



Replacing a Pre-Assigned Assessment (\$10 fee per assessment)

1. Log into login.msscusa.org
2. Click on **Purchasing**, then **Assessments**
3. Select the new assessment to replace the one assigned to a candidate.
4. **In Comments Section** – indicate that this order is to Replace Pre-Assigned Assessments – User code, password and student's name must be provided
5. MSSC will forward the user code, password and candidate's name to NOCTI

Exchange or Extension (\$10 fee per assessment)

1. Log into login.msscusa.org
2. Click on **Purchasing**, then **Assessments**
3. Select the new assessment to replace the one assigned to a candidate.
4. **In Comments Section** – enter the order number of the original assessment order, the test name that you're exchanging, and the quantity.
5. The old code will be deleted within 2 business days of placing the order for the exchange