

AP Test Registration Process

Registration must be complete and payment made by Feb. 14

Cost: \$97 per test for cash or check. There is an additional \$4 convenience fee to pay by credit/debit card.

Cost for students on free or reduced lunch: \$30 per test for cash or check. There is an additional \$2 convenience fee to pay by credit/debit card.

URL Link: www.TotalRegistration.net/ap/441950 (this link disappears on Feb. 14 at 11:59 p.m.)

Page 1: Welcome

- Read the information.
- Complete your email address – you must have a different email address from your siblings.

Page 2: Create your login.

Page 3: Student Information

- Complete your student information.
- If you are on Free or Reduced lunch, be sure to select the answers that reflect that.
- If you have been approved by the College Board for special testing accommodations, be sure to enter your SSD number.

Page 4: Read the information and select that you are a student at RHS.

Page 5: Select the test(s) that you are ordering. Also, select your teacher.

Page 6: Select your method of payment. If you place to pay by credit card, just select cash here and you will have an opportunity on the last page to pay by credit card.

Page 7: Confirmation Page

- X out of the pop-up screen.
- Very carefully double check that all of your information is correct.
- Select that you have read and agree to the refund policy (there are no refunds).
- Click on **Confirm Your Registration.**

Page 8: Follow the directions on this page carefully!

- If you choose to pay on line, select click here to pay by credit card (the convenience fee will apply) – this link will take you to the DISD website to pay by credit/debit card – note there is an additional charge.
- If you choose to bring payment (cash or check) to school, print a copy of your confirmation to return with your payment by Feb. 14.
- **Everyone:** Print your permission slip. Have your parent sign it and return it to Mrs. Guenther in Room 115 by Feb. 14.
- **Everyone:** Print one copy of your confirmation for your records.

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