Student & Parent Step-by-Step Guide for AP Exam Registration

Dear Wildcat Parents & AP Students,

There have been many changes to the AP Exam registration process this year due to a significant change with College Board. We want to ensure that you/your student has the opportunity to take all of the AP Exams they desire without incurring any late fees or missing deadlines that prevent them from taking the test. Therefore, we have created this step-by-step guide, complete with pictures, to make the registration process a little easier.

The process can be time consuming, so we strongly recommend starting the process well before our November 1st deadline. Parents, we also recommend having your student sit with you during this process, as you may need information that only your student can provide. **To make the process easier, have the following items/information at the ready when registering:**

- **Cypress Woods Student ID #**
- **CFISD student email or personal email (either can be used to register)**
- **College Board login information, including username, password, and the email account used when you set up the account**
- **Credit card**
- **Cell phone provider**
- **SSD# if you have applied to College Board and been approved for any testing accommodations**

It is critical that you select the correct teacher and class period for the exams you are taking. If you are not enrolled in an AP class but still intend to take the exam (ex. Dual Credit students), please select "Independent Study" on TotalRegistration.

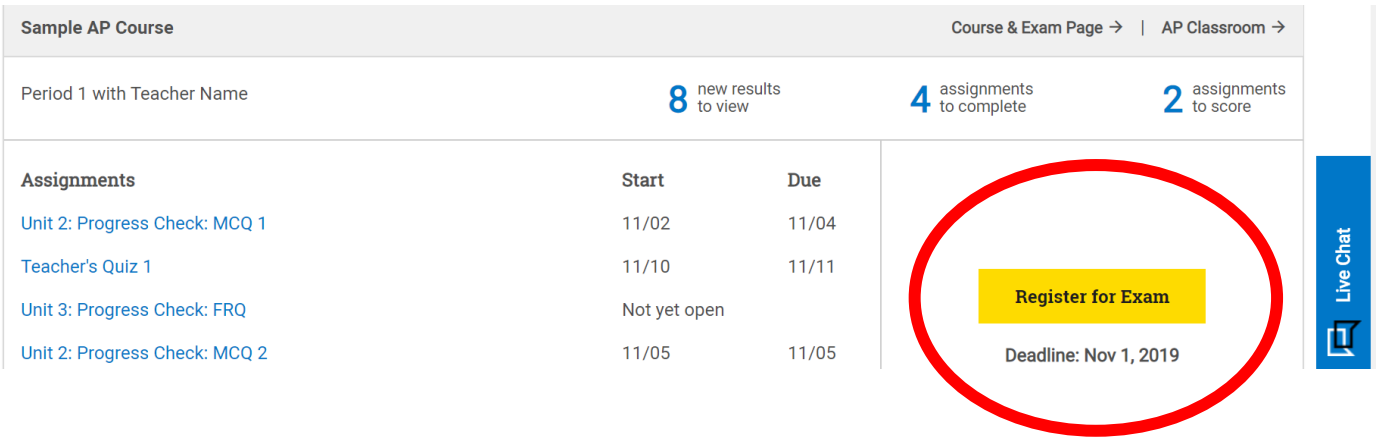
Please let us know if you have any questions. We are here to support you!

Sincerely,

Karen Tyler, Lead Counselor

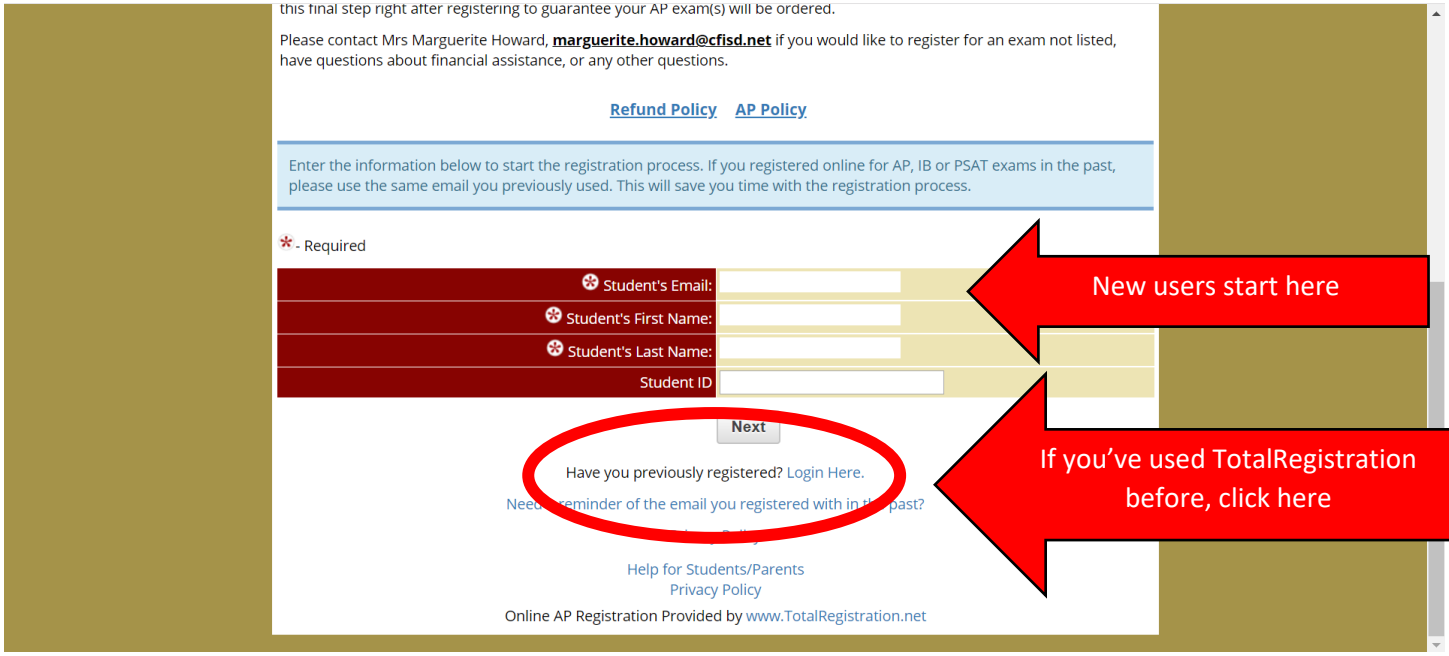
Step 1: Student will register via AP Classroom

1. Go to College Board AP Classroom (https://myap.collegeboard.org/login) and log in using College Board username and password.
2. Once you log in to AP Classroom, students should see a list of their AP courses for which they have joined an AP Classroom. Each course will have a yellow button to the right that says "Register for Exam."
3. Students must click on this button to confirm whether or not they are taking the exam. **It is necessary for ALL students go through this step, even if it's to click NO, they are NOT taking the exam.**
4. If a student intends to take an AP exam, the yellow button MUST be clicked to YES by the ordering deadline or there will be a late fee.

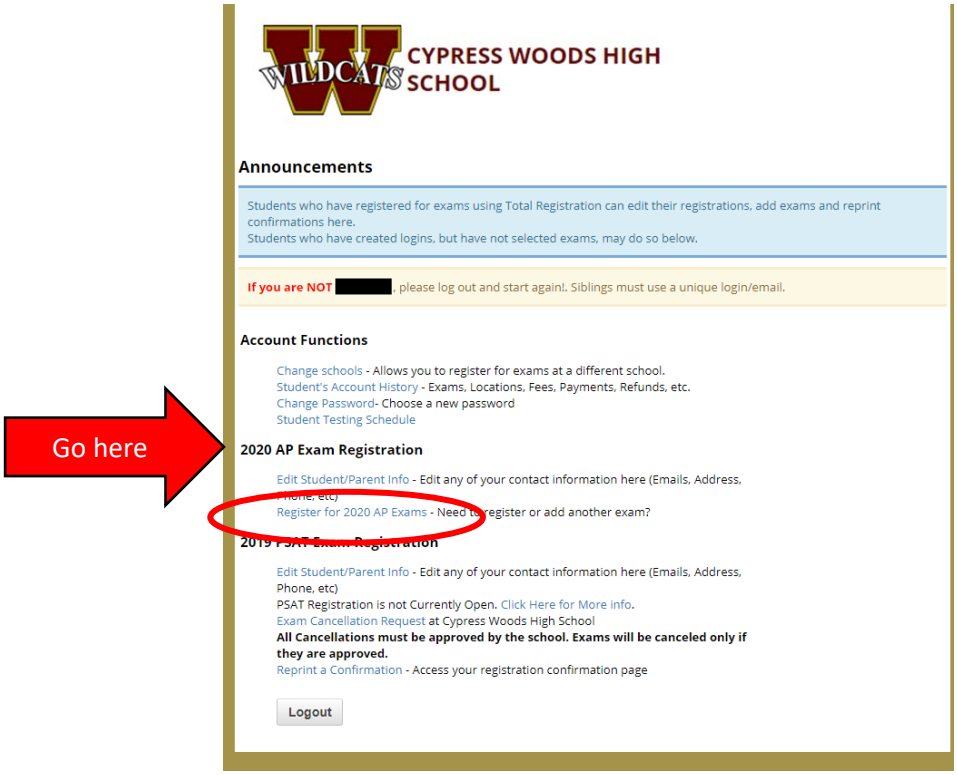


Step 2: Student will register and pay via TotalRegistration

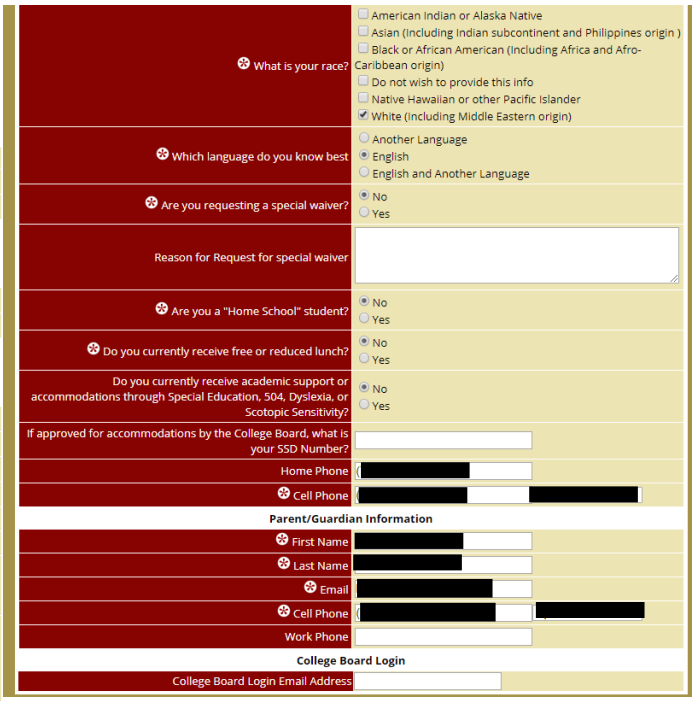
1. As in years past, students will pay for their exam via TotalRegistration by visiting https://totalregistration.net/AP/443302
2. If the student has never before used TotalRegistration, fill in the fields that pop up in the middle of the page. If they have previously used TotalRegistration to pay for an AP exam, they can scroll down to where they see "Have your previously registered? Log in here," click that, and login with your TotalRegistration credentials.



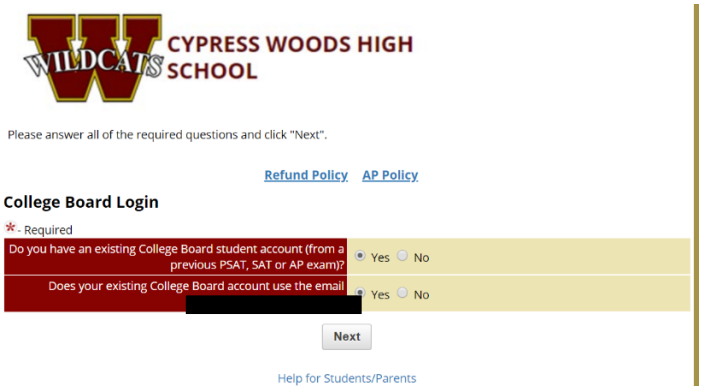
3. Select **"Register for 2020 AP Exams"** under the section titled "2020 AP Exam Registration"



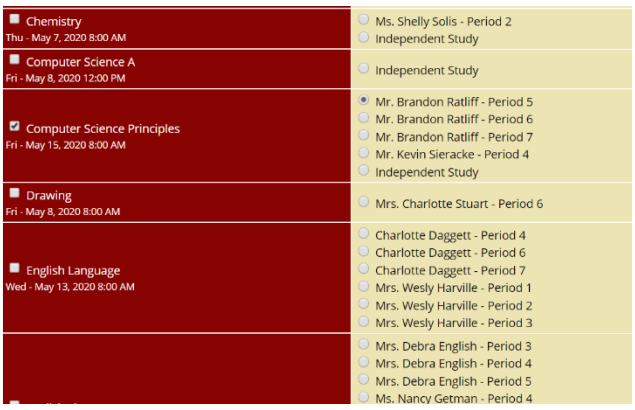
4. Complete all informational fields, pressing "Next" as you complete each section. Please see the introductory note at the beginning of this guide for necessary information/materials that will make this process go smoothly. (*Please note that the selections in the fields you see in the example are NOT necessarily what you would select for your student.)*



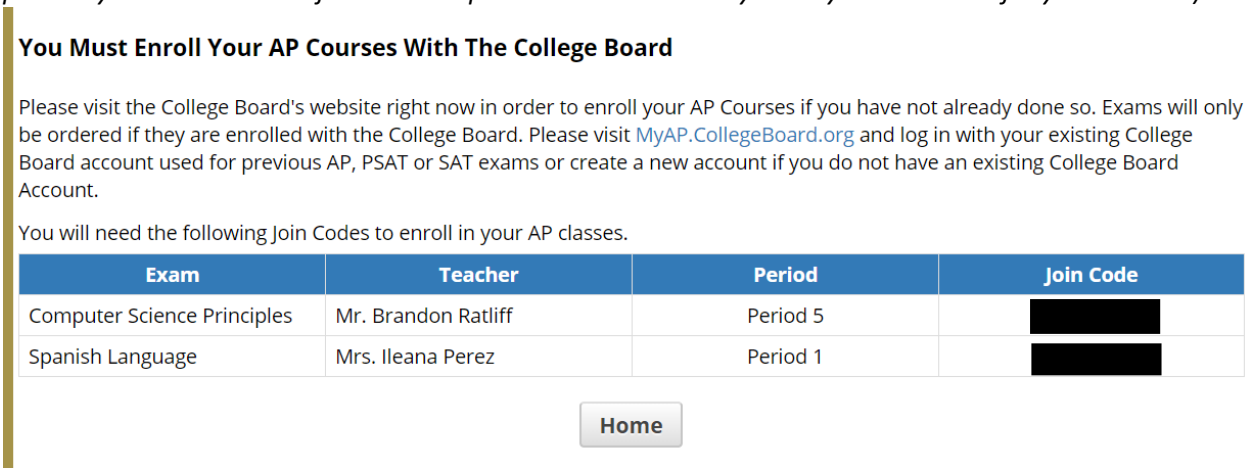
5. At some point, the student will reach a section labeled "College Board Login." **If students are in an AP Class, they should have a login from joining their teacher's AP Classroom, but if they do not, they will need to create an account on College Board**. Students should click yes and confirm their email attached to their College Board account. Then, click "Next."



6. Students will see a comprehensive list of all AP classes, teachers, and class periods offered at Cy Woods. They should select all the AP Exams they intend to take. **THEY MUST MAKE SURE THEY SELECT THE CORRECT TEACHER AND CLASS PERIOD. Only Dual Credit students or students not enrolled in AP who are taking the exam should choose "Independent Study."** (*Please note that the selections in the fields you see in the example are NOT necessarily what you would select for your student.)*



7. Students will be prompted to pay.
8. They will then be prompted by TotalRegistration to visit AP Classroom and click the yellow "Register for Exam" button, if they have not already done so (this is Part 1 on our guide). *(Please note that the teachers, courses, and periods you see below are just an example and NOT necessarily what you would see for your student).*



You Must Enroll Your AP Courses With The College Board

Please visit the College Board's website right now in order to enroll your AP Courses if you have not already done so. Exams will only be ordered if they are enrolled with the College Board. Please visit MyAP.CollegeBoard.org and log in with your existing College Board account used for previous AP, PSAT or SAT exams or create a new account if you do not have an existing College Board Account.

You will need the following Join Codes to enroll in your AP classes.

Exam	Teacher	Period	Join Code
Computer Science Principles	Mr. Brandon Ratliff	Period 5	[redacted]
Spanish Language	Mrs. Ileana Perez	Period 1	[redacted]

Home

9. **Students MUST order and pay for the exam via TotalRegistration by November 1, 2019 in order to receive an exam without paying any late fees.**

**Please note that not all steps are accompanied by a screen shot (ex. Reviewing student information, parent information, and payment information), and that some steps may occur out of the order on this guide, depending on your student, if they have registered before, etc.*