

Student Account Registration

All students must register for and confirm accounts on the STACC platform prior to pretesting and testing. Students register for accounts on **staccexams.net** (the **.net** platform), NOT staccexams.com (the **.com** platform)

Student account registration should take place at least 1 week prior to pretesting or testing.

Students should use their email address as both their account email and username login credentials for simplicity. Students must write their login credentials on a blank notecard or piece of paper they can use to log in on test day

1 Step 1: Get to the STACC login page

- Students begin by going to **staccexams.net/login**
- If you land on the main homepage of the site instead, click the blue **"login"** button in the top right corner to move to the login page shown below

2 Step 2: Click "Create new account"

- Look for a gray banner in the top right corner of the STACC login page and click "Create new account" in white text
- You will then be taken to the account creation form

Don't have an account? Create new account

3 Step 3: Complete the Registration Form

- Username:** Type the email address you will use to create your account
 - Using your email address as both your account email and username will keep things simple
- Password:** Choose your password
 - Passwords must be at least 8 characters long and include an uppercase letter, a lowercase letter, and a number or special character (examples: !, #, \$, &, etc.)
- Email Address:** Type the email address you will use to create your account
 - Make sure this is an email you can access on your school's WiFi network - you will need to access a confirmation email to finalize your registration

- First and Last Name:** Your full legal name as it would appear on a job application or college admissions paperwork
 - Do not use nicknames, abbreviated names, etc.
 - This is exactly what will be shown on your certificate
 - You cannot change your name on your certificate later without approval by the STACC team
- DO NOT CLICK "CREATE MY NEW ACCOUNT" YET**

Username

Password

Email address

Email (again)

First name

Last name

Create my new account

Cancel

Required

Student Account Registration

4 Step 4: Write Down Login Credentials

- Write your email address, username (should also be your email address), and account password on a blank notecard or paper
- Take a photo of this notecard or paper in case you lose it
- Your instructor/proctor may collect the notecard or paper so they can store it in the classroom for test-day login procedures

STACC Testing Login

Username → YourEmail@YourSchool.com

Email Address → YourEmail@YourSchool.com

Password → Pa\$\$word1234

5 Step 5: Click "Create my new account"

- After double-checking your login credentials for accuracy and writing them on a blank note card or paper, click the blue "Create my new account" button at the bottom of the page

Last name

Create my new account

Cancel

6 Step 6: Confirmation Email Alert

- After clicking the "Create my new account" button, you should receive a message that the confirmation email has been sent

An email should have been sent to your address at **YourEmail@YourSchool.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

7 Step 7: Locate Confirmation Email

- Go to your email inbox and look for an email from "STACC Admin" that says "STACC: account confirmation"
- Click on the email to open the full confirmation message
- If you cannot find the email in your main inbox, please check both your spam and junk folders
- If you still cannot find the email, ask your instructor for assistance - our communication may be getting blocked

STACC Admin

STACC: account confirmation - Hi Student, A new account has been ...

8 Step 8: Click "Confirm your account"

- Opening the confirmation email, you should see this message
- Click the blue underlined text that says "Confirm your account" to confirm your registration

Hi Your Name

A new account has been requested at "STACC" using your email address.

To confirm your new account, please click the link below:

[Confirm your account](#)

9 Step 9: Account Registration Confirmed

- After clicking the blue "Confirm your account" button in the email, you will be taken back to staccexams.net
- When you arrive on the website, you should see a message that says "Thanks, Your registration has been confirmed"
- Click the gray "Continue" button under that message to continue to the platform

Thanks, Your Name

Your registration has been confirmed

Continue

10 Step 10: First Look at Dashboard

- After clicking the gray "Continue" button, you should see a blank dashboard
- You will see a message in yellow, which states that the dashboard will remain blank and you will not see any courses listed here until you access the testing URL on test day

If you do not see any courses listed below, that is okay!

On your testing day, you will be provided a Testing URL that you can use to enroll into a course to begin testing. Your teacher or proctor will provide that testing URL to you when appropriate.

11 Step 11: Attempt Your First Login

- To make sure your registration was successful, click the **square icon** with your initials located in the top right corner of the dashboard, then click the "log out" button at the bottom of the new dropdown menu
- You will be logged out and return to the staccexams.net/login page
- Use the notecard or paper with your login credentials and copy exactly what you wrote down to log in to your account



Your Full Name
YourEmail@YourSchool.com
Dashboard
Profile
Grades
Calendar
Private files
Reports
Preferences
Log out