



MICROSOFT OFFICE SPECIALIST REGISTRATION GUIDE

Certiport Registration for MOS Exams

To register yourself please visit <https://certiport.pearsonvue.com/>

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A PEARSON VUE BUSINESS

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THE VALUE OF CERTIFICATION
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NEED SOME ASSISTANCE?
CONTACT SUPPORT

create
ARE YOU READY TO BE THE MICROSOFT CHAMPION?
MICROSOFT OFFICE SPECIALIST WORLD CHAMPIONSHIP
ADOBE CERTIFIED ASSOCIATE WORLD CHAMPIONSHIP

Click on Register



Login

Please enter your username and password to login to the Certiport website.

Username:

Password:

Passwords are case sensitive.

[I cannot access my account](#)


New Users

To create a user account with Certiport, you must register.

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Select the appropriate options.



User Registration

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

Preferred language:


Country: *

Welcome to Certiport User Registration. This is the first step to accessing globally recognized certification exams and unlocking the many resources available to you.

CANDIDATE AGREEMENT

By accessing this website and checking the box below you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Certiport, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of *Pearson VUE's Privacy Policy and Cookies Policy* including the collection of your data and Certiport's *Terms of Service*, in conjunction with your acceptance of the policies and procedures as established by the Test Sponsor and our obligations to provide you process your test results.

I Agree * [Certiport Privacy Statement](#)



Enter the characters shown on the above image: *

To avoid creating duplicate user accounts, you can verify that you have not previously registered with Certiport by using the [Login Assistant](#).

(* indicates a required field)

Personal information: Provide your name as on your official documents. (Double check name's spelling). This name will be printed on your certificate and you cannot change it later.

CERTIPORT
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User Registration

Welcome to Certiport

Account Setup

- Personal Information
- Profile
- Choose A Purpose
- Summary

First name:* Athar

Middle name:

Last name:* Munir

Display surname first: **Athar Munir**

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

Birthdate:*

Day Month 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:* atharmunir

Password:*

Confirm password:*

Your username must have at least 6 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain spaces.

You will use this information to login to take exams, view your results, and access tools at www.certiport.com. You will receive an email containing this information. **Keep your credentials in a safe place.**

SECURITY QUESTIONS/ANSWERS

If you forget your username or password, you will be asked to provide the answers to your security questions in order to verify your identity.

Security Question 1:* < Select >

Security Answer 1:*

Security Question 2:* < Select >

Security Answer 2:*

Previous Next Cancel

Enter required information. Without email address you cannot register for exam.

Choose correct options.

CERTIPORT
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User Registration

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

Are you currently enrolled as a student (part-time or full time)?*

Yes
 No

Are you currently employed?*

Yes
 No

Gender

Male
 Female

[Previous](#) [Submit](#) [Cancel](#)

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Select the option **highlighted** below.

CERTIPORT
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User Registration

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

Welcome to Certiport, ATHAR
You have successfully completed registering with Certiport and now have access to all the benefits granted to Certiport users through the Certiport portal.

Please tell us what you would like to do next: (please select at least one)

- Take an exam or prepare for an exam
- Register to become a proctor

Next >

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Register yourself by clicking on **Register** button for Microsoft Office Specialist Certification exam. Click Next.



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.

Certiport	Register
IC3 (IC3)	
Certiprep for Microsoft Office Certifications (CPMCAS)	
Business Fundamentals (BIZ)	

Microsoft	Register
Microsoft Office Specialist (MOS)	
Microsoft Technology Associate (MTA)	
Microsoft Certified Educator (MCE)	


Adobe	Register
Adobe Certified Associate (ACA)	
Adobe Certified Expert (ACE)	



Intuit	Register
Intuit QuickBooks (QBC)	

Autodesk	Register
Autodesk Certified User (ACU)	
Autodesk Certified Professional (ACP)	

◀ Previous Next ▶ Cancel

Click on **highlighted** button and accepting the agreement to complete the registration.





Microsoft Registration

Attention Microsoft Technology Associate (NTA) 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. 0 name)Optional Fields (Double-Byte Characters Only, i.e. お名前)

Use my Certiport profile data

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

<p>First name:* <input type="text"/></p> <p>Middle name: <input type="text"/></p> <p>Last name:* <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Email:* <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Job title: <input type="text"/></p> <p>Language:* <input type="text" value="English"/></p> <p>Country:* <input type="text"/></p> <p>(* indicates a required field)</p>	<p>First name: <input type="text"/></p> <p>Middle name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Country: <input type="text"/></p>
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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.

Next screen will show that you are register for MOS Certification.

The screenshot displays the Certiport User Registration interface. At the top left is the Certiport logo with the tagline 'A PEARSON VUE BUSINESS'. Below the logo is the heading 'User Registration'. On the left side, there is a vertical navigation menu with the following items: 'Welcome to Certiport', 'Account Setup', 'Personal Information', 'Profile', 'Choose A Purpose', and 'Program Registration Summary' (which is highlighted with a red arrow). The main content area is titled 'To take an exam, you must be registered with the certification program.' and lists several certification categories:

- Certiport**: Includes 'IC3 (IC3)', 'Certiprep for Microsoft Office Certifications (CPMCAS)', and 'Business Fundamentals (BIZ)'. A red arrow points to the 'CPMCAS' entry.
- Microsoft**: Includes 'Microsoft Office Specialist (MOS)', 'Microsoft Technology Associate (MTA)', and 'Microsoft Certified Educator (MCE)'. The 'MOS' entry is highlighted with a red box and the text 'You are registered.' is displayed next to it. An 'Edit registration data' link is visible to the right of the Microsoft section.
- Adobe**: Includes 'Adobe Certified Associate (ACA)' and 'Adobe Certified Expert (ACE)'. A 'Register' button is present.
- Intuit**: Includes 'Intuit QuickBooks (QBC)'. A 'Register' button is present.
- Autodesk**: Includes 'Autodesk Certified User (ACU)' and 'Autodesk Certified Professional (ACP)'. A 'Register' button is present.

At the bottom of the page, there are three navigation buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Finally click on **Finish** button.

The screenshot shows the Certiport user registration completion page. At the top left is the Certiport logo with the tagline 'A PEARSON VUE BUSINESS'. Below the logo is the heading 'User Registration'. On the left side, there is a vertical navigation menu with the following items: 'Welcome to Certiport', 'Account Setup', 'Personal Information', 'Profile', 'Choose A Purpose', 'Program Registration', and 'Summary' (which is highlighted with a red arrow). To the right of the menu, the main content area displays a congratulatory message: 'Congratulations ATHAR . You have successfully completed...'. Below this message is a list of completed steps: 'Account Setup', 'Personal Information', 'Profile', and 'Program Registration'. A paragraph of text follows: 'Please be sure to keep your personal profile updated and visit the Certiport portal to access information regarding your certification(s) and the many other benefits available to you.' At the bottom of this content area is a yellow 'Finish' button, which is highlighted with a red box. The footer of the page contains the copyright notice '© 2016 Certiport, Inc.', links for 'Privacy and Cookies Policy' and 'Sitemap', and social media icons for Twitter, Facebook, LinkedIn, and YouTube. A cookie consent message is also present: 'This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#).'

After successful registration, candidate's home page will show as follow.

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Welcome **Athar Munir!**
Test Candidate

My Profile LOGOFF Support

MY CERTIPOINT MY TRANSCRIPT

Show the world you did it.
Send your transcripts to anyone, anytime. Click to view transcripts.

Contacting Support:

- For Test Candidates **inside** North America: Use the **Email** form or dial **(800) 497-8923**.
- For Test Candidates **outside** North America: Contact the **Solution Provider** in your area.

For an **FAQ** and additional **self-support** information for all Test Candidates, please visit our **frequently asked questions** page.

I authorize Certiport and its third-party partners to view my transcripts and contact me regarding potential employment opportunities.

My Exams

CERTIFICATION EXAMS

You have no assigned exam vouchers.

EXAM RESULTS

No exams found.

Taking an exam requires that you have an exam voucher. You may purchase an exam voucher here, or use an exam voucher you already have.

Purchase Exam Voucher

MY MESSAGES
TOTAL: 0 UNREAD: 0
View Messages

LOCATE A CATC

MICROSOFT OFFICE SPECIALIST
WORLD CHAMPIONSHIP
LEARN MORE

create
LEARN MORE

my Certiport story

Exam Tutorials:

<https://certiport.pearsonvue.com/Educator-resources/Exam-details/Exam-tutorials>