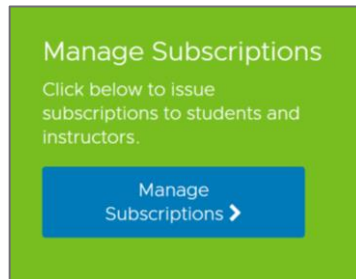


# IT Academy Brightspace User Guide

In this document we will teach you, a student or instructor, how to do several tasks, such as redeem an invitation to the platform, download software keys, and download the software product and access courses.

## How to add instructors or students to the platform (only the Academy Admin can do this)

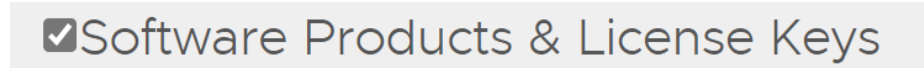
1. Log in at [VMware D2L / Brightspace](#).
2. Click the **Manage Subscriptions** button (only the Academy Admin can see this option).



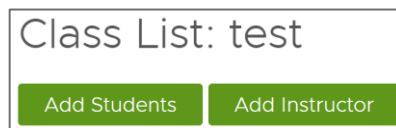
3. Click **Create a Class List**.



4. Name the class and pick one, or several courses, to give access to. If you mainly want to give access to software, please pick the course named "Software Products & License Keys".



5. Add instructors or students to the class.



6. Formally invite the users to register to the class by selecting the students at the **Not Enrolled Participants** table and formally enrolling them.

## How to Join the Platform as a Student or Instructor

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

**Welcome to VMware**

COT has provided you with a subscription to access VMware resources to help you learn more about virtualization, multi-cloud, modern applications and security.

Upon Redeeming this Subscription, you will have access to the following:

**IT Academy Program**

If you have any questions, please contact your instructor.

[Click here to login or register an account to proceed.](#)

2. Your next step is to log in or register to the platform. Use the link, "Click here to login or register an account to proceed."

**vmware** | **D2L** | Brightspace

VMware IT Academy Program | VMware Academic Software Licensing Program | [Join the Program](#)

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A VMware Subscription Has Been Allocated to You

[Click here to login or register an account to proceed.](#)

If you have any questions or issues with your enrollment/course access please contact your Institutional/Academic Admin for further support

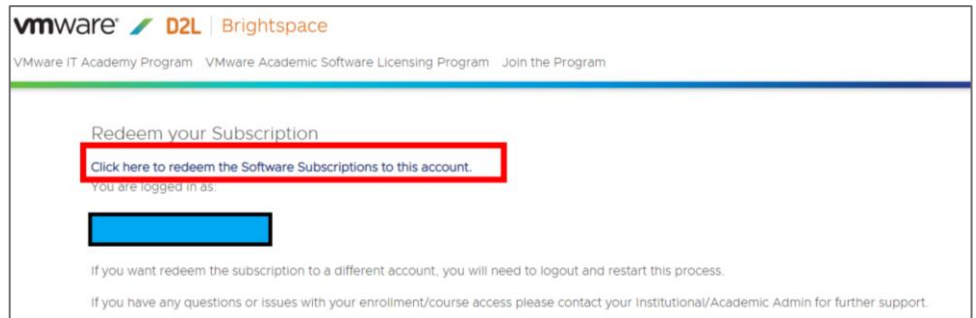
Then you need to register an account. If you already have an account, please log in.

Has your Academy Admin already registered you to a class on the D2L platform?

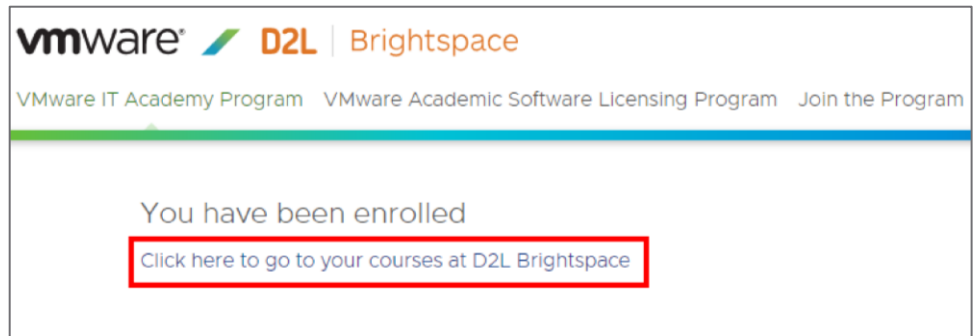
If yes please finish your registration process here.

[Register](#)

3. Redeem your subscription by using the link, "Click here to redeem the Software Subscriptions to this account."



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

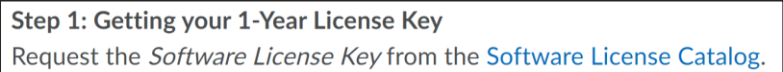


## How to Request a Software Key and VMware Product (VMware IT Academy user)

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



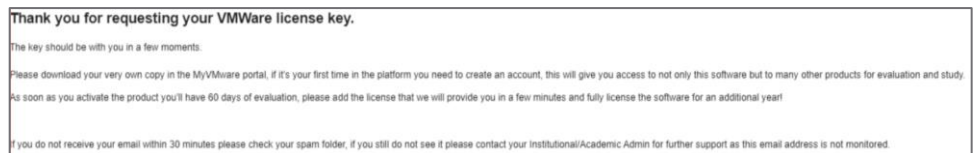
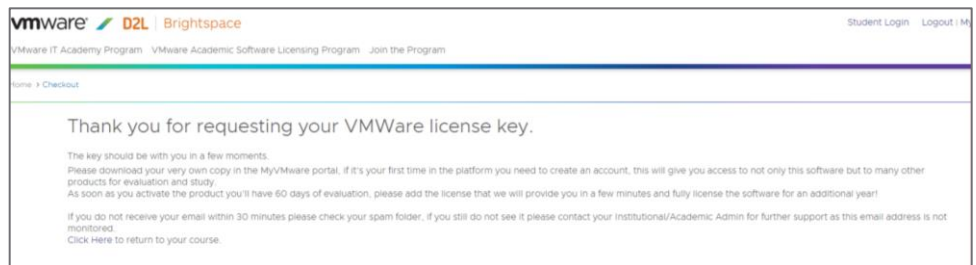
2. To request a software license key, refer to “Step 1. Getting your 1-Year License Key”, click the link in blue.



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.



Hello [REDACTED]

Here is your software license key for VMware Workstation 16 Pro

Software key: [REDACTED]

You can download it here: <https://www.vmware.com/products/workstation-pro/workstation-pro-evaluation.html>

Remember to download your very own copy of the software in the MyVMware portal, if it's your first time on the platform you need to create an account, this will give you access to not only this software but to many other products for evaluation and study.

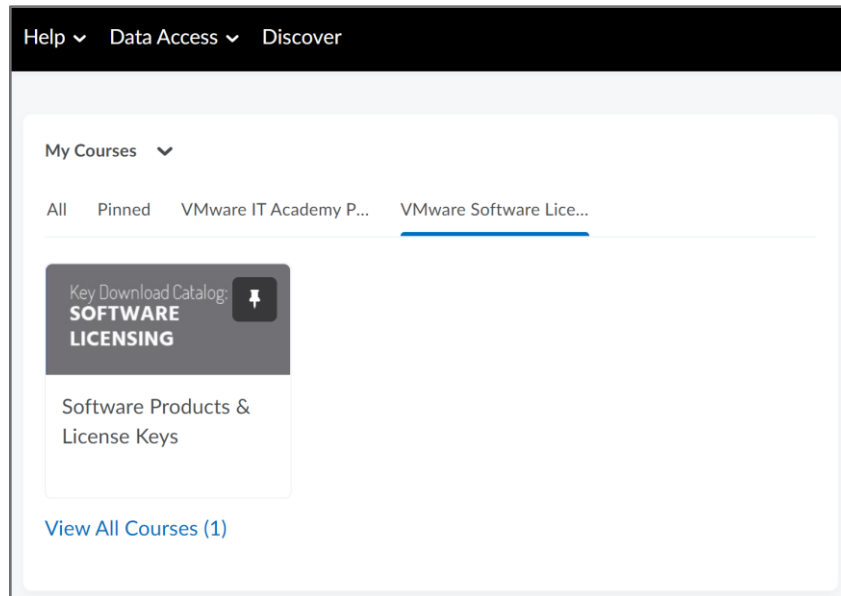
As soon as you activate the product you'll have 60 days of evaluation, please activate the license above and fully license the software for an additional year!

Link to the Product Page: <https://www.vmware.com/products/workstation-pro/workstation-pro-evaluation.html>

\*Please be aware that the MyVMware portal has the latest versions of the software provided, if you are requesting an older version you should already have the software installed on your computer. We recommend that you always use the newest software version.

## 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.

