

Microsoft® IT Academy Program

IT Director Readiness Checklist

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See *IT Director Information* document for full details on each of the steps below and more.

Microsoft IT Academy Readiness Checklist		Links	Date Completed
Hardware	Scan lab computers for E-Learning compatibility	http://itacademy.microsoftelearning.com/help/systemRequirements.aspx	
Software	See IT Director Information document for details on obtaining your software licenses <i>If running XP, recommend upgrading to Windows 7 for Office 2010.</i>		
Plug-ins	Install Silverlight	http://www.silverlight.net/downloads	
	Install ActiveX Control to ensure students can start the virtual labs within the ELearning	https://lva.msllab.microsoft.com/UnifiedLabViewer/checkpages/en-US/installVmrc_en-US.htm	
Check for	Internet Readiness 56K		
	Accept Browser Cookies		
	Enable Javascript		
	Set Browser to refresh at each page		
	Disable a firewall that blocks cookies or blocks access to a secure server		
Add to Trusted Sites / Open ports	microsoft.com		
	microsoftlearning.com		
	live.com (https://login.live.com for signing into ITA sites with a Live ID)		
	profile.microsoft.com		
	Microsoftelearning.com		
	Ports 80 and 443		
Add to safe/bypass list on your proxy server or firewall	65.55.12.245 Profile.microsoft.com 74.43.216.128 E-Learning Instructor site 74.43.216.125 E-Learning student site http://profile.microsoft.com [https] http://login.live.com [https]		
Add to Safe Senders List	@microsoft.com		

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	@training.com		
	@windowslivemail.com (65.55.238.140 - 65.55.238.142)		
	@partners.extranet.microsoft.com (10.251.56.169)		
	@redmond.corp.microsoft.com (157.54.86.9) (169.254.1.11)		
<p>Open required outbound ACL's to TCP ports 80/443 for the following IP ranges*(Windows Live Id Services)</p> <p>Schools that do not have any outbound Access restrictions to the WLID services today will not need to make any changes.</p> <p>*Does not apply to schools with Federated solution.</p>	<p>New Networks 157.55.134.0/24</p> <p>Current Networks 65.54.165.128/27 65.54.165.160/27 65.54.186.0/27 65.54.186.32/27 65.54.186.64/27 65.54.186.96/27 65.54.186.128/27 65.54.186.160/27 65.54.186.192/27 65.54.186.224/27 65.54.234.0/26 65.54.234.64/26 65.54.240.64/27 65.54.254.96/28 65.54.254.128/28 65.54.248.192/27 65.54.248.224/27 65.54.194.192/27 65.54.204.0/27 65.54.205.0/27 65.54.208.224/27 65.54.212.192/27 65.54.213.160/27 65.54.133.128/27 65.54.142.224/27 65.54.143.96/27 65.54.145.192/27 65.54.204.192/26 65.54.206.128/26 65.54.215.192/27 65.54.205.48/28</p>	<p>If 3 or more students create Live IDs at the same time from the same external IP address, access will be blocked for that IP address. Note, there is a pre-emptive mitigation for this by registering the school IP range in advance (IP Whitelisting)</p> <p>Whitelist request will be submitted via the online form at https://support.live.com/default.aspx?productkey=wlidipexc</p> <p>You can go to http://whatismyip.com your external IP address</p>	

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	65.54.133.48/28 65.54.208.128/26 65.54.216.160/27 65.54.217.160/27 64.4.12.0/25 65.54.143.128/25		
Student Email Provider	Switch settings to "Higher Education" or work with email provider to let Windows Live ID verification emails through.		
LIVE ID Solution	Identify Live ID identity creation process you will use and follow processes outlined in IT Director Guide. See Live ID Options Matrix below for pros and cons of each available option.		
Certification Software			
Microsoft Office – 2007/2010 – 32 bit installation (64 bit installations of Office are not supported)	A "Complete" installation of Office Professional is necessary for MOS testing. If "Complete" was not selected at installation, go to Control Panel/Add or Remove Programs. Click on Office and select "Change". Choose "Add or remove features" and continue. If any boxes are grey you do not have a complete install and must select "Run all from my computer" then update		
Adobe Flash	Installation of the latest version of Adobe Flash Player	http://get.adobe.com/flashplayer	
Java	Installation of the latest version of Java	http://www.java.com	
Full Access through ports 80 and 443 (do not block SOAP HTTP Traffic)	216.36.45.205 Digital Literacy 216.36.45.206 MySpeed 216.36.40.134 Certiport Terminal Server 216.36.40.135 Certiport Terminal Server 216.36.40.144 Certiport FTP 216.36.40.145 Certiport FTP 216.36.45.201 www.certiport.com 216.36.45.202 certprep.certiport.com 216.36.45.203 iQc.certiport.com 216.36.45.204 info.certiport.com		
CPU	Minimum of Pentium 4 – GHz or equivalent		
Memory	Minimum of 1 GB memory on the testing computer		
Internet	Internet connection of 200 KBPS, DSL or higher speed		

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Operating System	Windows 7 Professional or Higher 32/64 bit Windows Vista Business or Higher With SP2 32/64 bit Windows XP Professional with SP3 – 32/64 bit		
Folders	The two folders below are required to mapped to the C Drive: <ul style="list-style-type: none"> • My Documents • My Pictures 		
.Net Framework	.Net Framework 3.5 – Machines must have .Net 3.5 to run iQsystem exams		
Outlook Accounts	You cannot have any .pst folder configured on the test machines if you plan to test the Outlook exam. You must use a default setup with no server support. This means no other outlook personal files setup.		
Local Settings	Centers should ensure that the clock and time setting for their area are correctly set on each PC		
Online Exams	Microsoft OneNote, SharePoint, Office 365 and MTA exams are run using Internet Explorer. A browser lockdown is required before the exams can start	http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/Install_CP_Online_Exam_Delivery.html	
Trusted Sites	Add *.certiport.com to trusted sites within Internet Explorer		

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Option	Pros	Cons	IT Time Requirement	IT Complexity
<p>Federation Federation ensures customers maintain control over identity management while still providing single sign-on authentication to key IT Academy resources. Specifically, federation is provided by the IT Academy program and Microsoft giving customers an alternative means of authenticating e-Learning users.</p>	<ul style="list-style-type: none"> • Uses schools existing identity management platform • Schools retain complete control of identity management 	<ul style="list-style-type: none"> • Requires significant IT resources to setup and deploy • Requires significant lead time to setup before IT Academy benefits are rolled out 	High	High
<p>Live ID Creator Live ID Creator is a tool for teachers or administrators to generate Live IDs for an entire school or individual classes for student use.</p> <p>https://itasignon.microsoft.com/MemberAuthorizationPage.aspx</p>	<ul style="list-style-type: none"> • Tool creates multiple Live IDs for a class • Can upload a CSV file for bulk Live ID creation • Cripples e-mail functionality (no receive) 	<ul style="list-style-type: none"> • Students must still use their personal e-mail address for e-Learning • While e-mail is not available, access to SkyDrive and Office web apps remains. Students will see a "Verify Email Address" screen each time they sign into the student e-learning portal. 	Low	Low
<p>Manual Live ID Creation If a school does not want to assign Live IDs via Live@EDU or through the Live ID Creator, it is possible for each instructor and student to create their own Live ID for accessing the ITA Instructor and Student E-Learning Portals. Individuals create their own Live ID at http://passport.net.</p>	<ul style="list-style-type: none"> • Each student takes responsibility for own e-mail address (no corporate resourcing or management needed) • Can be done in class just before access to e-Learning is required 	<p>If 3 or more students create Live IDs at the same time from the same external IP address, access will be blocked for that IP address. Note, there is a pre-emptive mitigation for this by registering the school IP range in advance (IP Whitelisting)</p>	Low	Low