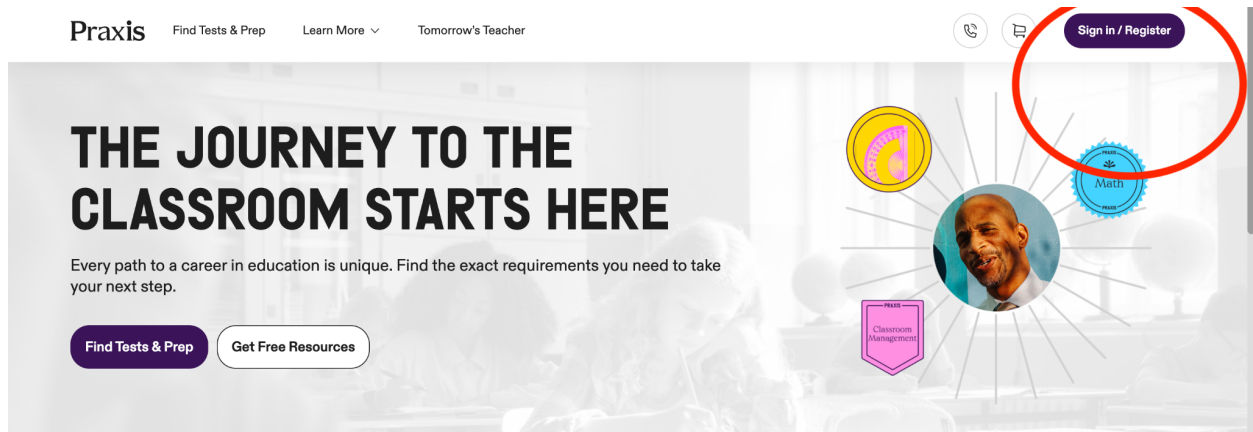


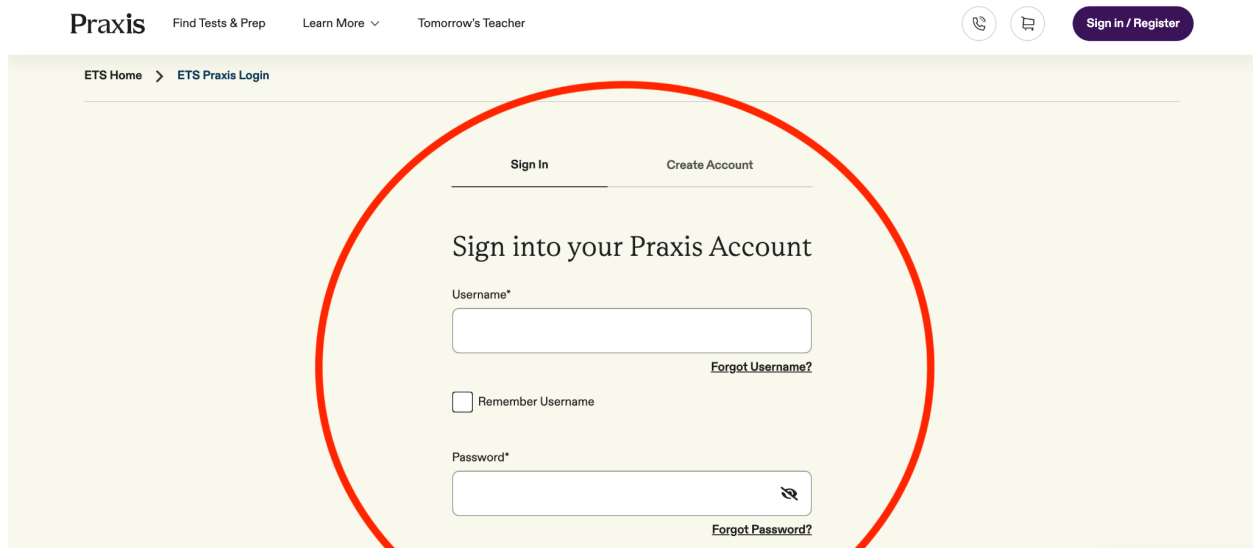
How to Register for an exam AND Southern University as a score report recipient

- 1) Visit the Praxis ETS website: [Praxis ETS](https://www.ets.org/praxis)

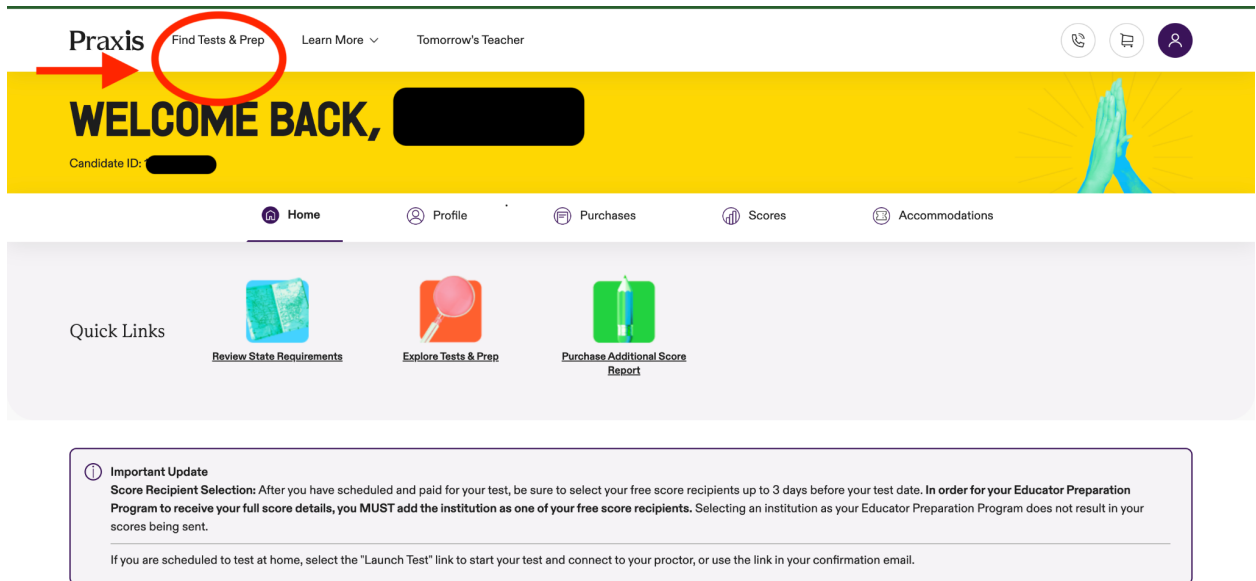
Click on the link to log in. If you do not have an account, create one; if you already have an account, select **Sign In/Register**.



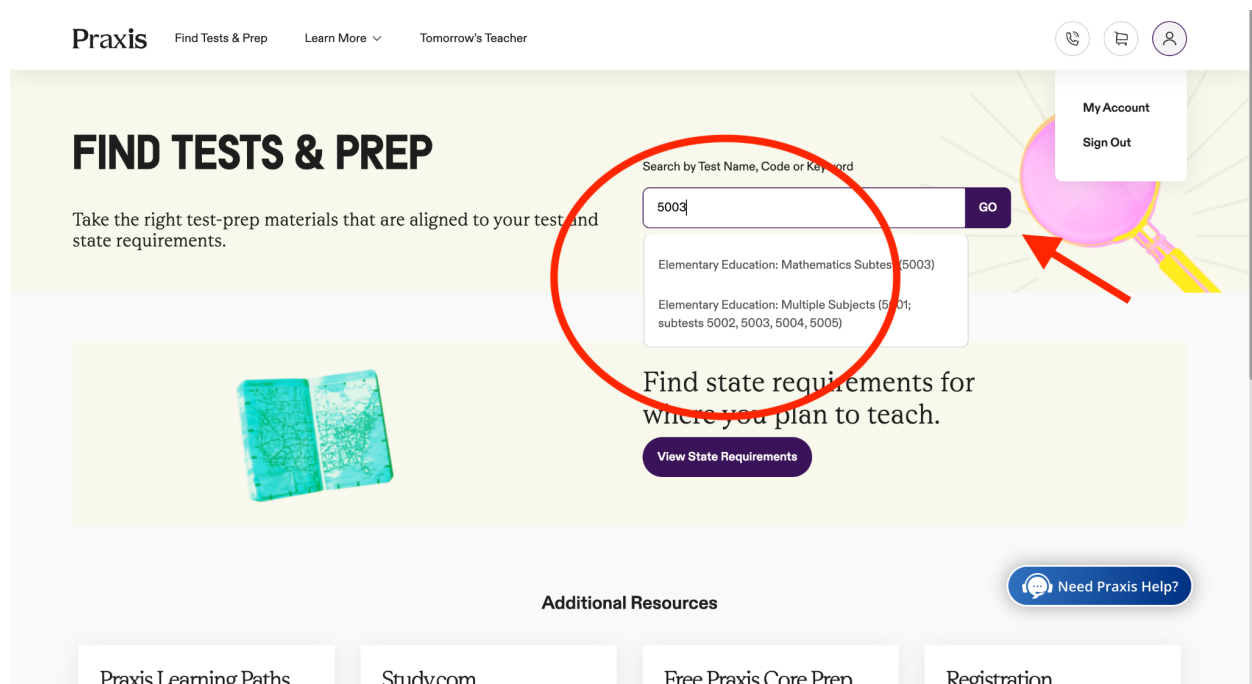
- 2) After clicking **Sign In/Register**, you will be directed to the login screen. Enter your username and password, then click **Sign In**.



- 3) Once logged in, select **Find Test & Prep**.



- 4) In the search bar, type the test you wish to register for, for example, "Math Subtest 5003". Choose the correct test and click **GO**.



- 5) The selected exam will now appear in your shopping cart. Proceed by selecting **Checkout**.

The screenshot shows the Praxis website with the 'Elementary Education: Mathematics Subtest (5003)' selected. A red arrow points to the 'Added' button. A shopping cart overlay is visible on the right, showing the item and a 'Checkout' button. The cart also displays the 'Estimated Total' as \$64.00. Below the main content, there is a green banner for a 'Special Offer' and a section titled 'Prepare Before Taking This Test!' with statistics: 'Test takers are 2x as likely to pass their exam on their first try if they used ETS prep resources' and '90% of test takers who complete their practice test pass their Praxis.' Below this are three circular icons: 'Course', 'Test Prep', and 'Test Prep'.

- 6) At the checkout page, agree to the terms and conditions by checking the appropriate box, then click **Schedule my Test(s)**.

The screenshot shows the Praxis checkout page. The 'Terms and Conditions' section is on the left, with a red circle around the checkbox for agreeing to the policies. The 'Order Review' section is on the right, showing the item and the 'Estimated Total' as \$64.00. A red arrow points from the checkbox to the 'Schedule My Test(s)' button. The page also includes a 'Note: Final prices will be calculated at checkout.'

The screenshot shows the Praxis footer. It includes the ETS logo, a 'General' section with links to 'Accommodations', 'ETS Careers', and 'ETS Research', an 'Engage with Us' section with links to 'Tomorrow's Teacher', Facebook, and LinkedIn, and a 'Products' section with links to 'Praxis Tests', 'ParaPro', 'PASL', 'PATL', and 'SLS'.

- 7) Select your test option (At Home or Test Center), choose a date and time, and then click **Continue**.

Praxis

Find Tests & Prep

Learn More

Tomorrow's Teacher

Back

Before Scheduling

Schedule Test

Test Preparation

Review Your Cart

Payment

Confirmation

Schedule Test

Find available test dates for At Home or Test Center testing. Check the [At Home Testing Requirements](#) before making a selection. You are not guaranteed a seat at your chosen testing location until you have completed the registration and payment process.

At Home

Test Center

Select a time zone and date

CDT - Central Daylight Time - America/Chicago (GMT-05:00)

Find available dates

< June 2024 >

SUN

MON

TUE

WED

THU

FRI

SAT

1

Elementary Education: Mathematics Subtest (5003)

Remove

Duration: 90 min

Price: \$64.00

Location: At Home Testing

Date: Select a Date

Time: Select a time

Continue

8) Confirm your test details and press **Confirm and Continue**.

Praxis

Find Tests & Prep

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Before Scheduling

Schedule Test

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Payment

Confirmation

Schedule Test

Find available test dates for At Home or Test Center testing. Check the [At Home Testing Requirements](#) before making a selection. You are not guaranteed a seat at your chosen testing location until you have completed the registration and payment process.

At Home

Test Center

Select a time zone and date

CDT - Central Daylight Time - America/Chicago (GMT-05:00)

Find available dates

< June 2024 >

SUN

MON

TUE

WED

THU

FRI

SAT

1

Elementary Education: Mathematics Subtest (5003)

Remove

Duration: 90 min

Price: \$64.00

Location: At Home Testing

Date: Select a Date

Time: Select a time

Continue

Confirm Your Testing Information

You have requested seat(s) for the selected test(s). If the information is correct, select Confirm and Continue. If the information is incorrect, select Edit.

Test

Elementary Education: Mathematics Subtest (5003)

Duration: 90 min

\$64.00

Test Location

At Home Testing

Date

Monday, July 1, 2024

Time

5:20 PM CDT

Edit

Confirm and Continue

- 9) You will now see the **Review your Cart** page. Scroll down, accept the terms and conditions, and select **Proceed to Payment**. Enter your payment information or voucher code here and press the plus sign.

Praxis Find Tests & Prep Learn More Tomorrow's Teacher

Review your Cart

IMPORTANT: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you **MUST** add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

Summary



Elementary Education: Mathematics Subtest (5003) \$64.00
Duration: 90 min [Remove](#)

Location	Date	Time
Praxis tests at home	Monday, July 1, 2024	05:20 PM CDT

Educator Preparation Program [None selected](#) Automatic Score Recipient [Louisiana/LOUISIANA STATE DEPT EDUCATION](#)

Order Total

Elementary Education: Mathematics Subtest (5003) \$64.00

Voucher or promo code

SubTotal \$64.00

Online Service Fee \$1.92

Sales Tax \$0.00

Total \$65.92

[Proceed to payment](#)

Accepted payment types

- 10) After payment, refresh to the home screen where you will see your scheduled test. Select **Score Report Recipients**.

***This is where you will add Southern University as a score report recipient, PLEASE do not skip this step. This is important for us to receive your scores.**

Home Profile Purchases Scores Accommodations

Quick Links

- [Review State Requirements](#)
- [Explore Tests & Prep](#)
- [Select Score Recipients](#)
- [Purchase Additional Score Report](#)
- [At home testing info](#)

Important Update
Score Recipient Selection: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you **MUST** add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.
If you are scheduled to test at home, select the "Launch Test" link to start your test and connect to your proctor, or use the link in your confirmation email.

My upcoming tests

To reschedule or cancel a test or to see details about your appointment, select View/Modify Order.



Elementary Education: Mathematics Subtest (5003)

Duration	Test Date & Reporting Times	Test Center
90 min	Monday, July 01, 2024 at 05:20 PM CDT	Praxis tests at home

[View/Modify Order](#) [Select Score Recipients](#) [Testing Checklist](#) [Launch Test](#)

Recommended for you



Praxis Learning Paths Elementary Mathematics Course \$99.99
[View Details](#) [Add to Cart](#)



Practice Test: Elementary Education: Multiple Subjects Mathematics (5003) - Form 1 \$24.95
[View Details](#) [Add to Cart](#)

11) Next, **enter 6663** to Search for SOUTHERN UNIV A & M COLL(6663) **THIS IS HOW IT WILL APPEAR**

The screenshot shows the 'My Free Score Recipients' page. At the top, there is a 'Back' link. Below it, the title 'My Free Score Recipients' is displayed. The page is divided into two main sections. The left section, titled 'Your Scheduled Praxis Test', contains a dropdown menu for 'Select a test' (currently showing 'Elementary Education: Mathematics Subtest (5003) (Monday, July 1, 2024)') and a box for 'Educator Preparation Program' with an 'Edit' button. The right section, titled 'Your Score Recipients selection will appear here', contains a 'Save Changes' button and a note: 'Note: We are required to send Praxis scores for any Test Taker that tests in Louisiana to the LOUISIANA STATE DEPT EDUCATION. Please note that this will not count as one of your four free score sends.' Below these sections is a red circle highlighting the 'Your Free Score Recipients' section. This section includes the title 'Your Free Score Recipients', a sub-header 'You can select up to four free score recipients. Score recipients are editable until 3 days before your scheduled test.', and a search bar labeled 'Search by Institution Code / School Name' with a search button. At the bottom of the page, there is a banner with the text 'Need to send your scores to' and a graphic of hands.

12) Press, **SAVE CHANGES**

The screenshot shows the 'My Free Score Recipients' page with a confirmation dialog box overlaid. The dialog box has a red exclamation mark icon and the text 'Are you sure? These changes will be applied once you click "Save Changes"'. It has two buttons: 'Leave page' and 'Save Changes'. The background page is the same as the previous screenshot, but with a dark purple overlay. The 'Your Scheduled Praxis Test' section is visible, showing the 'Select a test' dropdown and the 'Educator Preparation Program' box. The 'Your Free Score Recipients' section is also visible, showing the search bar and the 'Save Changes' button. The 'Your Score Recipients selection will appear here' section is also visible, showing the 'Save Changes' button and the note. The red circle from the previous screenshot is still present, highlighting the search area.

13) You should see a green confirmation message at the top and Southern University listed on the right side.

Praxis Find Tests & Prep Learn More Tomorrow's Teacher

< Back

My Free Score Recipients

Changes saved
You have updated your Free Score Recipients selection.

Your Scheduled Praxis Test

Select a test

Elementary Education: Mathematics Subtest (5003) (Monday, July 1, 2024)

Elementary Education: Mathematics Subtest (5003) (Monday, July 1, 2024)

Editor Preparation Program Edit

Your Free Score Recipients

You can select up to four free score recipients.
Score recipients are editable until 3 days before your scheduled test.

Search by Institution Code / School Name

Search

Your Score Recipients selection will appear here

SOUTHERN UNIV A & M COLL (6663) Remove

Save Changes

Note: We are required to send Praxis scores for any Test Taker that tests in Louisiana to the LOUISIANA STATE DEPT OF EDUCATION. Please note that this will not count as one of your four free score recipients.

14) To verify, go back to the home screen and select **View/Modify Order**.

Praxis Find Tests & Prep Learn More Tomorrow's Teacher

Candidate ID: 12082225

Home Profile Purchases Scores Accommodations

Quick Links

Review State Requirements Explore Tests & Prep Purchase Additional Score Report At home testing info

Important Update
Score Recipient Selection: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you MUST add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.
If you are scheduled to test at home, select the "Launch Test" link to start your test and connect to your proctor, or use the link in your confirmation email.

My upcoming tests

To reschedule or cancel a test or to see details about your appointment, select View/Modify Order.

Elementary Education: Mathematics Subtest (5003)

Duration: 90 min Test Date & Reporting Times: Monday, July 01, 2024 at 05:20 PM CDT Test Center: Praxis tests at home

View/Modify Order Select Score Recipients Testing Checklist Launch Test

Recommended for you

Praxis Learning Paths Elementary Mathematics Course \$99.99 View Details Add to Cart

Practice Test: Elementary Education: Multiple Subjects Mathematics (5003) - Form 1 \$24.95 View Details Add to Cart

Practice Test: Elementary Education: Multiple Subjects Mathematics (5003) - Form 2 \$24.95 View Details Add to Cart

15) You should see Southern University listed as a SCORE REPORT RECIPIENT. If so, you have successfully added Southern University as a score report recipient. If not, select **Add Score report recipient** to correct any issues.

The screenshot shows the 'Purchases' tab in the Praxis interface. It displays details for the 'Elementary Education: Mathematics Subtest (5003)' and a table of 'Score Recipients'. A red arrow points to the 'Add Score Recipient' button at the bottom of the table.

Test Information	Detail	Code	Additional Information	Action
Test	Elementary Education: Mathematics Subtest	5003	Computer	Cancel
Plan For The Test	Complete the at-home security checklist before your appointment	-	-	Testing Checklist
Take The Test	Remote Testing	At-Home	-	Launch test
Test Date and Reporting Time	Monday, July 01, 2024 05:00 PM CDT	-	-	Reschedule
Supplier Tax Payer Number	-	-	-	-
Educator Preparation Program	SOUTHERN UNIV A & M COLL 801 HARDING BLVD, LA, 70807	6663	-	Edit
Score Recipients	LOUISIANA STATE DEPT EDUCATION 1201 N 3RD ST, PO BOX 940564, LA, 705045064	7330	Automatic Score Recipient	-
	SOUTHERN UNIV A & M COLL 801 HARDING BLVD, LA, 70807	6663	-	Edit

[Add Score Recipient](#)

Congratulations! You have completed the steps to add Southern University and A&M College as a score report recipient! 🎉

Please remember that failing to complete this step beforehand incurs a \$50 fee for each score report recipient.*

***After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you MUST add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.**