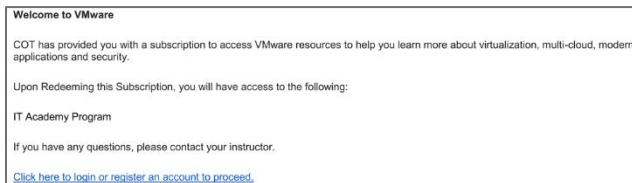


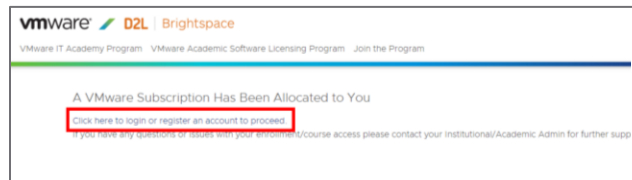
IT Academy Brightspace Student User Guide

How to Join the Platform after you have been invited by your Institution

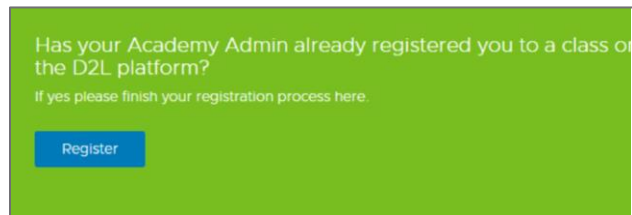
1. You will receive an e-mail suggesting you to register to the platform. Use the link to log in or register an account.



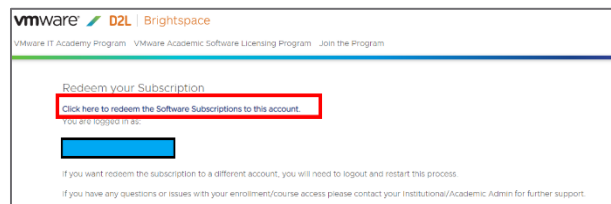
2. Log in or register to the platform. Use the link, "Click here to login or register an account to proceed."



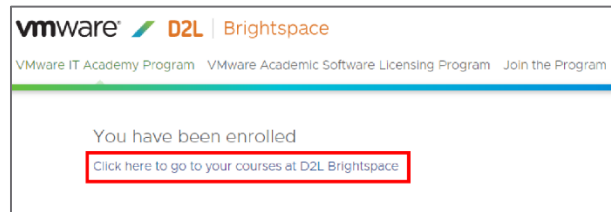
3. Then you need to register an account. If you already have an account, please log in.



4. **Most Important Step** Redeem your subscription by using the link, "Click here to redeem the Software Subscriptions to this account." This links you to your Institution's Subscription.



5. Now you can access all of your courses and software with the link, "Click here to go to your courses at D2L Brightspace."



6. Bookmark the D2L Brightspace Login Page, this is where you will be able to see all your courses and request software license keys.

<https://itacademy.brightspace.com/d2l/home>

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How to Request a Software Key and VMware Product

1. Open the “Software Products & License Keys” course.



2. To request a software license key, refer to “Step 1. Getting your 1-Year License Key”, click the link in blue.

Step 1: Getting your 1-Year License Key
Request the *Software License Key* from the [Software License Catalog](#).

3. Click the green “Register” button for the license key that you need, once clicked go to the next step.



4. If you requested a software key, please check your e-mail. A confirmation e-mail will state that your license key will be sent soon. Soon, the e-mail including the license will be in your inbox.

**Please also check your Junk/Spam folder, the e-mail may be there.*

Thank you for requesting your VMware Workstation 16 Player license key.

The key will be sent to you soon (this may take up to 12 hours).
If you do not receive your email within 12 hours please check your spam folder.
If you still do not see it, please e-mail itacademy@vmware.com to request it directly.

Thank you for requesting your VMware Workstation 16 Player license key.

The key will be sent to you soon (this may take up to 12 hours).

If you do not receive your email within 12 hours please check your spam folder,

if you still do not see it, please e-mail itacademy@vmware.com to request it directly.

Hello [REDACTED]

Here is your software license key for VMware Workstation 16 Player

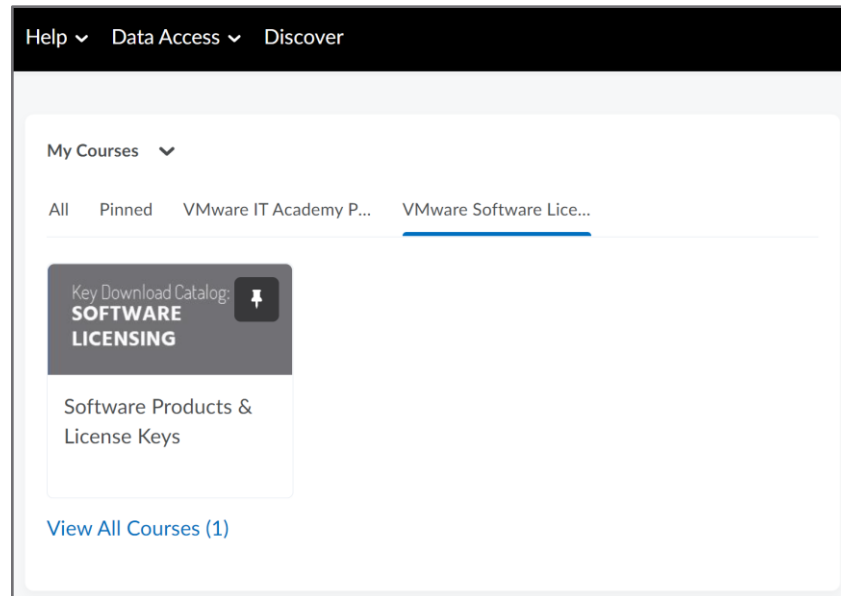
Software key: [REDACTED]

Please refer to [this guide](#) on how to download the software product.

**IT Academy will not request any credit card or billing registration.*

How to Request a Software Key and VMware Product (Academic Software Licensing user)

1. Once you get access to the platform, you will see "Software Products & License Keys." Click the course to go to the next step. You can download a license key to also be used in a lab environment and can be used numerous times.



5. Follow the steps in the left panel to request your software licensing key, download your VMware software, and license your requested product.

