



GMetrix

GMetrix MOS Quick Start Guide

Step 1: Install the GMetrix SMS Client

You will need to download and install the GMetrix SMS before students can take their MOS practice tests,;

1. Download the latest version of the **GMetrix SMS** client at www.gmetrix.net/download
 - a. There are two versions of our SMS that can be downloaded, one for Windows, one for Mac, please note that the Mac version is NOT compatible with Microsoft Office or AutoDesk Practice Tests.
2. Open or Run the GMetrix Installer.
3. Follow the on-screen prompts in the **GMetrix Setup Wizard** to complete the installation process. Once completed, you can launch the application. (When it asks you to Choose Install Type, **Typical** is recommended for most users.)

Step 2: Setting Up Student Accounts

Each student will need their own GMetrix account for testing. There are several ways to go about this process, but in general the easiest is to have your students set up their own account by following these steps.

1. On gmetrix.net, or the **GMetrix SMS** application. click the **Sign up here!** button below the Username/Password fields.
2. Fill out the Student Registration Form. Make sure the Username is unique, and the password is at least 7 characters long.
3. Once you've logged in to **GMetrix SMS** or gmetrix.net you click on the Light Blue Key in the left navigation bar.
4. Type or paste your Access Code into the **Redeem an access code** field and press Enter or click Redeem a Code.

Step 3: Taking a Practice Test

Once you have redeemed an Access Code you can start a practice test from any computer that has GMetrix SMS installed. GMetrix requires a full, local installation of Microsoft Office to function. This can be either a Permanent Office license (e.g. Office Home & Student, Office Home & Business, or Office Professional Plus), or Office 365. The version should match up with the Practice Tests you intend to take. If you run into the error "We're unable to detect the required version of Microsoft Office" what you can do is open your Control Panel on the computer, and navigate to "Programs and Features" (Please note, you may need to select Programs, before Programs and Features appear for you). Once you're in Programs and Features, scroll down that list to find your version of Microsoft Office. If you're unable to find your version listed here, that most likely means you have the Online and/or Mobile version. This means you will need to go to office.com, sign into your Microsoft Account, and select the option to fully install Office.

If you have any questions while using GMetrix, you can reach out to our support team for assistance.

Contact GMetrix Support

Phone: (801) 323 - 5800

Email: support@gmetrix.com

Hours: 6:00 AM – 6:00 PM Mountain Time, Monday – Friday