Microsoft Office Specialist (MOS) Certification Exam

Using the Online Reservation System

To access the scheduling system, please visit: [http://www.supersaas.com/schedule/cobe_certification/MOS_Cert_Exam](http://www.supersaas.com/schedule/cobe_certification/MOS_Cert_Exam). You will see a screen that shows a current calendar. Click Sign in. You will see the following screen:

Log in for MOS Cert Exam schedule

If this is your first visit, review the section on Creating a New User Account. Otherwise, review the information on Accessing the Scheduling System.

Creating a New User Account

1. On the Log In screen, click the link for Create a new user account. You will see the following screen:

New user for account cobe certification

Please enter your details

<table>
<thead>
<tr>
<th>Email</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Keep me logged in</td>
<td></td>
</tr>
<tr>
<td>Remember my email</td>
<td></td>
</tr>
<tr>
<td>Ask me every time</td>
<td></td>
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</tbody>
</table>

A confirmation email will be sent to the supplied email address

Create Back

2. You need to provide your email address, create a password, provide your full name, and your Radford University ID number. The phone field is optional. Please note that you must use your Radford University email address. The system will not accept email addresses from any other domain. When you have entered this information, click the Create button. You will see the following message when you have successfully created an account:

Confirmation sent to wstanton@radford.edu

Please go to your email program and click on the link in the message that you will receive from us.

If your email program does not allow you to click on the link you can also copy/paste it into the address bar of your browser.
3. It should only take a few minutes for you to receive an email confirmation. It will appear as:

Dear Wil Stanton,

Please confirm your email address by following this link:

http://www.supersaas.com/users/confirm/4033797?k=f2cc0de9

If your mail program does not let you click the above link you can copy/paste it into your browser.

Username: wstanton@bradford.edu

Thank you for signing up.

Your account will not be activated until you click on the link sent you in your email confirmation. After you click on the link in the email, you can then access the system to schedule a date and time for the exam.

**Accessing the Scheduling System**

1. Enter the email and password you used to create your account. Then, click **Log In**. You will then see a screen such as:

   ![Schedule for MOS Cert Exam](image)

   Click on a slot to see details and create a new reservation. You now have 3 reservations, your maximum is 1. You can edit your own reservations by clicking on them.
2. There will be a monthly calendar at the top of the screen (you can select the month you wish). The dates available for the certification exams are highlighted in dark blue. Click on the date you wish to schedule. You will then see a calendar for that week where you will be able to view the days and times available. The system will show you how many slots are still available for scheduling. Find the day and time that works for you and then click on that day/time in the weekly calendar – please note that you cannot schedule an exam less than 1 hour before the exam start time. You will see the following screen:

![Weekly Calendar](image)

3. Click on **New Reservation**. You will see the following screen:

![New Reservation](image)

4. Your name and Radford University ID# should show automatically since you entered these when creating your account. You must also enter your telephone number. Click **Create Reservation**. You will then see the following screen:

![Create Reservation](image)

Select the exam for which you are scheduling a time. Also, please let us know whether or not you are taking the exam for the ITEC 281 course. Click **Submit**.

5. The screen will show that a reservation has been made and you will receive a confirmation of your reservation by email. Your email will appear as:
Changing an Existing Reservation

If you need to change an existing reservation, you must do so no later than 4 hours before your scheduled exam time. You also run the risk that you will not be able to reschedule the exam. If you have an actual emergency or if you have an illness that requires a visit to a doctor that prevents you from taking the exam as scheduled, please email Dr. Angela Stanton at astanton@radford.edu. Please note that you may be asked to provide proof of your emergency or illness so that you are not listed as no show and have the ability to reschedule the exam. Simply stating you: are not ready to take the exam, are not feeling well, have to work, have a group meeting, etc. are not legitimate excuses to miss your scheduled exam time.

If you want to reschedule your exam and there are still slots available, you should do the following:

1. Log in to the scheduling system.
2. Check to see if there are time slots still available.
3. Click on the time slot you scheduled on the calendar. You will see the following screen:

![Screen showing MOS Certification Exam on Wed 11/16 4:00pm - 5:00pm with 1/20 slots booked and 18 available.

4. Click the 
   next to the time you scheduled the exam. You will now see:

![Screen showing Edit Reservation form with Full name: Wil Stanton, Created on: 11/11/2016 8:27am by wstanton@radford.edu.

5. Click Delete Reservation. Once your reservation is deleted, you can make a new reservation.