

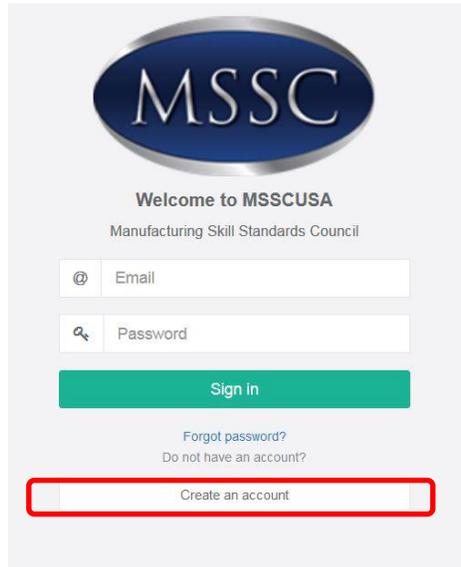
Helping Candidates Register for a Candidate ID



Once an order for candidate registrations has been placed online at <http://login.msscusa.org> by the Assessment Center, have the candidates complete the following steps to register with MSSC and obtain their candidate ID in the Candidate System.

Log in at <http://login.msscusa.org>

- Click: **Create an Account**



The screenshot shows the MSSC login page. At the top is the MSSC logo. Below it, the text reads "Welcome to MSSCUSA" and "Manufacturing Skill Standards Council". There are two input fields: "Email" and "Password". Below these fields is a green "Sign in" button. Underneath the "Sign in" button are two links: "Forgot password?" and "Do not have an account?". At the bottom of the page, there is a red-bordered button labeled "Create an account".

- Select what type of candidate
 - Instructor Candidate = MSSC Instructor
 - Military Candidate = Military member using military funding or paying out of pocket
 - Standard Candidate = all other candidates



The screenshot shows the MSSC registration page. At the top is the MSSC logo. Below it, the text reads "Welcome to MSSCUSA" and "Manufacturing Skill Standards Council". The main heading is "Who are you registering as?". There are three green buttons: "Standard Candidate", "Military Candidate", and "Instructor Candidate". Below these buttons is a link: "Already have an account?". At the bottom of the page, there is a "Sign in" button.

- Enter Classification, Certification, Email, Password, First Name, Last Name, Phone and Birthday, then click **Next**.
 - Candidate must enter their classification: Industry, Post-secondary, Secondary during registration.

Standard Candidate Registration

Select classification

Select certification system

Email

Password

Confirm Password

First Name

Last Name

Phone

Birthday

Next

- Complete the required fields and demographic questions and click **Next** after each page.

Standard Candidate Registration

Address

Address 2

City

State

Postal Code

Country

Next

Standard Candidate Registration

Select the assessment center you are planning to attend

Assessment Center

Next

Standard Candidate Registration

Gender

Ethnicity

Age Range

Highest level of education completed

Next

Standard Candidate Registration

Do you have any industry experience in manufacturing?

No industry experience in manufacturing

Next

Standard Candidate Registration

Employment Status

Next

- Read and Agree to the MSSC Code of Ethics by selecting the check boxes and click **CONTINUE**

MSSC Code of Ethics

Please, review and agree to the code of ethics displayed below

1. To comply with relevant provisions of the certification scheme
2. To make claims only with respect to the scope (of the standards) for which the certification has been granted
3. To discontinue the use of all claims to certification that contains any reference to the certification body upon suspension or withdrawal of certification
4. To refrain from using certification in a misleading manner
5. To understand the MSSC "Key Activities" document that describes the principal logistics activities to which the certification applies.
6. To explain that the MSSC certificates document the individual's competency to achieve the required performance level on a national certification assessment only with respect to the Key Activities related to that certificate.
7. To avoid using the certification in a manner that will bring MSSC into disrepute
8. To understand that a violation of any of the above principles could lead to the suspension or withdrawal of this credential, after which the individual should discontinue the use of all claims to MSSC certification

Certificants shall, in their professional logistics activities, sustain and advance the integrity, honor and prestige of the certification by adherence to this Code of Ethics. Certificants who intentionally or knowingly violate any provision of the Code of Ethics will be subject to revocation of the certification.

Click to download the handbook: (CPT Handbook) or (CLT Handbook)

- agree to uphold the above Code of Ethics.
- have reviewed the Candidate and Certificant Handbook and agree to the terms and conditions which it outlines.
- by checking this box, I hereby authorize the Manufacturing Skill Standards Council (MSSC) to share my assessment results, including date(s) and location of testing, pass/fail status and assessment scores, with the following entities: federal or state or local educational authorities funding my training or assessments; employers funding my training or assessments.
- would like to receive the MSSC Community Alert which includes valuable information about your certification, new programs and upcoming events.

[Continue](#)

Please Note: MSSC does not require your authorization for participation. However, some funding entities may require access to your assessment results in order to fund or allow your participation. Opting out may result in termination from the program. If you have any questions about your disclosure requirements, please contact your training and testing organization for more information.

The Family Education Rights and Privacy Act applies to schools that receive federal funding. Under this act, MSSC is authorized to share your assessment results with: 1) federal or state or local educational authorities conducting an audit or evaluation or enforcement of education programs; 2) organizations conducting studies on behalf of schools; 3) state and local officials in connection with service students under the juvenile justice system.

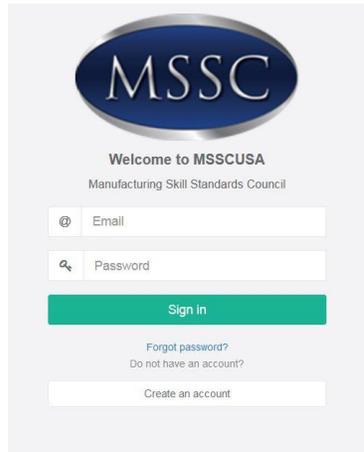
- The candidate will be available to assign a registration to once they have submitted the completed steps listed above.

Attaching Candidate to Registration and Assessment

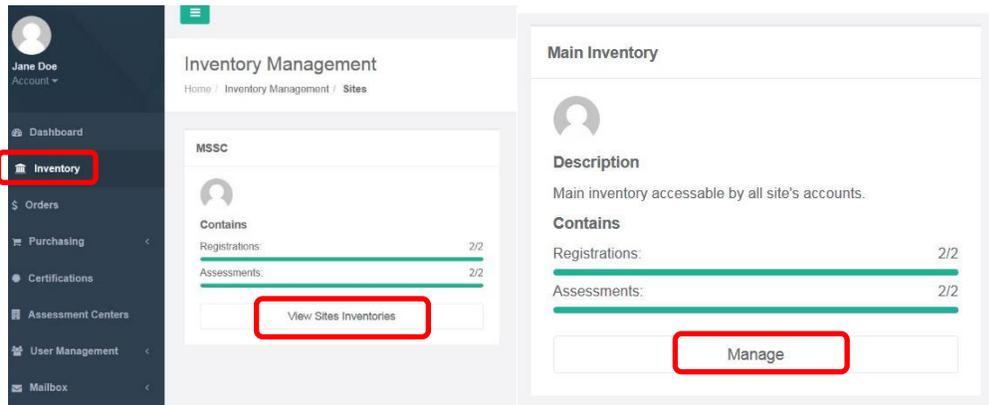


Once a candidate has completed the registration process and created their account, the site coordinator will be able to assign a registration and an assessment to that candidate.

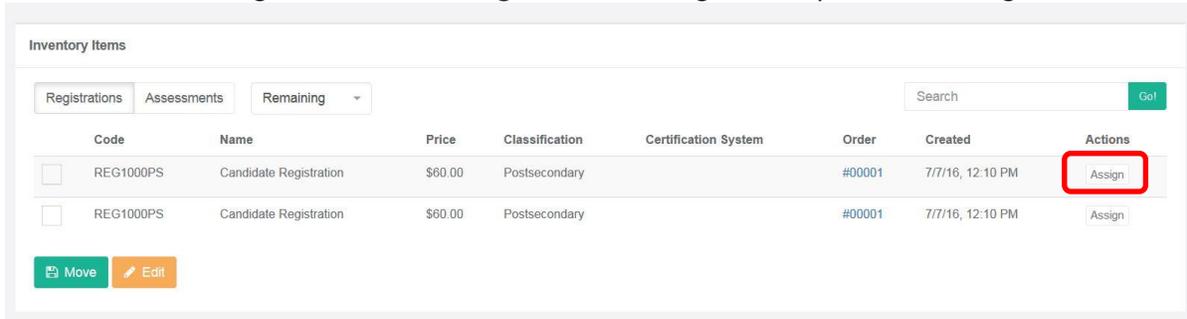
- Log into your account at <http://login.msscusa.org>



- Click **Inventory** in the left menu, then **View Sites Inventories, Manage**



- In the list of available registrations, click **Assign** next to the registration you wish to assign to a candidate.



- On the next screen, select the candidate's name from the drop down menu and click **Save**
 - This menu will show any candidate who has registered and selected your site as their Assessment Center
 - If the candidate has selected a classification different from the one you want to assign, you will receive a message asking if you want to override the classification. **This is the only time you can change their classification.**

Registration Information

Code	Name	Price	Classification	Certification System	Inventory	Order
REG1000PS	Candidate Registration	\$60.00	Postsecondary	N/A	Main Inventory	#00001

Description
Candidate Registration (one-time required fee per student)

Disclaimer
No disclaimer available.

Assign - Use the form below to assign a registration to a candidate of the MSSCUSA system.

Candidate

Jane Doe

Jane Doe

Assign - Use the form below to assign a registration to a candidate of the MSSCUSA system.

Candidate

Jane Doe

Back

Save

The selected **candidate's classification** does not match the **registration's classification**.
Assigning this registration to **Jane Doe** will convert the registration's **Postsecondary** classification to .

- Once the candidate has been assigned a registration, you can assign them to an assessment.
- In the same **Inventory** menu, click on **Assessments**
- Click **Assign** for the assessment you wish to assign to a candidate

Inventory Items

Registrations **Assessments** Remaining

Search Go!

Code	Name	Price	Classification	Certification System	Order	Created	Actions	
<input type="checkbox"/>	CLA8763PS	Foundational Level Assessment	\$43.00	Postsecondary	CLT	#00002	7/8/16, 10:27 AM	Assign
<input type="checkbox"/>	CLA8763PS	Foundational Level Assessment	\$43.00	Postsecondary	CLT	#00002	7/8/16, 10:27 AM	Assign

- Select the candidate's name from the drop down menu and click **Save**
 - The drop down menu will only display candidates who have already been assigned a registration

Assign Assessment

Home / Sites / MSSC / Main Inventory / Assign Assessment

Assessment Information

Code	Name	Price	Classification	Certification System	Inventory	Order
CLA8763PS	Foundational Level Assessment	\$43.00	Postsecondary	CLT	Main Inventory	#00002
Description			Disclaimer			
Foundational-level Certified Logistics Associate			No disclaimer available.			

Assign - Use the form below to assign a assessment to a candidate of the MSSCUSA system.

Candidate
Jane Doe

Back Save

- You can see who has been assigned to an assessment by clicking on **Used**.

Inventory Items

Registrations Assessments **Used** Search Go!

Code	Name	Price	Classification	Certification System	Order	Candidate	Created
CLA8763PS	Foundational Level Assessment	\$43.00	Postsecondary	CLT	#00002	Jane Doe	7/8/16, 10:27 AM

- The assessment will be sent to the Assessment Center's NOCTI Portal with the candidate's First and Last Name and Candidate ID within 24 hours.
- The candidate will then need to come with a Photo ID to the take the assessment on the scheduled date.
 - *Proctors: For more information on how to administer the assessment on the day, please refer to the Assessment Administration Guide.*