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|  | **Launch Compass** |
|  |  |
|  | **Enter: User Name and Password** |
|  | **User Name**  **Password** |
|  | **Select the Program**: **Microsoft Office Specialist** |
|  | **Exam Group:** **YES** |
|  | **YES**  **Microsoft Office Specialist** |
|  | **Exam Group:** Type the Exam Group Code from your Certiport Log-in Paper. |
|  | **Enter Exam GROUP CODE**  **From your sheet** |

|  |  |
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|  | **NON-Disclosure Agreement:** Click **YES** |
|  | **YES** |
|  | **Select Exam**: Microsoft Office WORD |
|  | **Microsoft WORD 2016** |
|  | **Payment Method:** Inventory /Site Licenses |
|  | **Inventory/Site Licenses** |
|  | **Verify Information:** Double check the Test: MICROSFOT WORD |
|  | **Verify Language** is ENGLISH |
|  | **Proctor must type in Username and Password:**  **Raise your Hand!** |
|  |  |
|  | **Click Next, Click Next, Next, Next, Next until Exam starts.** |