AP Registration Step by Step Total Registration and AP Classroom

ATTENTION! Students and guardians are encouraged to complete this registration/enrollment together. This is a **two-step** process and **both** steps MUST be completed to access the AP Classroom resources and order AP Exams. The entire process can be completed in a single sitting in approximately 10 minutes and must be completed in order. **Haga clic aquí para español**

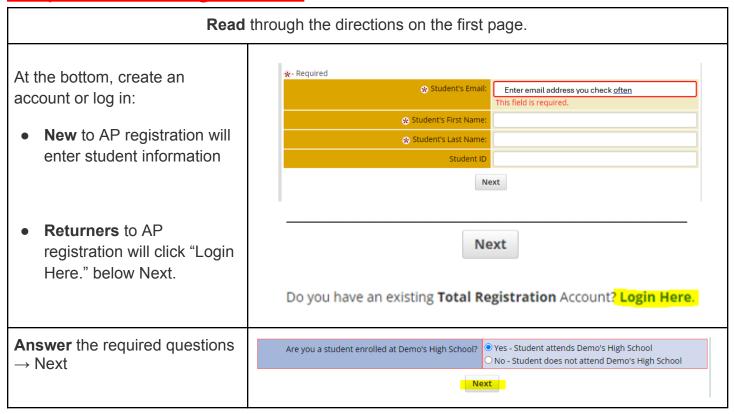
Keep all login information for both steps as they will be the same each year.

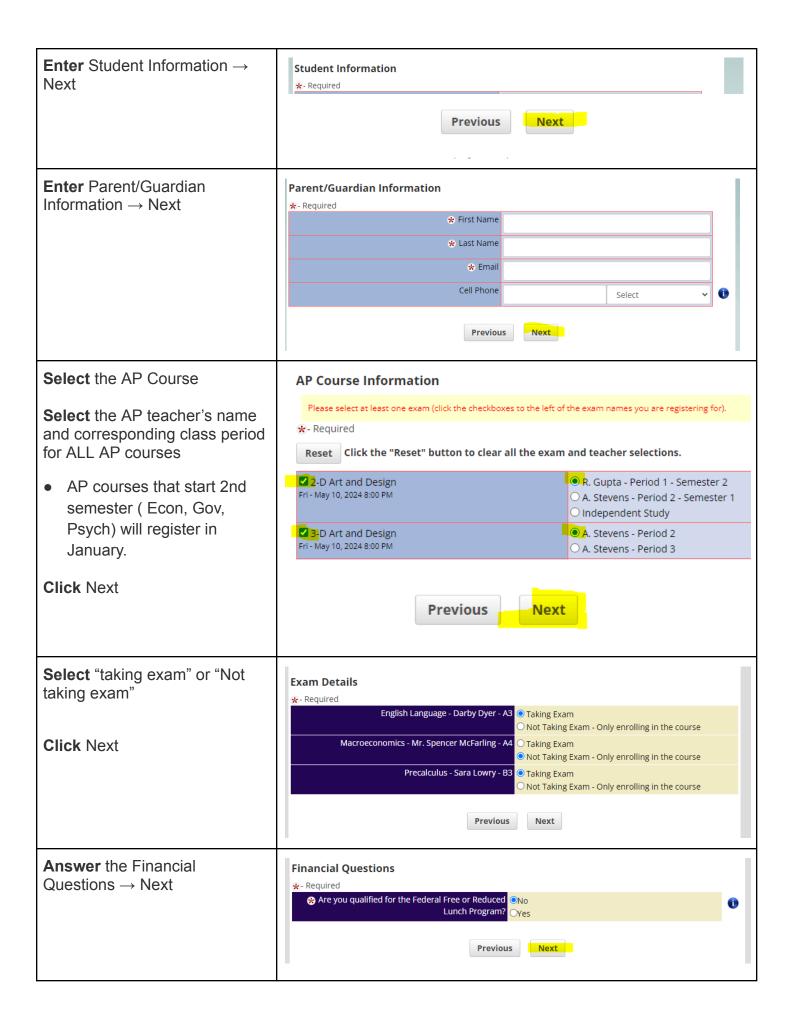
Step 1: Total Registration
Step 2: AP Classroom
AP Exam Payment
AP Exam Important Dates and Deadlines:

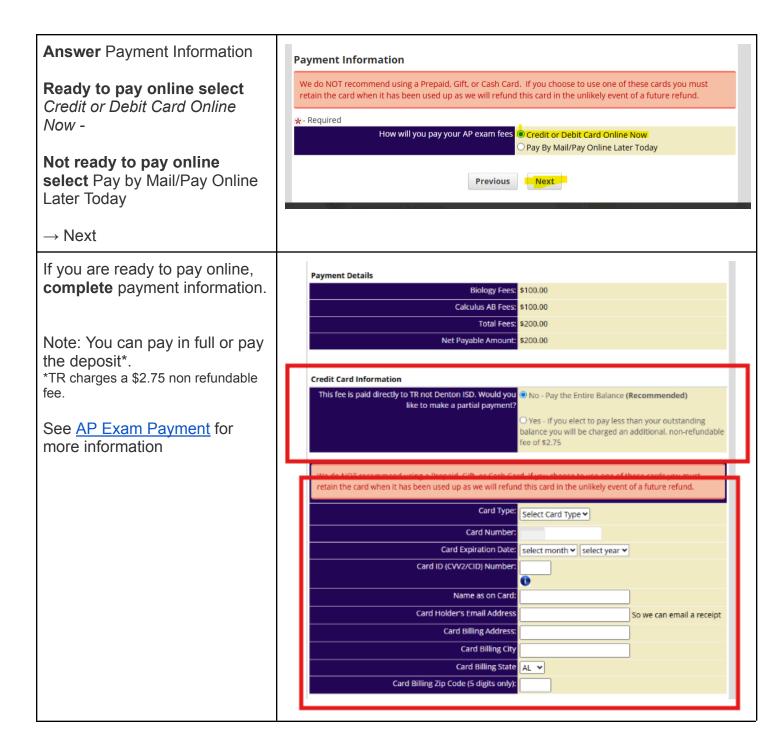
Click the name of YOUR HIGH SCHOOL to open its Total Registration page

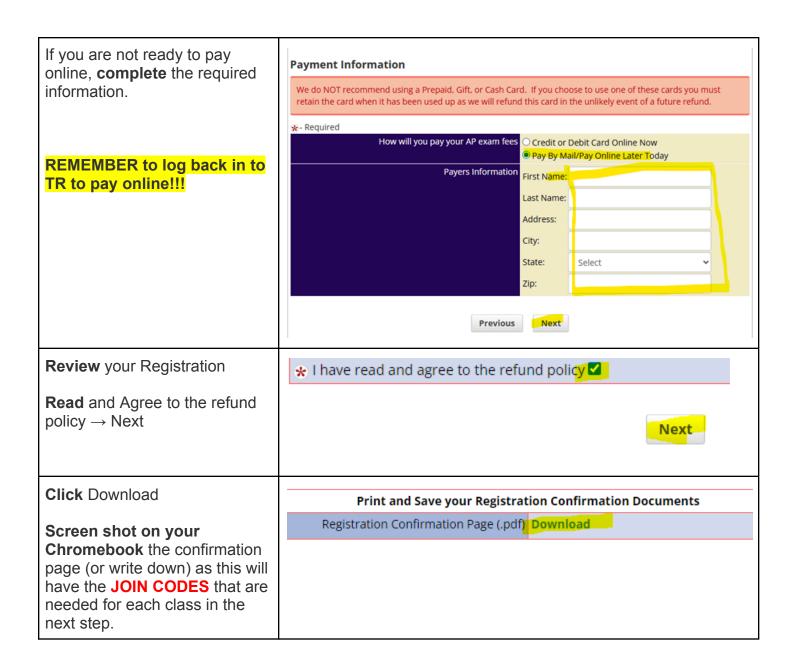
Braswell	Denton High	Guyer	LaGrone	Ryan
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Step 1: Total Registration









Step 2: AP Classroom

Enroll all your AP Courses and Exams

Part 1: Find your College Board Account

Go to myap.collegeboard.org →

If have taken an AP course last year, or your have taken the digital PSAT or SAT Sign In through College Board: Which type of account do you Click Student → want to sign in to? Login **Enter** College Board login information → Student Educator **Email Address** Remember my email address If you don't remember, use the "Need Help signing in?" option. Next Need help signing in? If this is your **first** AP course and you have never taken the digital PSAT or SAT through College Board: Don't have an account? Click Create Account → Create Account Click Student → **Create Your College Complete** Create Your College Board **Board Account Account Steps** Which type of account do you *Please use your school email want to create? address. Then before you graduate, you can update to your personal. Student

Important Reminders:

- If you make a second account, your scores from previous years in AP and digital PSAT/SAT won't be connected to this year's, and you'll have to call <u>College Board</u> to merge accounts.
- Keep/save your login information in a safe place. You will need this account information your entire high school career. This account is managed directly by College Board, so no one on

campus has the ability to help you. If you lose the information you will need to contact <u>College</u> <u>Board</u> directly to help you.

• If you used your school email address please update your information in your College Board account to your personal email address before graduation.

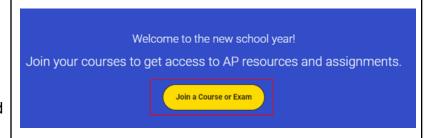
Part 2: Join AP Classroom

Once logged in,

Click Join a Course or Exam

Use the **JOIN CODES** from the download or picture you took of the confirmation page from step 1.

Follow the steps in the PDF or Video Linked \rightarrow



Use the Join Code you got from your Total Registration signup: <u>PDF</u> or <u>Video</u> help

CHECK YOUR EXAMS! You can verify your exam(s) order in AP Classroom.

9th graders and new to Denton ISD students

Update your AP Profile to reflect your current campus!

AP Exam Payment

All payments must be made through Total Registration

Log in to Total Registration to

- Pay online
- Submit payment by mail (personal check, cashier's, or money order).
- Cash is not accepted.

Students who DO NOT receive free/reduced lunch services	 Cost per exam is \$100 \$40 deposit per exam due by November 1st. The remaining balance is due by February 14th. Option to pay in full by November 1st. Cost for the 5th, 6th, or 7th exam is \$50 per exam
Students who DO receive free/reduced lunch Cost per exam is \$20 • \$20 deposit per exam due by November 1st.	

services	 The cost for the 5th, 6th, or 7th exam is \$10 per exam

Additional Payment Information

- Total Registration charges a \$2.75 fee for each partial payment.
- NO REFUNDS will be issued after the deadlines above.
- Payment concerts? Contact the campus testing coordinator.

View the AP Calendar and Exam information from College Board here

Steps for payment coming soon!

Exams will only be ordered if both steps are completed, and deposits have been made.

AP Exam Important Dates and Deadlines:

First day of school: AP exam registration opens and students register during their AP class.

November 1st : Deadline:

- Completion of BOTH steps above for full-year and 1st-semester (fall) courses
- Deposit payment deadline (can pay in full)
- Fall course refund deadline (minus \$4 nonrefundable processing fee)

February 14th : Deadline:

- Completion of BOTH steps above for 2nd-semester (spring) courses
- Final payment deadline for all AP Exams including full year, 1st semester only courses, and 2nd semester only courses.