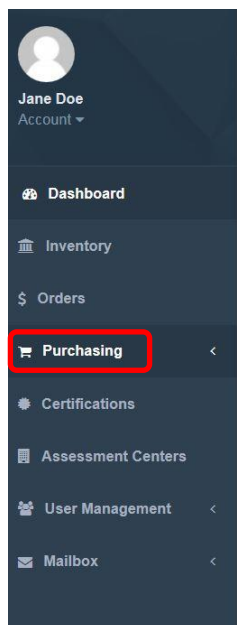# Ordering Candidate Registrations & Assessments

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 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.

- 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

- 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**

- Review your cart and click **CHECKOUT**

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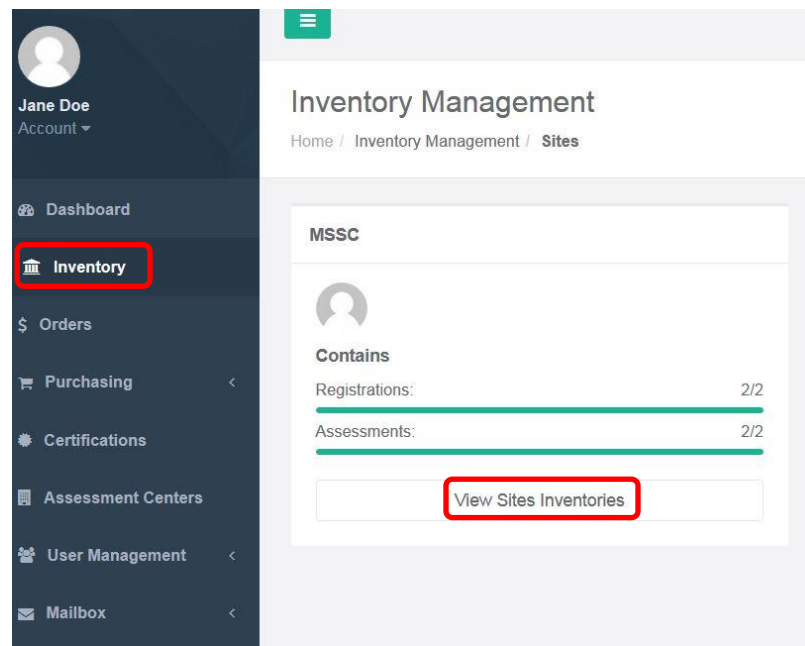

- **Candidate Registrations orders are available within 5-10 minutes of submitting order. Assessments are available to assign to a candidate immediately, but it can take up to 24 hours for the assessment to be available in NOCTI.**
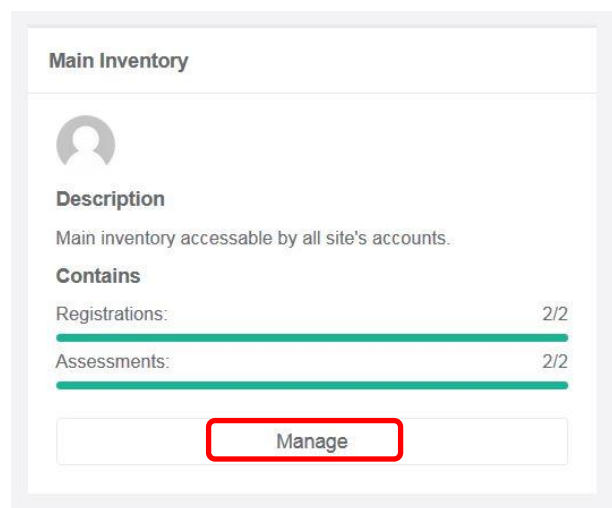
Checking Your Balance of Candidate Registrations & Assessments

- 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

- 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.