

Microsoft Imagine Academy Program

Please follow the steps below to get enrolled for Microsoft Office Specialist Online certification course through Microsoft Imagine Academy:

Step 1:

First you have to visit the URL for the MOS Enrolment links available at Higher Education Commission website that is: <http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx>

Step 2:

Select your University MOS Enrolment link, if you don't have O365 Account please use enrolment link for personal account that can be signed in using Live, Hotmail, outlook & msn accounts.



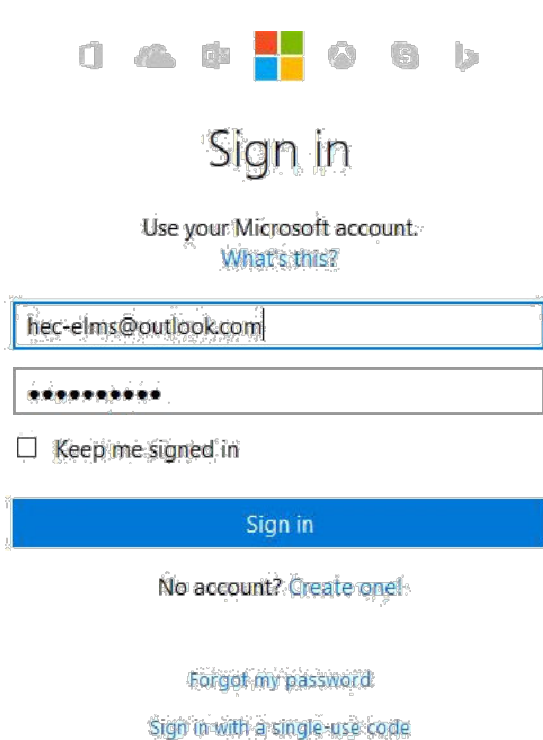
Higher Education Commission, Pakistan

Home Universities HEC Services Scholarships Thought Leadership HEC Social

HEC / SERVICES / STUDENTS / IMAGINE ACADEMY PROGRAM / MOS ENROLMENT LINKS

MOS ENROLMENT LINKS

<input type="checkbox"/> Institute Name	Enrolment Personal Account
Abasyn University Peshawar	
Abdul Wali Khan University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=CLSHMWX9SRB8BH
Aga Khan University	
Air University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=4RAY88FDXFXRX8
Al-Hamd Islamic University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=5FZLWHJDVUVY2T
Allama Iqbal Open University	https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&key=WG2BSKGGRVGV4H



The screenshot shows the Microsoft Sign in page. At the top, there are several icons for different services. The main heading is "Sign in". Below it, the text says "Use your Microsoft account:" followed by a link "What's this?". There are two input fields: the first contains the email address "hec-elms@outlook.com" and the second contains a masked password "*****". Below the password field is a checkbox labeled "Keep me signed in". A large blue "Sign in" button is centered below the inputs. At the bottom, there are links for "No account? Create one!", "Forgot my password", and "Sign in with a single-use code".

Step 3:

When you click MOS Enrolment link available for the above web page you will be redirected to Microsoft Login Site. Use you live Hotmail, Live, Outlook, Msn account and click sign in.

Step 4:

Once you got signed in you will be prompted to complete your registration profile. Complete you registration details AND Make sure you put the right details and language:

Profile

Information in your profile is private. Make sure the information below is corre

First name

HEC

Last name

MSFT

Contact email

hec-elms@outlook.com

Default language

English (English) ▼

Location

Pakistan (پاکستان) ▼

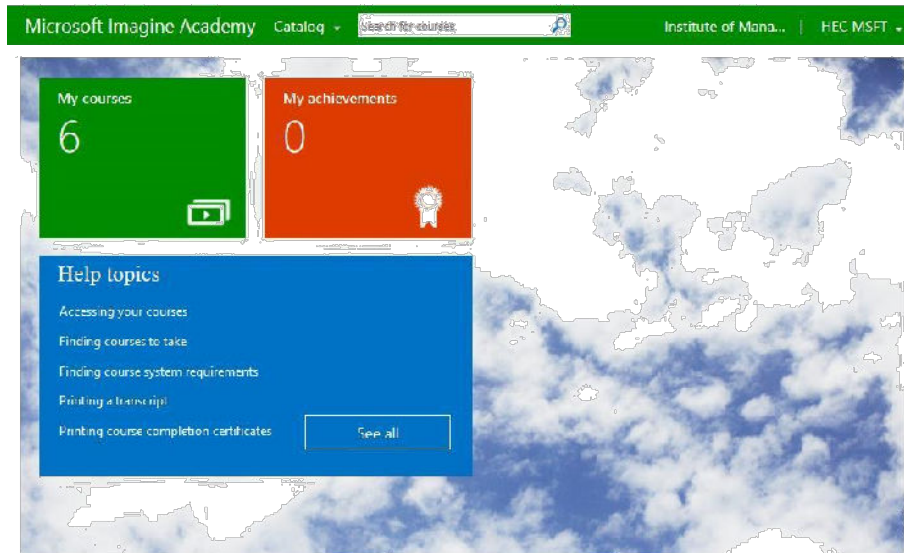
Give yourself a unique ID

856-BSSE

Example: A12345

Save

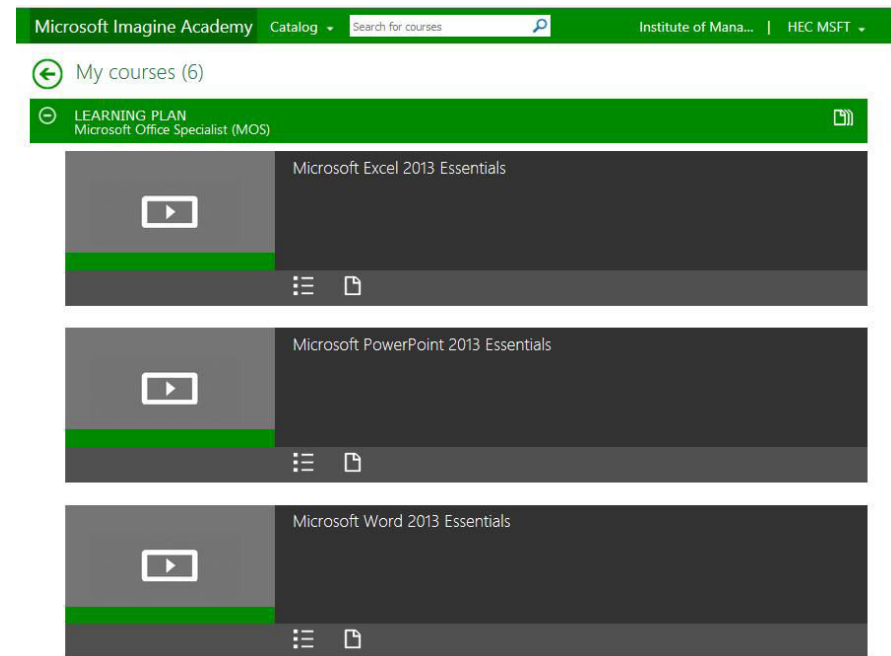
Cancel



Step 5:

After profile completion you will be directed towards dashboard, which contains your courses and achievements.

Step 6: When you select My Courses it will show you the courses available for your learning, select any of the required product you want to proceed with like word, excel or power point.



Microsoft Word 2013 Essentials

0% complete



Overview	Syllabus	System requirements
Show all	Progress	Time (Excludes labs and knowledge checks)
Module 1: Introduction	0% complete	00:00:00
Module 2: Initial Layout	0% complete	00:00:00

Module 2: Initial Layout

In this Module	00:00:00 / 00:00:40
Find and Select a Template	00:00:00 / 00:00:48
Demo	00:00:00 / 00:00:57
Practice	
Navigating Around a Document	00:00:00 / 00:01:42
Demo	

Step 7: Course contains 6 module that includes videos, practice and assessment activities. Every activity completion will be adding some percentage to your achievements. It is necessary to complete the 100% course if you want to appear for the Microsoft office Specialist Certification Exam.

Step 7: Here is the link to the drop box files includes Microsoft Official Curriculum that has/will be taught to you during your Microsoft Office Specialist Training session: https://www.dropbox.com/sh/idd0bcpdvqxtlkt/AAB_EhT-SJsn3cD7JNw1Qu34a?dl=0

For Further Details:

Please contact IT Complaint Cell.
 Name: Rifaqatullah
 Certiport Test Center Administrator
 Email: rifaqatkhalil@sbbwu.edu.pk
 Landline: 0919224770
 Cell No: 03449047066