
- A box labeled "Click for Country" points to the dropdown arrow next to the "Country" field.

Figure 14

## To Activate your I.T. Pro-Momentum Account

- On the IT Pro Momentum home page click on My Projects (figure 15).

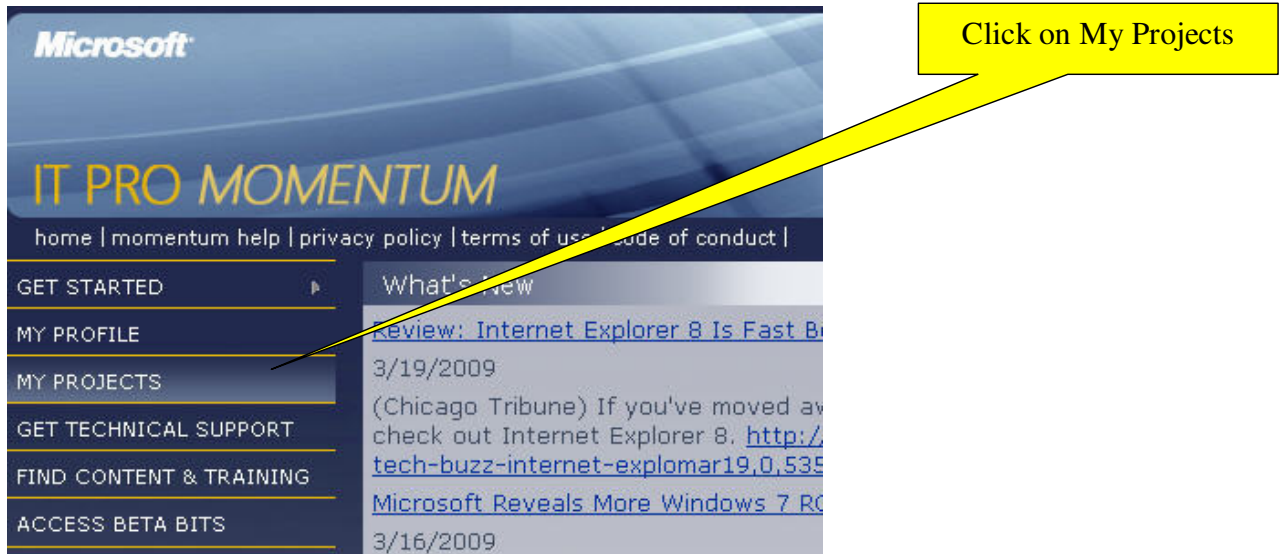


Figure 15

- Click on “Profile Project” to create a new project (figure 16).



Figure 16



Complete the profile details exactly as shown below (figure 17):

The screenshot shows the 'Profile Project' form in the IT Pro Momentum application. The form includes a sidebar with navigation links: GET STARTED, MY PROFILE, MY PROJECTS, GET TECHNICAL SUPPORT, FIND CONTENT & TRAINING, and ACCESS BETA BITS. The main form fields are:

- Project Name:** LCTechnology
- Description:** Virtual Network
- Technologies:** A list of checkboxes for various technologies. 'Win Srv 2008 R2' is selected.
- Expected date for pilot:** 10/31/2010
- Number of servers impacted by pilot:** One
- Number of client machines impacted by pilot:** Two
- Phase:** Plan (selected from a dropdown menu)
- Buttons:** Save and Cancel

Annotations with yellow callout boxes point to specific elements:

- Project Title:** Points to the 'Project Name' field.
- Course Description:** Points to the 'Description' field.
- Please note date is in American format:** Points to the 'Expected date for pilot' field.
- Click on arrow to select Plan from list:** Points to the dropdown arrow for the 'Phase' field.
- Save to Exit:** Points to the 'Save' button.

Figure 17

- The newly created plan will appear in your project list.

Figure 18

The screenshot shows the 'My Projects' page in the IT Pro Momentum application. It displays a table with the following data:

Project Name	Technologies	Phase	Last Updated	Support Requests	Actions
LCTechnology	Win Srv 2008 R2	Plan	10/31/2010		<a href="#">Give Feedback</a> <a href="#">Get Support</a> <a href="#">Archive Project</a>


- The Process of activating your IT Pro-momentum account is now complete (figure 18)

## To Activate your TechNet Plus subscription

- Within a 2 week period of activating your IT Prom Momentum account your school will receive a follow-up e-mail from TechNet Plus subscriptions inviting your school to activate the TechNet Plus Subscription (figure 19)

### Activate your TechNet Plus Subscription now! Inbox | X

★ [technet@eu.subservices.com](mailto:technet@eu.subservices.com) to me



It's Time to Activate your TechNet Plus Subscription!

Dear Patrick Lynch,

**Thank you** for choosing a Microsoft® TechNet Plus Direct EMEA Single User subscription. Now is the time to activate so you can start downloading software and using your support benefits.

[Activate your TechNet Plus Subscription now](#)

You'll just need to enter your name, email, and Subscriber ID (as shown to the right) after you sign in with your Windows Live ID. You only need to do this once; then sign in to the TechNet Subscription site with the same Windows Live ID each time you visit.

**Subscription Details:**  
 First Name: Patrick  
 Last Name: Lynch  
 Email: [newrossvc@gmail.com](mailto:newrossvc@gmail.com)  
 Subscriber ID: 600430734

Subscription: Microsoft TechNet Plus Direct EMEA Single User  
 Expiration Date: 20.09.2010

Have questions about your subscription or need assistance? [Contact us](#)

Need to change your address? [Change it online](#) (you'll need to log in with the subscription details above)

*Please save this email for your records.*

After you've activated your subscription benefits, you can:

1. Access software and product keys from [TechNet Plus Subscriber Downloads](#)
2. **Microsoft eLearning courses:** To prepare for certification or simply to help build your technical skills, TechNet Plus includes a selection of Microsoft eLearning courses for free each quarter.
3. [Get Technical Support](#) when you encounter break-fix issues outside of production environments. (production-only issues can be raised through pay-per-incident Technical Support)
4. Get help finding resources on TechNet using the TechNet Online Concierge. Visit the [Manage My Subscription](#) page and click the Online Concierge link.
5. If you haven't already, [sign up for the TechNet Flash](#) newsletter to stay up to date on the latest development news from Microsoft.

Thank you for your continued business.

We wish you great success with your IT projects!

Nitin Saxena  
 Senior Product Manager, TechNet Plus Subscriptions

Click Here

Figure 19



- Within the e-mail click on the “Activate your TechNet Plus Subscription now” graphic.
- The following screen appears (figure 20).
- You already have a Windows Live Account created for your school. Type your password & click on the “Sign In” button.

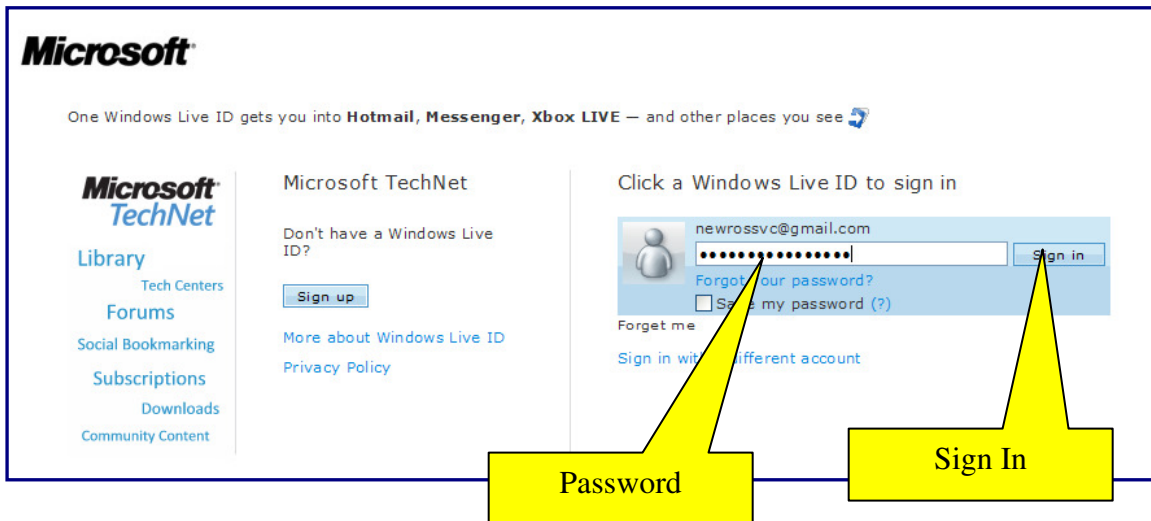
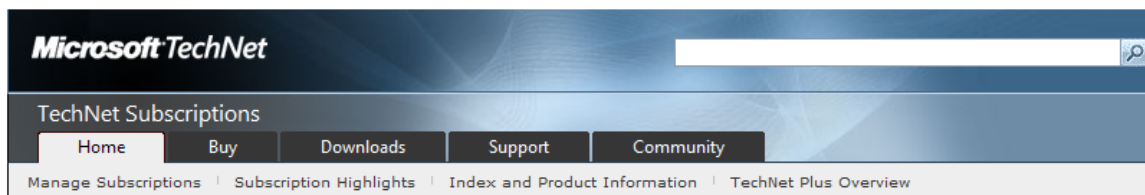


Figure 20

- Complete the Activation Form using the information contained in the e-mail you received from TechNet Plus subscriptions (sample shown at Figure 21).



### Activate my Subscription

Please enter your account information below exactly as it is listed on the email you received inviting you to activate your subscription.

**First Name:**   
**Last Name:**   
**Email Address:**   
**Benefit Access Number:**

Subscriber Id

### License Notice and Default Agreement:

If you have previously accepted valid TechNet Plus subscription terms and conditions, then by checking the "I acknowledge and accept" button you agree that your use of the software provided by this site shall be governed by those terms and conditions. (For Example: if you acquired your subscription from Microsoft's Volume Licensing program then the terms and conditions of the Volume licensing agreement and Product Use Rights you accepted govern your use of the software.)

If you have not previously accepted TechNet Plus subscription terms and conditions or are otherwise not bound to valid TechNet Plus subscription terms and conditions, then by checking the "I acknowledge and accept" button you agree that your use of the software shall be governed by those terms and conditions.

LICENSE TERMS FOR MICROSOFT TECHNET PLUS DIRECT SUBSCRIPTIONS

THESE LICENSE TERMS ARE AN AGREEMENT BETWEEN MICROSOFT CORPORATION (OR, IF APPLICABLE, A SUBSIDIARY OF MICROSOFT CORPORATION) AND YOU, BASED ON WHERE YOU ARE CURRENTLY RESIDING.

☒ I acknowledge and accept.

Ok Cancel

Figure 21

Congratulations. You are now a member of Microsoft TechNet Plus.



**Microsoft TechNet**

TechNet Subscriptions

Home Buy Downloads Support Community

Manage Subscriptions | Subscription Highlights | Index and Product Information | TechNet Plus Overview

TechNet Subscriptions » Home » TechNet Benefits Management

## TechNet Subscription Management

**Subscription:** TechNet Subscription (Retail) - [Dropdown] [Default] [Remove]

TechNet Direct (Retail)	
<b>Subscription Number:</b>	<b>Subscription Type:</b> Retail
<b>Subscription Status:</b> Active	
<b>Expiration Date:</b> 9/20/2010	

**Registered to:**

Patrick Lynch  
newrossvc@gmail.com  
Ireland  
[Support Info](#)

-  **Subscriber Downloads and Product Keys**  
Get quick access to your subscriber evaluation software, betas and other software downloads and product keys.
-  **Online Concierge Chat**  
Do you need guidance finding the answers you are looking for, or assistance with a non-technical question? Click here to access the TechNet Online Concierge available 24 hours a day, 7 days a week (except US National Holidays).
-  **TechNet Forums/Managed Newsgroups**  
Get expert answers to your technical questions within two business days. First time users click on the Configure link below.  
[Configure newsgroup access \(not needed for Forums\)](#)
-  **Support Incidents**  
For your toughest technical questions, use your complimentary Technical Support incidents to talk to a Microsoft Support Professional via phone or web.
-  **Microsoft E-learning**  
These online courses and clinics are free for TechNet subscribers and provide hands-on training to help you build the skills you need to keep systems up and running, prepare for certification, or deploy Microsoft software.

If you need to access TechNet Plus in the future type the following address in your Browser address bar, or add the TechNet Plus page to your favourites.

**<https://TechNet.microsoft.com>**

**Don't forget to sign in using your account details when you log on.**