

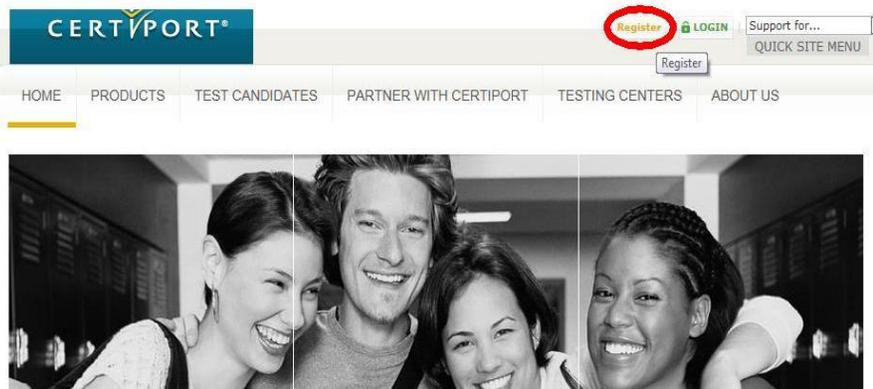
Student Registration Guide for Microsoft Office Specialist (MOS) Exam & Training

Note: Microsoft Office Specialist Certification for All University

Students, Staff and Faculty for FREE (Worth 96\$)

Prior to student's registering, they will need their school student ID number.

Go to: www.certiport.com; Click on Register and follow the prompts.



Step 1: The student's name must be spelled accurately including capitalization. **This field cannot be changed.** When the certificate is printed the name will appear exactly as it was entered.

Step 2: Username: Use something that will be remembered easily. Be consistent with a naming convention: Example: first name last name month date of birth (loritroy0728) If the username has been previously used, you will be prompted to use something differed. This username will be entered in prior to take an exam. **This field cannot be changed.**

Step 3: Password: Use something that will be remembered easily. Passwords can be changed at a later date. Be consistent with a naming convention: Example your school name or your name. Each student can have the same password

User Registration

✓ Welcome to Certiport

▶ Account Setup

Personal Information

Profile

Choose A Purpose

Summary

First name:*

Middle name:

Last name:*

This is exactly how your name will appear on your certificate(s).

Birthdate:*

Month Day Year

<-Select->

If you forget your username or password and need to use automated assistance to retrieve them, you will be asked for your birthdate in order to verify your identity.

LOGIN INFORMATION

Username:*

Password:*

Confirm password:*

Step 4: E-mail: This is a required field. If student does not have an e-mail address, have them create a free account with hotmail or use their parent's e-mail or last resort they may use the teachers (not recommended). The e-mail is used after the student registers, receiving their welcome letter with their user name and password. It is also used to send a congratulation letter when they pass their certification.

Step 5: Student/Employee ID: This is not a required field from Certiport, however, it is a **recommendation asked by your state.**

Step 6: Have the student check the box "Allow Certiport to contact me via e-mail....."

User Registration

CONTACT INFORMATION

Your email address will be required if you forget your username or password and for official Certiport communications. Certiport will not share your personal information with others ([Certiport Privacy Statement](#)).

Email:*

Phone:

Student/Employee ID:

Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and events.

MAILING ADDRESS

Step 7: Choose a Purpose: After clicking "Take an exam or prepare for an exam" students will be asked to register a program.

Note: Please register yourself for Microsoft Program.

User Registration

To take an exam, you must be registered with the certification program.

Microsoft [Register](#)

- Microsoft Office Specialist 2003 (MOS2003)
- Microsoft Office Specialist (MOS)
- Microsoft Technology Associate (MTA)
- Microsoft Certified Educator (MCE)

Step 8: Microsoft non-disclosure agreement: Click the orange link, accept the agreement.

Microsoft Registration

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. o namae) Optional Fields (Double-Byte Characters Only, i.e. 姓名欄)

[Use my Certiport profile data](#) Click this button to fill in your Microsoft profile from your Certiport profile.

First name:* First name:

Middle name: Middle name:

Last name:* Last name:

Phone:

Email:*

Company:

Job title:

Language:*

Country:* Country:

(* indicates a required field)

[Microsoft Non-Disclosure Agreement](#) Non-Disclosure agreement status: Not accepted
You must accept the Non-Disclosure Agreement before you can take an exam.

Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.

Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

This will Register you in Certiport Portal for Certification.

HOW TO PREPARE FOR EXAM:

Introduction by Higher Education Commission (HEC) about Microsoft Office Specialist.

For details please visit link below

<https://www.facebook.com/313511035112/photos/a.10150170892190113.421231.313511035112/10157666421400113/?type=3&theater>

Step 1:

Register for your University available on [MOS Enrolment Links](#) as Enrolment Personal Account . Now choose your University from the list where you Enrolled, click on it

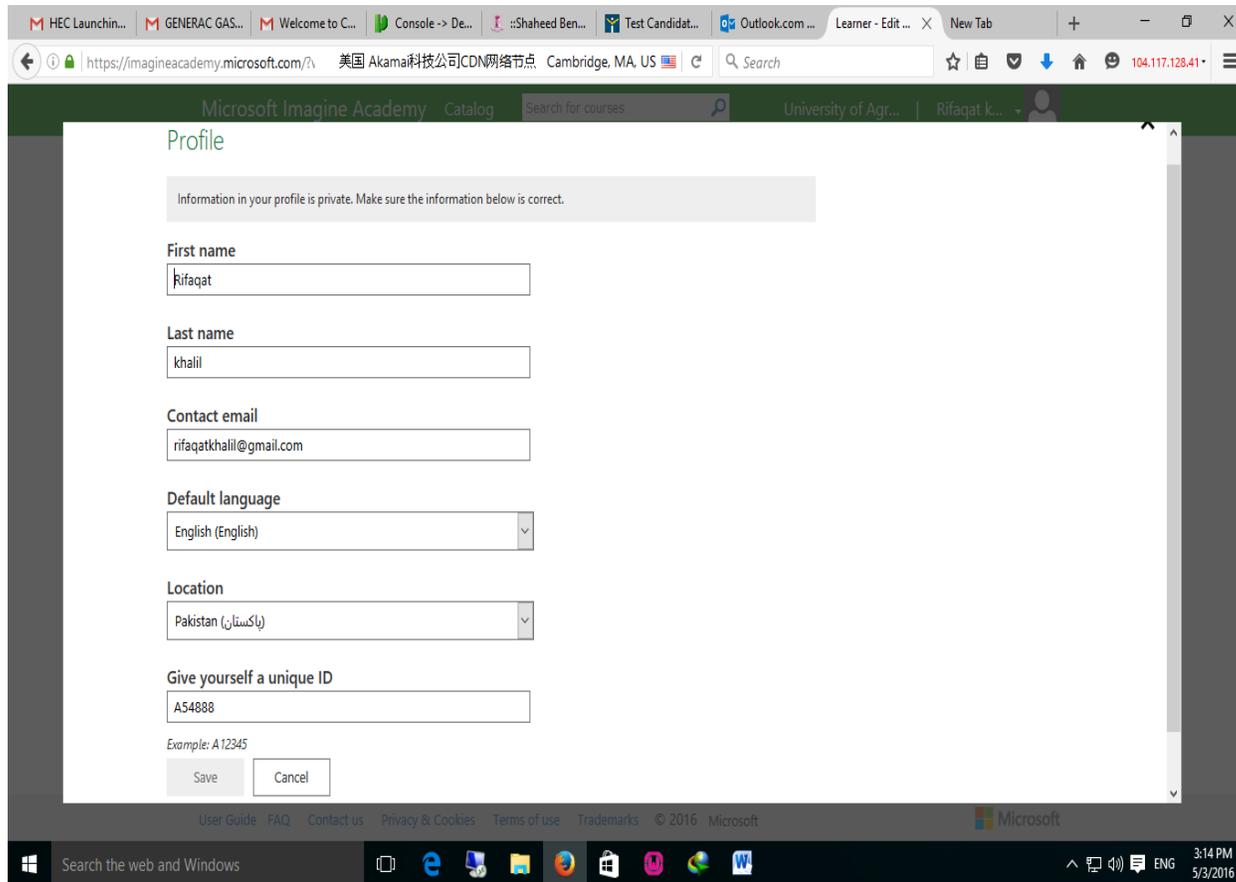
The screenshot shows a web browser window with the URL [hec.gov.pk/InsideHEC/Divisions/eReforms/Microsoft Imagine Academy/Page](http://hec.gov.pk/InsideHEC/Divisions/eReforms/Microsoft%20Imagine%20Academy/Page). The page displays a list of universities and their corresponding Microsoft Imagine Academy enrollment links. The links are in the format: <https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=XXXXXXXXXX>. The university names and their links are as follows:

University Name	Enrollment Link
Sarhad University of Science and Information Technology	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=XXXXXXXXXX
Shah Abdul Latif University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=JALMZC29KXDJ89
Shahaeed Mohtarma Benazir Bhutto Medical University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=LZ9UL6MX7ATFL4
Shaheed Benazir Bhutto University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=XXXXXXXXXX
Shaheed Benazir Bhutto University Shaheed Benazirabad	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=UL3CRLGD7HKKHE
Shaheed Benazir Bhutto Women University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=2J2EALH3F777S
Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=4282TYT3G3M3DH
Shaheed Zulfiqar Ali Bhutto Medical University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=4HUERTP9K39U3F
Shaheed Zulfiqar Ali Bhutto University of Law	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=M3WCLR6N7N84RJ
Sindh Agriculture University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=LCCVZP4DU4HLVW
Sindh Madresatul Islam University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=68M7ERWZYGLK2X
Sir Syed University of Engineering and Technology	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=VNIKG4TME677WW
Sukkur Institute of Business Administration	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=5ERWCME6M43WNE
Superior College Lahore	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=68HUPYZRW95PPV

Step 2:

Now sign in using your Microsoft Account

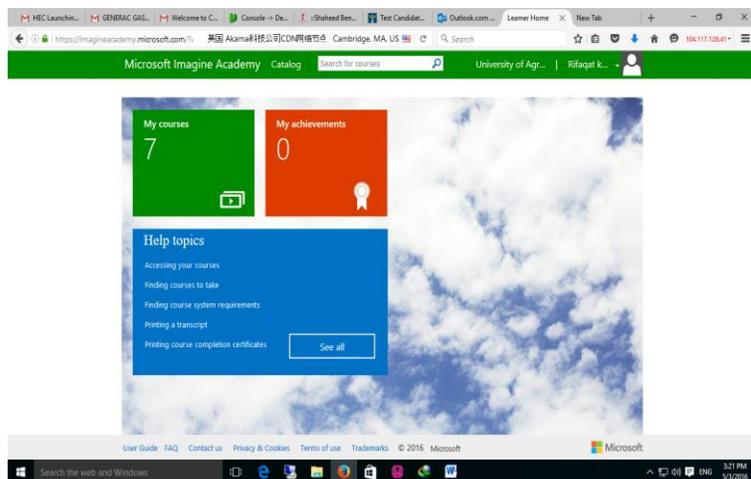
It will direct you to profile page, fill all fields with correct information then click on "Save".



The screenshot shows a web browser window displaying the Microsoft Imagine Academy profile page. The browser's address bar shows the URL <https://imagineacademy.microsoft.com/>. The page header includes the Microsoft Imagine Academy logo, a search bar, and the user's name 'Rifaqat k...'. The main content area is titled 'Profile' and contains a message: 'Information in your profile is private. Make sure the information below is correct.' Below this message are several form fields: 'First name' (Rifaqat), 'Last name' (khalil), 'Contact email' (rifaqatkhalil@gmail.com), 'Default language' (English (English)), 'Location' (Pakistan (پاکستان)), and 'Give yourself a unique ID' (A54888). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page includes links for 'User Guide', 'FAQ', 'Contact us', 'Privacy & Cookies', 'Terms of use', and 'Trademarks', along with the copyright notice '© 2016 Microsoft'.

Step 3:

Now, It will direct you to Course Content, where courses are defined by your Proctor/Administrator.



The screenshot shows the Microsoft Imagine Academy course content page. The page features a green header with the Microsoft Imagine Academy logo, a search bar, and the user's name 'Rifaqat k...'. The main content area is titled 'My courses' and displays a green card with the number '7' and a red card with the number '0'. Below these cards is a blue box titled 'Help topics' with a list of links: 'Accessing your courses', 'Finding courses to take', 'Finding course system requirements', 'Printing a transcript', and 'Printing course completion certificates'. A 'See all' button is located at the bottom right of the 'Help topics' box. The footer of the page includes links for 'User Guide', 'FAQ', 'Contact us', 'Privacy & Cookies', 'Terms of use', and 'Trademarks', along with the copyright notice '© 2016 Microsoft'.

Click on **My Courses** this will direct you to Courses offer by your University.

Please Study course content before giving Microsoft Office Specialist Exam.