The best experience for taking practice exams and courses on your computer is to have something called GMetrix SMS installed on your computer. Take a minute right now to see if you have GMetrix SMS already installed on your computer. The steps to check are at <http://tiny.cc/check4sms>

If you do NOT have GMetrix SMS. You will need to contact HelpDesk to get this installed on your computer. Sorry but you won’t have the best experience until you do that first.

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| 0. Do you have GMetrix SMS installed on your computer?  If Yes, go to step #1.  If No, follow steps to the right. | Email  To: [helpdesk@psd1.org](mailto:helpdesk@psd1.org)  Subject: Install GMetrix SMS on student laptop  “Can you please install GMetrix SMS on my school laptop?” |
| 1. First, double-click the shortcut on your desktop to open GMetrix SMS   If you do NOT see that icon, go back to step 0. |  |
| 1. You should see a screen like this. | cid:image002.png@01D5FED9.C00EEE60 |
| 1. Next click on the Windows logo at the bottom right. | cid:image003.png@01D5FED9.C00EEE60 |
| 1. Log in with your @students.psd1.org account and password | cid:image005.png@01D5FED9.C00EEE60 |
| 1. Once you are signed in.   Click “Redeem” to enter an access code. |  |
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| 1. You will be asked to enter an access code.   Enter this code for free practice exams.  **42222-MOS2021-89256**  Enter this code for free Office 2019 courses.  **LKEY-48330-89944-8TH2021** |  |
| 1. Click Courses to start with lesson about Microsoft Office   [Click here to see a video for how to take GMetrix Courses](http://tiny.cc/gmetrixcourses) |  |
| 1. Or, click “Start a New Test” to take a practice exam for Office 2019.   [Click here to see a video for how to take a GMetrix Test](http://tiny.cc/gmetrixtest) |  |
| 1. When you are ready to take a real Certification Exam… | …send an email  To: [efh@psd1.org](mailto:efh@psd1.org)  Subject: I would like to take a Microsoft Office Certification Exam  Please tell me the next times that are available to take a Microsoft Office Certification Exam. |