**How to create a student Gmetrix account for Microsoft Office practice?**

1. **Students go to the web address -** [**http://www.gmetrix.net/Login.aspx**](http://www.gmetrix.net/Login.aspx)
2. **Next, student creates a new profile account**.

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1. **Complete all required information. See next image for more details.**

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1. **Complete registration and close web browser.**
2. **Students click on the Gmetrix icon on the desktop.**
3. **Students sign in with the username and password they created.**
4. **Students use the group access code the teacher will give them.**
5. **Students complete assignments.**

**Students working at Home**

1. **Sign into** [**www.gmetrix.net**](http://www.gmetrix.net)
2. **Download the application on to home computer**
3. **Log in with the access code the teacher has given you.**