

# 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:

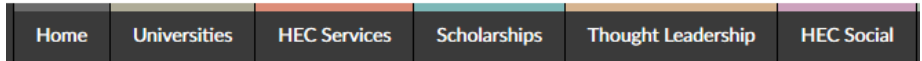
First you have to visit the URL for the MOS Enrolment links available at Higher Education Commission website that is: <http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx>

## 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



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	<a href="https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=CLSHMWX9SRB8BH">https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=CLSHMWX9SRB8BH</a>
Aga Khan University	
Air University	<a href="https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=4RAY88FDXFXRX8">https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=4RAY88FDXFXRX8</a>
Al-Hamd Islamic University	<a href="https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=5FZLWHJDVUVY2T">https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=5FZLWHJDVUVY2T</a>
Allama Iqbal Open University	<a href="https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=WG2BSKGRVGV4H">https://imagineacademy.microsoft.com/AccessCodeRedemption?whr=uri:microsoftaccount&amp;key=WG2BSKGRVGV4H</a>



# Sign in

Use your Microsoft account.  
[What's this?](#)

Keep me signed in

Sign in

No account? [Create one!](#)

[Forgot my password](#)

[Sign in with a single-use code](#)

## Step 4:

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

## Step 3:

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

## Profile

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

First name

Last name

Contact email

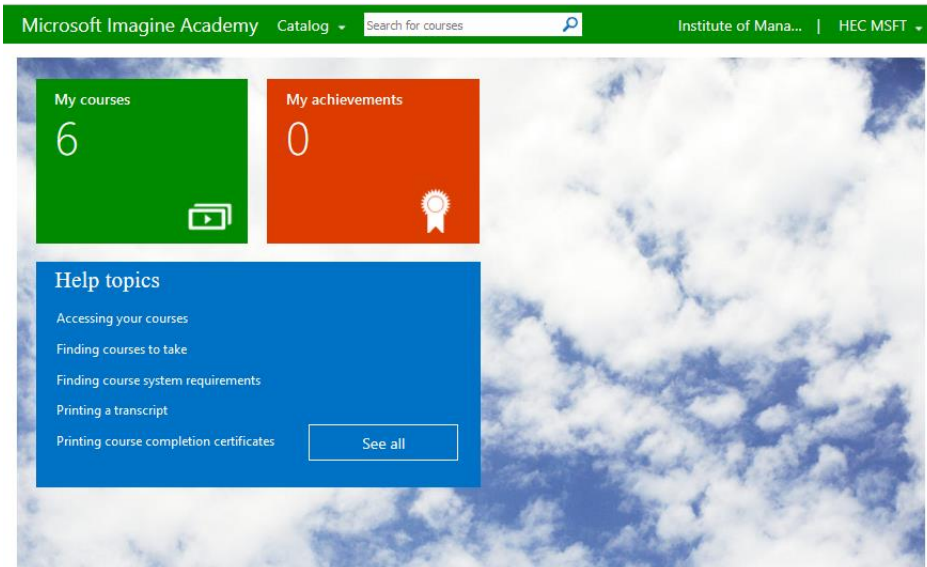
Default language

Location

Give yourself a unique ID

Example: A12345

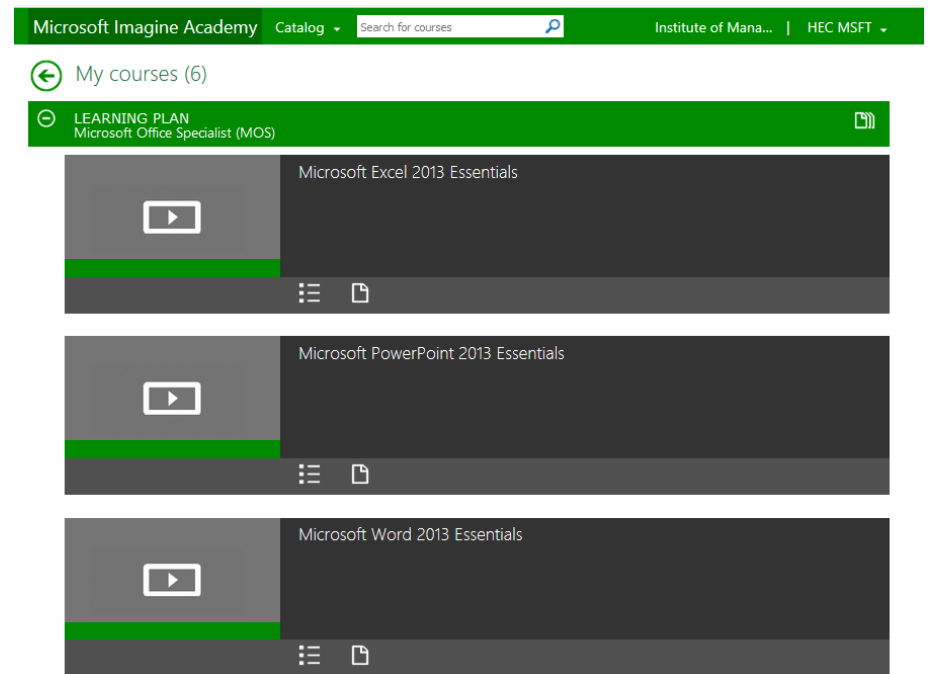
Save Cancel



### 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 00:00:00 / 00:03:00

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**Step 7:** Course contains 6 modules that include videos, practice, and assessment activities. Every activity completion will add 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 including Microsoft Official Curriculum that will be taught to you during your Microsoft Office Specialist Training session: [https://www.dropbox.com/sh/idd0bcpdvqxtlkt/AAB\\_EhT-SJsn3cD7JNw1Qu34a?dl=0](https://www.dropbox.com/sh/idd0bcpdvqxtlkt/AAB_EhT-SJsn3cD7JNw1Qu34a?dl=0)