MICROSOFT OFFICE SPECIALIST (MOS)

Guide – Enrollment at MSIA for MOS Training and Registration at Certiport for Exam

VIRTUAL UNIVERSITY OF PAKISTAN
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How to Prepare for Microsoft Office Specialist (MOS) Certification Exam

MOS Enrollment with Microsoft Imagine Academy (MSIA) for Training

To know about Microsoft Imagine Academy (MSIA) Program, visit the following URL of HEC’s official website:

http://hec.gov.pk/english/services/students/msia/Pages/default.aspx

For the introduction and detailed information about MOS, visit the URL given as under:

http://hec.gov.pk/english/services/students/msia/Pages/Microsoft-Office-Specialist.aspx

For MOS Enrollment and Training at Microsoft Imagine Academy (MSIA), follow the URL link given as below:

http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx

Scroll down till the end of the page and locate “Virtual University of Pakistan” as shown below and Click on the URL:

http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx?Paged=TRUE&p_ID=100&PageFirstRow=101&&View={73B5BBAF-5DB1-4580-AAE0-FE931AC20431}
It will lead to Microsoft Sign-In page. You may provide either credentials of your Personal Account (Live.com / Hotmail.com / MSN.com / Outlook.com) or School/Faculty Account (Office 365) as shown below:

Accept agreement and click on "Continue" button shown as under:
Create your profile and click on green button as shown below:
Now it will activate and save your profile with Microsoft as shown under:
At the end of saving candidate’s profile, it will lead you to the Microsoft Imagine Academy – Dash Board shown as under:
Clicking on “MY COURSES” will lead the page having MOS Training and Learning Plan courses shown as below:
Click on highlighted button to view the "SYLLABUS" as shown under:
Once the candidate gets trained for MOS from Microsoft Imagine Academy (MSIA) must registered as VU Student / VU Staff at Certiport to appear for MOS online exam. For this purpose, please visit URL: http://www.certiport.com and click on "REGISTER" button as shown under:
Provide the required information and click on “NEXT” button as shown below:
Provide the following information and click on "NEXT" button as shown under:

NOTE:

1. **Student / Staff’s Name** must be spelled accurately. At the time when the certificate will be printed, the name of student / staff will appear exactly as it was entered. **Be careful, since this field can’t be changed later**.
2. **User Name** must be easy to remember. It may be the combination of characters and numbers, e.g., ali2006. The User Name will be entered in, before taking the exam. **This field can’t be changed later**.
3. Password must be easy to remember as well. This field can be changed at any time from candidate’s profile.
Enter the required information and click on “NEXT” button as shown under:

**NOTE:**

1. E-mail is a required field. If student/staff does not have an e-mail address, have it created a free account with Hotmail/MSN/Outlook/Live.com or use parent’s e-mail or last resort, may use the teachers (not recommended). The e-mail is used for receiving “Welcome Letter” with Student / Staff’s User Name / Password and a Congratulation Letter upon passing certification exam.
2. Student / Employee ID isn’t required field by Certiport. Nevertheless, it may recommended asked by your state
3. Mailing address may be used for coordination with the candidate, i.e., Student / Staff
Choose the correct option and click on “SUBMIT” button as shown below:

Tick the box as highlighted below and click on “NEXT” button as shown under:
On this screen, click on "REGISTER" button to register yourself for Microsoft Office Specialist (MOS) Certification as shown below:

![User Registration Screen]

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

<table>
<thead>
<tr>
<th>Program</th>
<th>You are registered</th>
<th>Edit registration data</th>
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<tbody>
<tr>
<td>Microsoft</td>
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<td>IC3 (IC3)</td>
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<td>Certiprep for Microsoft Office Certifications (CPM/CAS)</td>
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<td>Business Fundamentals (B1Z)</td>
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<td>Certified User (ACU)</td>
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<td>Certified Professional (ACP)</td>
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Click on below highlighted button to fill the fields. Also tick boxes for accepting Non-disclosure agreement with Microsoft and click on “SUBMIT” button as shown under:
On this screen, you can see that you're registered with Microsoft for MOS Certification. Now, click on "NEXT" button as shown below:
Finally, click on "FINISH" button to complete the registration with Certiport as shown under:
Upon successful completion of registration, candidate, i.e., VU Student / VU Faculty / Staff can see his/her account's home page as shown under: