

# Ordering Candidate Registrations & Assessments



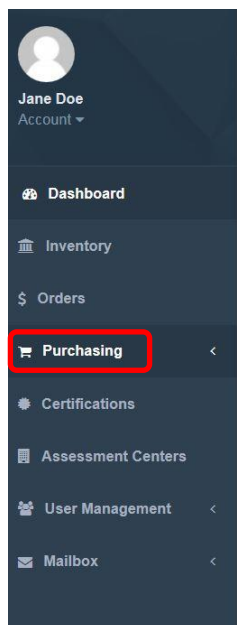
All orders must be submitted on MSSC Online Ordering System in order to be processed. All questions related to ordering should also be directed to MSSC ([orders@msscusa.org](mailto:orders@msscusa.org) or 703-739-9000). Below are steps to place an order:

## Online Ordering System – <http://login.msscusa.org>

- Log into your ordering account with your email and password. If you do not have an ordering account, contact your site coordinator to create one for you.

A screenshot of the MSSC login page. At the top is the MSSC logo. Below it, the text "Welcome to MSSCUSA" and "Manufacturing Skill Standards Council" is displayed. There are two input fields: "Email" with an @ icon and "Password" with a key icon. A green "Sign in" button is below the fields. Underneath the button are links for "Forgot password?" and "Do not have an account?". At the bottom is a "Create an account" button.

- To order candidate registrations and/or assessments, click **Products** on the side menu. Then select the type of product you need to order from the list.



- Select your assessment center on the right hand side

## Purchasing

Home / Purchasing / Assessments

Assessments		(7) items
<b>Foundational Level Assessment</b> <small>Foundational-level Certified Logistics Associate</small> CLT CLAS763	\$40.00	0 \$0.00
<b>Green Production Assessment</b> <small>CPT Green Production Assessment</small> CPT GP9076	\$40.00	0 \$0.00

Select an assessment center below to continue.

**Assessment Center**

Select the site you are purchasi...

- Find the products you need to order and enter the quantity
  - Select the classification of who will be using the registrations or taking the assessments.
  - Scroll to the bottom of the page and click **Add to Cart**

Registrations		(1) items
<b>Candidate Registration</b> <small>Candidate Registration (one-time required fee per student)</small> REG1000	\$60.00	<div style="border: 2px solid red; padding: 2px;">Classification ▼</div> <div style="border: 2px solid red; padding: 2px;">2</div> <b>\$120.00</b>

[Assessments](#)
[Courses \(CLT\)](#)
[Courses \(CPT\)](#)
[Instructor Training](#)

Add to cart

- Review your cart and click **CHECKOUT**

Cart		(2) items
<b>Candidate Registration</b> <small>Candidate Registration (one-time required fee per student)</small> Registration REG1000	\$60.00	<div style="border: 1px solid #ccc; padding: 2px;">Postsecondary ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">2</div> <b>\$120.00</b>

[Registrations](#)
[Assessments](#)
[Courses \(CLT\)](#)
[Courses \(CPT\)](#)
[Instructor Training](#)

Update

**Cart Summary**

Total  
**\$120.00**

Checkout

Cancel

**Assessment Center**

MSSC ▼

- Select payment method, fill out required fields and click **SUBMIT**

Purchasing  
Home / Purchasing / Checkout

Checkout

**Billing Address**

Address \* Address2

901 N. Washington St. Suite 601 Address 2

City \* State \* Zip \*

Alexandria Virginia 22314

Country \*

Country

Comments

Credit Card  
Purchase Order  
Check

Cart Summary

Total  
**\$120.00**

[View Cart](#) [Cancel](#)

Assessment Center

MSSC

Registrations Assessments Courses (CLT) Courses (CPT) Instructor Training

[Complete Purchase](#)

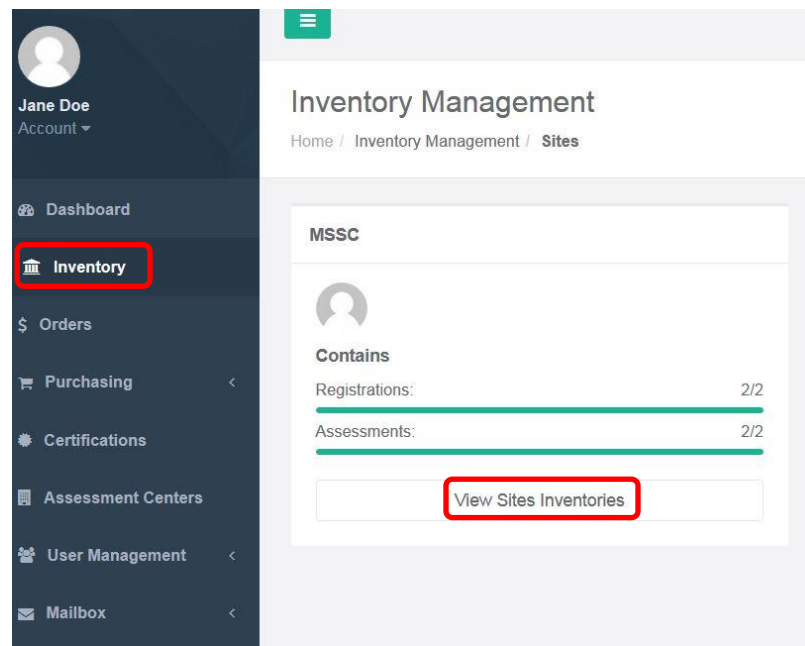
Click on one of these payment options

- **Candidate Registrations orders are available within 5-10 minutes of submitting order. Assessments are available to assign to a candidate immediately, but it can take up to 24 hours for the assessment to be available in NOCTI.**

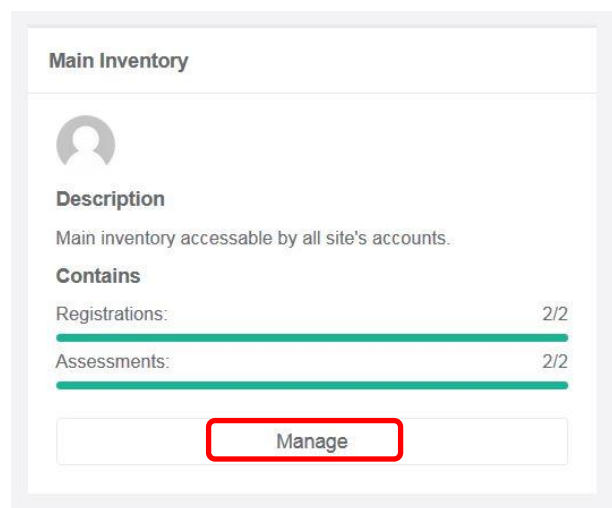
# Checking Your Balance of Candidate Registrations & Assessments



- Click on **Inventory** in the left menu. Then click on **View Sites Inventories**



- Click on **Manage** to view the inventory for your site. If your site manages more than one inventory, you will see all the inventories listed here.



- The inventory shows the number of assessments and registrations you've purchased, used and have remaining.
- Click on **Registrations** to view available registrations, and **Assessments** to view available assessments

Inventory Items							
Registrations Assessments		Remaining	Search		Go!		
Code	Name	Price	Classification	Certification System	Order	Created	Actions
<input type="checkbox"/>	REG1000PS Candidate Registration	\$60.00	Postsecondary		#00001	7/7/16, 12:10 PM	Assign
<input type="checkbox"/>	REG1000PS Candidate Registration	\$60.00	Postsecondary		#00001	7/7/16, 12:10 PM	Assign
Move		Edit					

- Click on **Used** to show which candidates have been assigned to registrations or assessments

Inventory Items

Registrations Assessments **Used** Search Go!

Code	Name	Price	Classification	Certification System	Order	Candidate	Created
REG1000PS	Candidate Registration	\$60.00	Postsecondary		#00001	Jane Doe	7/7/16, 12:10 PM

The name of the candidate assigned to the registration

- The **Created** date will be the date the registration or assessment was purchased, not the date it was assigned to a candidate.