

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://systems.msscusa.org>

- If you already have an ordering account, login with your email and password.
 - If you do not have an ordering account, click: **Don't have an account? Click here to register!** above the Member Login box.

Manufacturing Skill Standards Council
Login to Site Criteria Checklist & Registration

To login enter your username and password below.
[Don't have an account? Click here to register!](#)

Please login or register to continue

Member Login

Email:

Password:

Remember Me: Yes ▾

[Forgot Password?](#)

LOGIN

- To order candidate registrations and/or assessments, click **Assessments** the top menu.

Settings | Order History | Courses | **Assessments** | Instructor Training

Logged in as: Jane Doe
Assessment Center: MSSC Community College [8931]

Order MSSC Assessment(s)

PLEASE READ THE FOLLOWING INFORMATION BEFORE PLACING AN ORDER:

- 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**

Candidate Registrations & Assessments	Format	Qty	Cost/Student	Total
Candidate Registration (one-time required fee per student)	N/A	<input type="text" value="2"/>	\$60.00	\$120.00
Who will be using these registrations?*		<input type="text" value="Please Select ..."/>		

- Review your cart and click **CHECKOUT**

Cart

The assessment was added to your cart.

Assessment	Test Format	Requested Shipping	Qty	Cost/Student	Total
CPT Safety Assessment [7655]	Electronic	N/A	2	\$40.00	\$80.00 ✕

[Add/Edit Assessments](#)

Registration	Qty	Cost/Student	Total
New Student Registrations	2	\$60.00	\$120.00 ✕

[Add/Edit Registration](#)

Grand Total	\$200.00
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CHECKOUT
PRINT QUOTE

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

PAYMENT INFORMATION

HOW DO YOU WANT TO PAY?

Credit Card
 PO - please send invoice
 Check - please

PAY WITH CHECK

Email Address: Email address of where the invoice is to be sent.

Billing Address: Same as registration address

Address:
 Address 2:
 City:
 State: ▼
 Zip Code:

Comments:

CHECKOUT

- Candidate Registrations orders are available within 5-10 minutes of submitting order.
- Assessments orders placed by 11:59 PM will be available for scheduling by 6:00 AM the next day.

Checking Your Balance of Candidate Registrations & Assessments



- Click **Settings**
- Click **My Pins**

Settings

Logged in as: **Tabita Fermino** on behalf of **Tabita Fermino**
Assessment Center: MSSC Community College [8931]

Settings

Account Profile | Account Users | My Profile | My Pins

Thank you for reviewing your account profile information. We appreciate you keeping your information as... Please update this information as often as it changes. All fields are required to be completed except for p...

- Click **Balance**

Settings

Account Profile | Account Users | My Profile | My Pins

Account Pins

You can have multiple pins. Pins are assigned for each combination of user and account type for your Assessment Center. Make sure the correct pin number is provided to Candidates.

Pin #	Account Type
4966	CPT/CLT Post Secondary

Balance

- The inventory shows the number assessments and registrations you've purchased, used and have remaining.
- It also provides you with the Codes for candidates to use for registration and scheduling the assessments.
 - The Codes assigned are unique to the person ordering the products.

Product	Code	Classification	Expires	Purchased	Used	Remaining
CPT Safety Assessment [7655]	SF8723PS	Student, PS	2015-03-03	0	0	0
Candidate Registration (one-time required fee per student)	REG8723PS	Student, PS	N/A	2	0	2

Close

For Demonstration purposes only, the registration code can be found in your organization's ordering account. Click **Settings, My Pins, and then Balance.**