



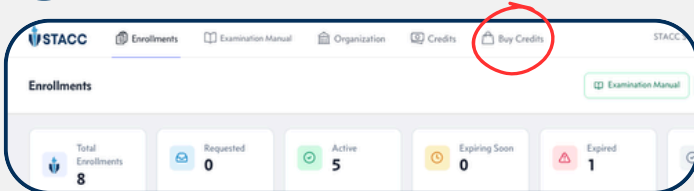
New Credit Order Process



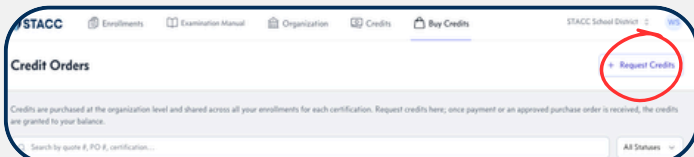
Previously, enrollment requests were used for ordering pretest and exam credits. Each enrollment produced its own invoice and added attempt credits to your organization

Starting Fall 2026, all orders, quotes, and invoices have moved to a **New Credit Order System** on the organization level. Just like enrollment requests, credit orders can only be placed by Testing Administrators and Admin users

1 Log in on staccexams.com and click the **"Buy Credits"** tab



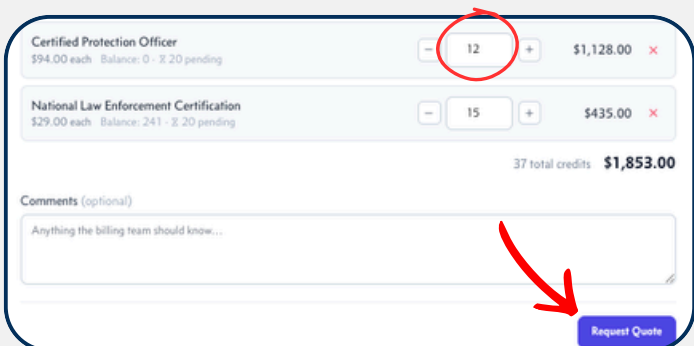
2 On the credit orders page, click the blue and white **"Request Credits"** button



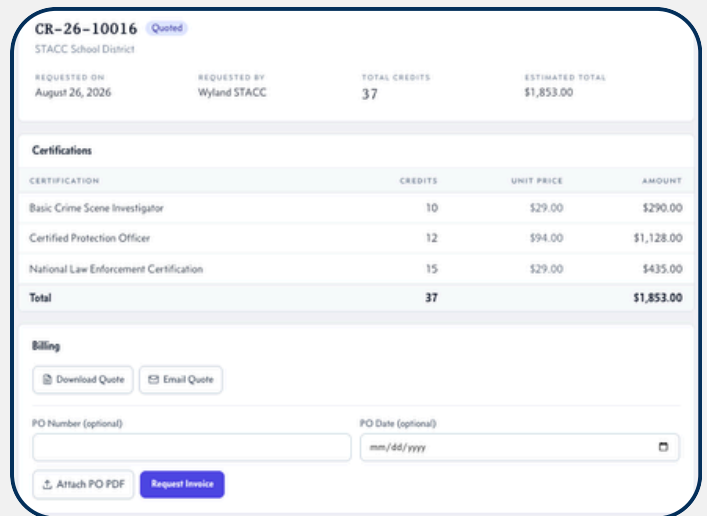
3 Name your order using the **"Label"** box at the top and then scroll through or search for your desired **certifications**. Click on your desired certifications to select them



4 After selecting certifications, type a number in the box or use the -/+ buttons to adjust your quantity. Leave a comment if desired and click the blue **"Request Quote"** button to submit the credit order



5 Your credit order has now been placed. Use the provided buttons to download a PDF of your quote, email the quote to your finance department, upload a PO, and generate your invoice



Reminders

After a credit order is placed and a quote is generated, you can use either the **"Attach PO PDF"** button to generate an invoice with your purchase order attached or the **"Request Invoice"** button to generate an invoice without a purchase order

Once payment or a purchase order is received, the STACC Team can **"grant"** the requested credits to your organization's credit pool

All pretest and exam credits are valid for 365 days from the date their credit order is "granted" to the pool

If your organization has overages, subsequent credit orders will work against those overages, which may result in you receiving fewer usable credits than you ordered



View Our
Examination
Manual



Enrollment Requests

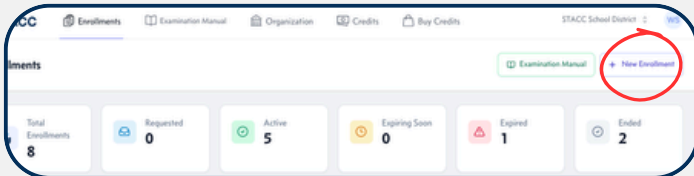


Previously, enrollment requests were used for ordering pretest and exam credits. Each enrollment produced its own invoice and added attempt credits to your organization. This has moved to the **New Credit Order System**

Enrollments will continue to be used moving forward as a tool for organizing testing by school, instructor, course, class period, etc. but they no longer produce invoices, have their own credit quantities, or add credits to your organization

1

Testing Administrators and Admin users log in on staccexams.com and click the **"New Enrollment"** button



2

Choose a name for your enrollment and select an approximate testing date or window. Be sure to follow your organization's established enrollment naming format. Click the blue **"Next"** button when complete

How it works: You're creating a testing request. Once submitted, testing URLs are issued against your organization's available credit balance — credits are purchased separately through Credit Orders and shared across your organization. Questions? Contact us at info@staccexams.com.

Enrollment/School Name *
This can be a school, teacher, class period, etc.
e.g. Lincoln High School — Spring 2026

Approximate Testing Date(s) *
-- Select Testing Dates --

Step 1 of 4 **Next**

3

Scroll or search through our available certifications on the left side and click the blue **"Add"** button next to those you'd like to add to the enrollment. You will see a number of available and pending credits and the price for each. Pretests, regular exams, and two-section exams are listed separately. Use the red trash can icon to remove selected cert types. Click the blue **"Next"** button when complete

AVAILABLE CERTIFICATIONS

Search certifications...

And 3D Application (Formerly ESRI)
0 credits available \$29 per attempt **+ Add**

Aerial Mapping with Drones: 2D And 3D Application (Formerly ESRI) Pretest
0 credits available \$21 per attempt **+ Add**

SELECTED 2

Basic Crime Scene Investigator
20 credits available 30 pending
\$29 per attempt

Basic Crime Scene Investigator - Pretest
0 credits available \$21 per attempt

Step 2 of 4 **Next**

4

Review the info you provided and the certifications you selected. If you selected a certification pretest or exam for this enrollment and do not currently have any active, unexpired credits available, a red reminder will appear

Review Your Request
Please review your enrollment details before submitting.

Details
Name: STACC High School - Law and Public Safety - Ms. Smith - 1st Period
Testing Dates: Fall 2026

Certifications

Certification	Available	Pending
Basic Crime Scene Investigator	20 credits available	30 pending
Basic Crime Scene Investigator - Pretest	0 credits available	0 pending
National Basic 9-1-1 Dispatch Certification	20 credits available	20 pending
National Basic 9-1-1 Dispatch Certification Pretest	0 credits available	0 pending

No credits available for Basic Crime Scene Investigator - Pretest, National Basic 9-1-1 Dispatch Certification Pretest.
Submitting is fine — no testing URLs will be issued until credits are purchased and granted.
Order credits first

Users & Notes
Invited Users: Wyland STACC
Comments: Ms. Smith is scheduled to administer the pretest on Monday, August 31st and the certification exam on Thursday, December 10th. John Wilson will assist with proctoring. Student Sally Johnson is approved for extended time (1.5x) accommodation.

5

Below this, read and check the agreement boxes for the **terms and conditions** listed. Then, read and use your mouse or touch screen to sign the **Financial Authorization**. Finally, click the blue **"Submit Request"** button to complete the enrollment request

Terms & Conditions

Credits Required
Testing URLs are issued against my organization's available credit balance. I understand credits are purchased separately (via a Credit Order) and must be granted before testing URLs will be generated.

Coverage Billing
If more testing attempts are recorded than my organization has credits for, the difference will be billed with an Overage Invoice at the end of the testing cycle.

Examination Manual
I have read and agree to the [Examination Manual](#).

Domain Whitelisting
I understand that I may need to whitelist STACC's domains (staccexams.com and staccexams@stacc.com) on our network and student email system. If not whitelisted, there may be delays on testing day.

FINANCIAL AUTHORIZATION REQUIRED
I, the below STACC School District, request enrollment for certification testing and accept financial responsibility for all exam attempts recorded under this enrollment, including attempts for **STACC School District** purchased with license (license) I understand that 30 days recorded exam attempts are certification credits (2) **STACC School District** credits for a certification are exhausted, testing for that certification may be suspended and one must wait until the balance is refilled, and (3) **STACC School District** agrees to pay for all coverage attempts in the time period per attempt prior exam review. I certify that I am authorized to bind **STACC School District** to this financial commitment.

FULL NAME OF AUTHORIZED OWNER
Name: STACC
Signature: [Signature]

Submit Request

Reminders

All enrollments default to **"Requested"** status when created. Your enrollment must be in **"Executed"** status to pretest or test

You must have available **"Granted"** credits for every pretest and exam in an enrollment for it to be moved to **"Executed"** status