

# Advanced Placement (AP) Registration Process

## **For Self-Study Examinees**

1. Pay online: <https://newtrier.revtrak.net/h-ap-exam#/list>
2. Once you pay for the exam, you must email Ryan Janken at [jankenr@nthsh.net](mailto:jankenr@nthsh.net) to request a Self-Study join code. Please specify the exam subject you intend to take.
3. Upon receipt of the join code, you will need to sign into <https://myap.collegeboard.org/login>
  - a. If you do not already have an account, you will need to create one
4. Once logged in, click the yellow icon that reads “Join a Course or Exam”
5. Enter the Unique Join Code that was provided to you and verify the information that comes up is for the exam you’re taking.
6. Fill out registration information
  - a. The first time you enroll in an AP Course/Exam, you will need to fill out registration information. If you have entered a join code for another class or have taken an AP exam in the past, you will not have to do this. It is only done once.
7. Upon completion of the account setup and entry of the join code, you will be able to see that you are registered for the exam on the home screen. It will also include the date and time of the exam.