

## Enrolment Tips – Become a Microsoft Office Specialist (MOS) with MLCSU

The information below is provided to assist with enrolment once you receive confirmation that are on the MLCSU Academy's Microsoft Certification Program.

### Pre-Induction

- ✓ Ensure the device you will be using to complete learning meets technical requirements please visit [link](#) for further information.
- ✓ Ensure you have contacted your IT Support / Servicedesk and installed Gmetrix SMS on the device you will be using to complete learning.
- ✓ Create your GMetrix Account by visiting [www.gmetrix.com](http://www.gmetrix.com) to create a student account using the **Sign up here** option.

Please note you will be unable to access learning until you have received and redeemed **course** and **test** access code. Use [Link](#) to access GMetrix simulator.

### During Induction

- ✓ When directed redeem the **course** and **test** access code provided to complete GMetrix Account creation.

### Completing Practice test

- ❖ In Gmetrix use menu to access **Test, New Test**, select module e.g. Excel, select Excel Associate 2019 Skill Review 1 Testing Mode. Gmetrix downloads test resources
- ❖ Click on continue and work through Skills Review
- ❖ Use [link](#) to view video demonstrating steps.

### Trouble shooting

- ❖ **How do I resolve Gmetrix error message** *"You will need administrator rights to download the GMetrix SMS to your device"*.
- ❖ Administrator access is required to install the Gmetrix SMS, please contact your IT Support. Please direct IT support to [article 1](#) , [article 2](#) assist with troubleshooting.
- ❖ **How do I reset Gmetrix Password**
- ❖ Please view [link](#) to view guide on how to reset password.

Please refer to the MOS ACADEMY GUIDES if you require further information.