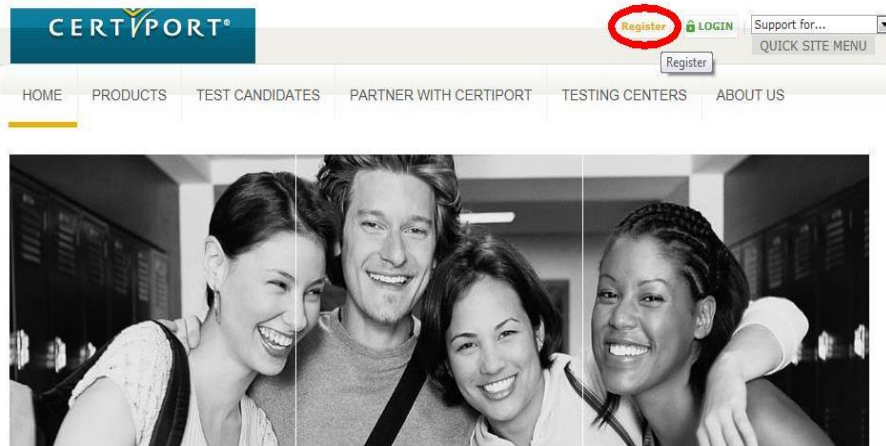


Student Registration Guide for **Microsoft Office Specialist (MOS)** Exam
Prior to student's registering, Go to: www.certiport.com; Click on Register and follow the prompts.



- 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:** This username will be entered in prior to taking an exam. **This field cannot be changed.**
- Step 3:** Password: Use something that will be remembered easily.

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-> <-Select-> <-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.
- Step 5:** Student/Employee ID: Enter your roll no.
- Step 6:** Have the student check the box "Allow Certiport to contact me via e-mail....."

User Registration

Welcome to Certiport
 Account Setup
 Personal Information
 Profile
 Choose A Purpose
 Summary

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. Once they register for Microsoft, a screen for Microsoft registration will appear. Have the

student select "use my Certiport profile data" upper left hand corner (click the grey box): and the information will populate the fields.

Note: Please register yourself for Microsoft Office Specialist 2010/2013 (MOS) Certification.

User Registration

✓ Welcome to Certiport
✓ Account Setup
✓ Personal Information
✓ Profile
✓ Choose A Purpose
▶ **Program Registration**
Summary

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

Microsoft

- 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. This will Register you in Certiport Portal for Certification.

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. お名前)

Click this button to fill in your Microsoft profile from your Certiport profile.

First name:*
Middle name:
Last name:*
Phone:
Email:*
Company:
Job title:
Language:*
Country:*

First name:
Middle name:
Last name:
Country:

(* indicates a required field)

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.

HOW TO PREPARE FOR EXAM:

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

For details please visit link below

<http://hec.gov.pk/InsideHEC/Divisions/eReforms/Microsoft%20Imagine%20Academy/Pages/Introduction.aspx>

or visit: www.google.com & search for "MOS dumps"

For Further Details:

University Certiport's Focal Person System Administrator

Mr. Asad Mehmood

Email: asadhuit@yahoo.com

Test Coordinator

Mr. Aamir Javed

Email: aamir@hu.edu.pk

Contact No: 0333-5060190

Test Proctor

Mr. Anees Ur Rehman

Contact No: 0312-9205973

Email: anees@hu.edu.pk

We hope this will be very helpful for you.