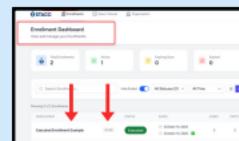


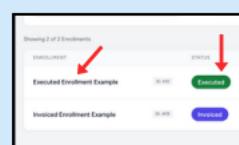
# WHERE ARE MY TESTING URLs AND PASSWORDS?

## For Testing Administrators (TAs) and Proctors With Enrollment Access:

**STEP 1:** Log in on [staccexams.com](https://staccexams.com) - you will see your Enrollment Dashboard with your enrollments listed in the lower portion of the page



**STEP 2:** Click on the name of the enrollment holding the pretests or exams you will administer to your students - enrollment must be in "executed" status



**STEP 3:** On the enrollment "exam page," look for the correct certification - pretests and exams are listed separately - pretests contain the word "pretest"



**STEP 4:** URLs are located to the right of the cert's name - two URLs are provided - both URLs will pull from the same total quantity ordered



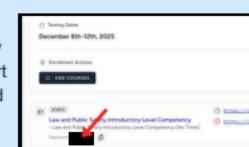
**STEP 5:** Choose correct URL - green checkmark URL is regular timed version of cert - red X URL is untimed version for students who need accommodations



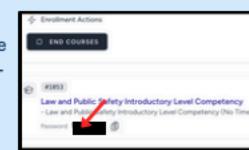
**STEP 6:** Provide correct URL to proctor or students (if administering exam) - we recommend URLs are shared digitally to avoid typos and 404 errors



**STEP 7:** Before students can begin an attempt, they will be prompted for a short password, which is located below the certification name on the exam page



**STEP 8:** The password is case sensitive and must be entered exactly as shown - do not share it digitally or before your students are directly prompted for it



## For Proctors Without Enrollment Access

### Option 1: TA Emailed Information

Rather than assign proctors to specific enrollments, some TAs choose to just send their proctors the URLs and passwords they need for testing, most often through email.

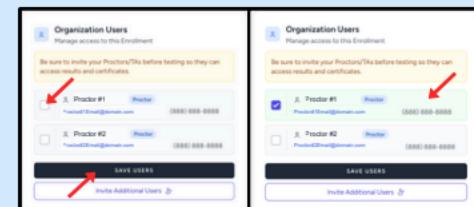
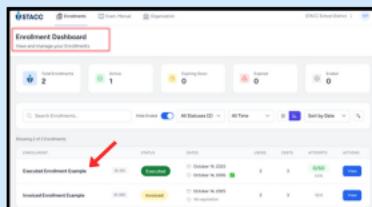
Search your inbox for messages from your TA, "STACC," and "Scholastic Testing and Credential Certifications" to locate the correct URLs and passwords.

If your TA provided you with URLs and passwords, but did not specify if they were for a pretest or an exam, or for the timed version or untimed version of a certification, please contact your TA for clarification before providing the URLs to your students.

### Option 2: Contact Your TA for Help

If you have not been given enrollment access and did not receive an email containing the URLs and passwords you need for testing, please contact your TA for assistance.

Enrollment access must be approved by TAs - please do not reach out to the STACC Team, as we cannot provide you with this information without TA approval - ask your TA to send you the correct URLs and passwords, or ask that they grant you access to your enrollment by following the steps provided below.



- 1 Start by logging in on [staccexams.com](https://staccexams.com) and find your enrollment dashboard
- 2 Click on the enrollment your proctor needs to access

- 3 On the exam page, scroll down and look for the "organization users" section on the lower left side
- 4 Click the box next to proctor's name and then click "save users" button - if green, the proctor has access