



Don't let your Microsoft Software Assurance  
Training Vouchers expire. Act now!

Microsoft  
**Software Assurance**  
for Volume Licensing

**Help lower training costs and get your IT staff ready to deploy, manage, and support your organization's technology infrastructure.**

**Activate and Use Your Microsoft Software Assurance Training Voucher Benefits today!**

Microsoft Software Assurance training vouchers are available to qualified Microsoft software licensing subscription holders. These training vouchers assist your organization achieve greater efficiency through Corporate or Military IT training with Technically Speaking.

Technically Speaking is a Microsoft Certified Silver Partner for Learning Solutions Center, and we accept your Microsoft Software Assurance vouchers towards qualified onsite, off-site and customized Microsoft Technical Trainings with Technically Speaking.

**How do I find out if my company has Microsoft Software Assurance Vouchers to use?**

First Step: Go to the Microsoft Volume License Services Web site at <https://licensing.microsoft.com> and sign in by using your Windows Live™ ID benefits manager credentials.

If you do not have the administrative permissions necessary to activate the benefit, get in touch with your Notices contact. After you have obtained the permissions and sign in, click Software Assurance on the left side of the page.

On the Benefit Summary page, click Training Voucher.

**How do I schedule training with Technically Speaking using Microsoft Software Assurance Vouchers?**

1. Call Technically Speaking at 727.578.9777 to hold your seat in class. We will let you know at this time how many SA vouchers will be needed to register for your training.
2. Activate your training voucher benefit

To activate your training voucher benefit, go to the Microsoft Volume License Services Web site at <https://licensing.microsoft.com> and sign in by using your Windows Live™ ID benefits manager credentials. Click Software Assurance on the left side of the page. On the Benefit Summary page, click Training Voucher. On the next page, click Activate Benefit

3. Gather and enter voucher requirements

Gather the following employee information:  
First name  
Last name  
Work e-mail address  
Voucher length (one to five days)

4. Reserve the training voucher

On the Benefit Summary page, click Training Voucher. Then click Create Training Voucher, and enter all necessary information. The training voucher will be sent to the work e-mail address that you just entered.

Forward that email from Microsoft with your SA voucher information to [Tami@Technically Speaking.us](mailto:Tami@TechnicallySpeaking.us) along with the type of training you wish to schedule for your organization.. Technically Speaking will need the e-mail address that you entered when creating the training voucher, as well as the voucher ID number.

**It is as easy as that! We bill Microsoft and you owe nothing.**

Your SA Vouchers do have an expiration date, so be sure to use your vouchers for training before they expire.

If you have any questions regarding your SA Vouchers, please contact Technically Speaking at 727.578.9777 and we will be happy to assist.