

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](#)

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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

Read through the directions on the first page.	
At the bottom, create an account or log in: • New to AP registration will enter student information • Returners to AP registration will click “Login Here.” below Next.	* - Required * Student's Email: Enter email address you check often This field is required. * Student's First Name: * Student's Last Name: Student ID Next Next Do you have an existing Total Registration Account? Login Here.
Answer the required questions → Next	Are you a student enrolled at Demo's High School? ☒ Yes - Student attends Demo's High School ☐ No - Student does not attend Demo's High School Next

Enter Student Information → Next	Student Information * - Required Previous Next
Enter Parent/Guardian Information → Next	Parent/Guardian Information * - Required First Name Last Name Email Cell Phone Select Previous Next
Select the AP Course Select the AP teacher's name and corresponding class period for ALL AP courses AP courses that start 2nd semester (Econ, Gov, Psych) will register in January. Click Next	AP Course Information Please select at least one exam (click the checkboxes to the left of the exam names you are registering for). * - Required Reset Click the "Reset" button to clear all the exam and teacher selections. 2-D Art and Design Fri - May 10, 2024 8:00 PM 3-D Art and Design Fri - May 10, 2024 8:00 PM ☒ R. Gupta - Period 1 - Semester 2 ☐ A. Stevens - Period 2 - Semester 1 ☐ Independent Study ☒ A. Stevens - Period 2 ☐ A. Stevens - Period 3 Previous Next
Select "taking exam" or "Not taking exam" Click Next	Exam Details * - Required English Language - Darby Dyer - A3 Macroeconomics - Mr. Spencer McFarling - A4 Precalculus - Sara Lowry - B3 ☒ Taking Exam ☐ Not Taking Exam - Only enrolling in the course ☐ Taking Exam ☒ Not Taking Exam - Only enrolling in the course ☒ Taking Exam ☐ Not Taking Exam - Only enrolling in the course Previous Next
Answer the Financial Questions → Next	Financial Questions * - Required Are you qualified for the Federal Free or Reduced Lunch Program? ☒ No ☐ Yes Previous Next

Answer Payment Information

**Ready to pay online select
Credit or Debit Card Online
Now -**

**Not ready to pay online
select Pay by Mail/Pay Online
Later Today**

→ Next

If you are ready to pay online,
complete payment information.

Note: You can pay in full or pay
the deposit*.

*TR charges a \$2.75 non refundable
fee.

See [AP Exam Payment](#) for
more information

Payment Information

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

* - Required

How will you pay your AP exam fees

☒ Credit or Debit Card Online Now

☐ Pay By Mail/Pay Online Later Today

Previous

Next

Payment Details

Biology Fees:	\$100.00
Calculus AB Fees:	\$100.00
Total Fees:	\$200.00
Net Payable Amount:	\$200.00

Credit Card Information

This fee is paid directly to TR not Denton ISD. Would you like to make a partial payment?

☒ No - Pay the Entire Balance (Recommended)

☐ Yes - If you elect to pay less than your outstanding balance you will be charged an additional, non-refundable fee of \$2.75

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

Card Type:	Select Card Type
Card Number:	
Card Expiration Date:	select month select year
Card ID (CVV2/CID) Number:	
Name as on Card:	
Card Holder's Email Address:	So we can email a receipt
Card Billing Address:	
Card Billing City:	
Card Billing State:	AL
Card Billing Zip Code (5 digits only):	

If you are not ready to pay online, **complete** the required information.

REMEMBER to log back in to TR to pay online!!!

Payment Information

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

* - Required

How will you pay your AP exam fees	☐ Credit or Debit Card Online Now ☒ Pay By Mail/Pay Online Later Today
Payers Information	First Name:
	Last Name:
	Address:
	City:
	State: Select
	Zip:
Previous Next	

Review your Registration

Read and Agree to the refund policy → Next

* I have read and agree to the refund policy ☒

Next

Click Download

Screen shot on your Chromebook the confirmation page (or write down) as this will have the **JOIN CODES** that are needed for each class in the next step.

Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf) **Download**

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 through College Board:

Click Student →

Enter College Board login information →

If you don't remember, use the "**Need Help signing in?**" option.

Sign In

Which type of account do you want to **sign in** to?

Login

Student

Educator

Email Address

☐ Remember my email address

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:

Click Create Account →

Click Student →

Complete Create Your College Board Account Steps

***Please use your school email address. Then before you graduate, you can update to your personal.**

Don't have an account?

[Create Account](#)

Create Your College Board Account

Which type of account do you want to **create**?

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 [College Board](#) 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 [College Board](#) 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 →

Welcome to the new school year!
Join your courses to get access to AP resources and assignments.

Join a Course or Exam

Use the Join Code you got from your Total Registration signup: [PDF](#) or [Video](#) 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 concerns? 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.