

## MOS Test Candidate Directions

It is a recommended practice to do some training with test exam prep software. We have free GMetrix MOS practice exams available.

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### Taking a Microsoft Office Specialist Exam

1. The MOS exam has you work on 5-7 actual document projects, and submit those projects to pass the exam.
2. There is a time limit of 50 minutes. You have to know where items are in Office, there isn't a lot of time to search for commands.
3. Don't try to take the test without going through the GMetrix Exams carefully.

**NOTE:** The GMetrix practice test username and password can't be used for Certiport. They are two separate systems.

4. There will be scheduled times for taking MOS tests during Finals Week of the Fall and Spring semester.
5. Contact any of the following proctors to schedule a certification exam. The exams can be taken at the Scottsbluff campus, or can be scheduled remotely.
  - a. Jackie Jacobsen [jacobse2@wncc.edu](mailto:jacobse2@wncc.edu)
  - b. Jane Kelley [kelleyj2@wncc.edu](mailto:kelleyj2@wncc.edu)
  - c. Aletia Norwood [norwooda@wncc.edu](mailto:norwooda@wncc.edu)

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### Register at Certiport

Follow the directions on the next pages to register with Certiport.

# Register at Certiport

## Registering a New Profile

1. To begin, navigate to the Certiport website at [www.certiport.com](http://www.certiport.com).



The Welcome Page asks for the following information:

- Preferred Language: *The item selected here will cause any pages within our website that have translations to appear in the language chosen. Please note that not all pages have been localized, and that the default language displayed if the translation does not exist will be English.*
  - Country of Residence
  - Certiport Privacy Statement
  - CAPTCHA Security Verification
4. Next, complete the "**Account Setup**" page.

A screenshot of the 'User Registration' page, specifically the 'Account Setup' section. It contains several form fields for personal information: 'First Name', 'Last Name', 'Email Address', 'Phone Number', 'Student ID', and 'Alternate Mailing Address'. There are also checkboxes for 'I am a student' and 'I am currently employed'. A 'Register' button is at the bottom right.A screenshot of the 'User Registration' page, specifically the 'Profile' section. It contains form fields for 'Country of Residence', 'Preferred Language', 'Certiport Privacy Statement', and 'CAPTCHA Security Verification'. A 'Register' button is at the bottom right.

On the Personal Information page you will enter your contact E-mail Address, your Mailing Address, and specify any optional information such as Phone Number, Student ID, and Alternate Mailing Address.

Next, complete the "**Profile**" (demographic) page.

A screenshot of the 'User Registration' page, specifically the 'Profile' section. It contains form fields for 'Country of Residence', 'Preferred Language', 'Certiport Privacy Statement', and 'CAPTCHA Security Verification'. A 'Register' button is at the bottom right.

3. Complete all required fields on the first page of the User Registration Pathway - the **“Welcome”** page.

The Account Setup page is where you will enter your Name and Age, create your Username and Password, and select the Security Questions to be used for potential Account recovery.

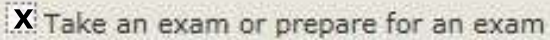
**Note:** The credentials entered here will be used not only to access your account, transcripts, and tools within the website, but will also be used to begin all Certiport-based certification exams and practice tests within the Console 8 or Online/LMS exam delivery systems.

5. The next step in the User Registration Pathway is to complete the **“Personal Information”** page.

When you click **“Submit”** on the Profile page your account will be created and you will be sent an e-mail confirmation with your Username.

7. Complete the **“Purpose”** page.

The Purpose page is where you will indicate the types of activities you wish to perform under the new account. For Test Candidates, please checkmark "**Take an exam or prepare for an exam**" and then click "**Next**".

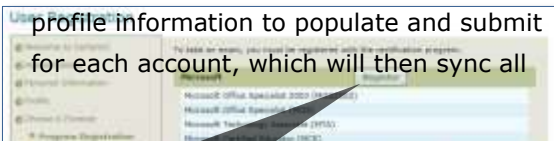


**Note:** Creating a Certiport profile is also the first step to becoming a Proctor, Teacher, and/or other administrative roles within the Certiport website which are not covered within this document.

## **Exam Program Registration & Accepting the NDA**

You can save time and avoid disruptions when testing by completing the information on the **Program Registration** page now. Each exam program requires additional registration except for the IC3, which will automatically be populated from the previous steps. Registration for programs you will not be testing in may be skipped.

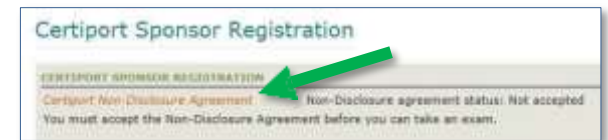
1. Click on the "**Register**" button for each exam provider in which you will be taking an exam. You will choose Microsoft Office Specialist. You can use your Certiport profile information to populate and submit for each account, which will then sync all



future certification data with said test provider.

2. You will also be asked to sign the **NDA** (non-disclosure agreement) within each individual program registration page. It is possible to submit your

information and be shown as "*registered*" on the Program Registration page without actually accepting the NDA for each program provider. Ensure you have completed the extra step of clicking on the NDA link in order to read and accept it.



**Note:** It will be necessary to maintain additional profiles at some third-party program's sites in order to access certain certificates and transcripts that are not fulfilled by Certiport (e.g. Microsoft). Please contact Customer Service for more information on fulfillment.

3. When you have finished registering with each desired program provider and have accepted all corresponding NDAs click "**Next**".

**Note:** The profile page can be accessed at any time to register for additional programs, or to go back and sign an NDA prior to testing.

4. The final page in the User Registration pathway is the “**Summary**” page. If you have completed all the steps in the pathway you may click “**Finish**”.



## Contacting Support

**Test Candidate Only Support:** 800.497.8923

[Customerservices@certiport.com](mailto:Customerservices@certiport.com)

**Technical Support:** 888.999.9830

Escalations to Technical Support are facilitated by  
Customer Service

[Technicalsupport@certiport.com](mailto:Technicalsupport@certiport.com)



This guide only covers the User Registration process. For information on the features and tools available to you under this new role, please visit our [Test Candidate support page](#).

After the Summary

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## Printing a Certificate

1. After you have passed your certification exam, you can print a certificate.
2. Login to [certiport.com](https://certiport.com).
3. Go to **My Certiport**, then **My Transcripts**.
4. Click on the **PDF** next to your certification.

