

# General Directions for the Two-Step AP EXAM Registration:

for Students who are in a Lambert face-to-face class or an FVA class taught by a Lambert instructor.

Registration Closes Tuesday, October 27<sup>th</sup>

## STEP 1 MY AP:

Link to the College Board My AP website: <https://myap.collegeboard.org/login>

- Students log into the [My AP platform](#) if they have an existing account or create an account, if this is their first ever AP Course, SAT or PSAT exam registration.
- Using the **course and section specific join code** supplied by the instructor, students register for their exam and are enrolled into the AP course resources.
  - Join codes are specific to each course, teacher, and class period.
  - Students MUST indicate in each AP course on the College Board website whether they will take the exam in May.
  - Each account is defaulted to “Undecided,” therefore students must select “yes” or “no” for their intent to take the AP exam.
- *Students MUST keep up with their CB account login information. LHS does not have access to student accounts.*

## STEP 2 Total Registration (TR):

Link to the Lambert HS Total Registration site [www.TotalRegistration.net/AP/110927](http://www.TotalRegistration.net/AP/110927)

- Students should use the same account and login information they used last year.
  - If students already have a TR account, they should look for the “Do you have an existing Total Registration account? Login Here” link at the bottom of the page.
  - Students who do not have a TR account will create an account and use this account in subsequent years.
  - **Be sure your student personal information and email are the same as those you used in your My AP College Board account, not a parent's email address.**
- Once in the TR system, students will select the exams they wish to take this year.

## Does the State of Georgia pay for one STEM exam per student?

**Students enrolled in STEM classes will be allowed to take one AP STEM exam at a reduced cost. If they are only sitting for the single STEM AP exam, they are still required to pay the administration fee of \$25.00.**

- **Students must indicate at the time of test registration in TR that they are taking a STEM exam to receive the \$95.00 exam fee waiver.**
  - When STEM students register on Total Registration, they will be asked if they are taking at least one STEM exam. This is called a “special waiver.”
  - Once a student has indicated she/he is taking a STEM exam, the registration is queued so that the school can verify this information.
  - The registration is held and will not allow payment, until the STEM Exam is verified and the waiver applied.
  - Once the fee waiver is verified and released for final payment, TR does NOT notify the student they may now proceed with registration and make payment. Students need to go back into their TR accounts within 48 hours of initial registration to check on the status of their registration and make payment.

- *Join Codes for each course and section, including the "Exam Only" sections, are available on Total Registration once students have created an account and registered for their exams.*
- To find the join codes, students should go to their Total Registration home page after registering
  - Select **"Student Account History"**
  - **Find the Join Code(s) on the right-hand side of the table.**

*Online students may find it more helpful to register in Total Registration and then the appropriate class section in My AP. See information for online students.*