



AP[®]

REGISTERING FOR AP EXAMS



STEP 1

1. CREATE A COLLEGE BOARD ACCOUNT

Sign in to myap.collegeboard.org using your College Board student account login. This is the same login you use to access your AP scores, PSAT/NMSQT[®] scores, or register for the SAT[®]. If you don't have a student account, click the Sign-up link.

2. JOIN YOUR AP CLASS(ES)

- Click the Join a Course or Exam button. Before you do this, make sure you have the join code from your teacher. You'll need it to join a class section.
- Enter the join code your teacher gave you and click Submit.
- Make sure the information that comes up is for the course you're taking. If it is, click Yes.
- The first time you enroll in an AP course in My AP, you'll need to fill out some registration information. It's important to provide accurate information. You only have to do this once.

3. INDICATE "YES" TO TAKING YOUR AP EXAM(S) BY OCTOBER 31st

The system defaults to undecided. You MUST mark YES to get a test ordered for you. If you are in multiple AP classes, you must do this for each class, or select NO if you will not be taking one of your tests.

The deadline to register for 2020
AP Exams is:

NOVEMBER 1, 2019*



Students must complete
BOTH step 1 and step 2 to
register for an AP Exam.



*Any registrations or cancellations after this date will incur a \$40 late fee per test as mandated by the College Board.

STEP 2

1. LOG IN OR CREATE A TOTAL REGISTRATION ACCOUNT

You will have an account if you have registered for a past AP or PSAT test.

www.TotalRegistration.net/AP/030696

2. COMPLETE THE NECESSARY INFORMATION IN TOTAL REGISTRATION

- Enter all required information, or recheck that information is accurate if you already have an account.
- Select the exams you will be taking.

3. MAKE YOUR PAYMENT

- Pay (\$98 per test) with a credit or debit card. You may elect to pay by mail, but if you choose this option, please complete this step at least a week prior to the deadline to allow time for your check to be processed.
- If you are a student that receives free or reduced lunch at the school, you are eligible for a fee reduction on your test(s). This requires the AP coordinator approval, so please do not wait until the last day to register, as the coordinator needs at least 24 hours to check your status.

