

ONLINE REGISTRATION INSTRUCTIONS FOR AP EXAMS

All students must register and pay for AP exams online through Total Registration from February 1st through March 31st. Carefully read these instructions before you register as it will save you time and costly mistakes. To register, go to the PA home page, click on Resources or Quick Links, Testing Info, AP Exam Registration or go to www.TotalRegistration.net/AP/471315. The registration process should take less than 10 minutes.

Required Registration Information:

- Use the same email address and password as last year (returning users).
- Your name, home/cell phone, grade, sex, race, student ID #
- Your email address to create your Total Registration account with a password
- Your parents email address, work number, cell number and credit card
- Parents please register with your son/daughter present to order the correct exams!!!**

AP Exam Registration Process

- 1 PA home page, Resources, Testing Info, AP Exam Registration or www.TotalRegistration.net/AP/471315.
- 2 Create account (new users) **Returning users should use the same email address and password as last year.**
- 3 Click YES **only if** you know that you qualify for Free or Reduced Lunch.
- 4 Click YES **only if** you are taking an AP Virtual Virginia exam.
- 5 IB students must click YES for IB exams and select all IB exams for TR to identify conflicts.
- 6 IB students may not register for Alternate exams. Register and allow TR to identify conflicts for you.
Ms. Love will see the conflict and order an alternate exam. Verify your exams 1-2 days later.
- 7 Print the confirmation page & save your registration information.

NOTE: All students who clicked YES for Free/Reduced Lunch or Virtual Virginia exams will be unable to complete the registration process without approval from Ms. Love. You will receive the following message: Once your waiver has been approved or declined we will email you with directions on how to print your final confirmation and pay your balance. Important reminder!!! Make sure you bring your student pack, pens, pencils, calculator (if required) tissues and jacket to every AP exam. Do not panic! Ms. Love will verify and approve all students who qualify for Free/Reduced Lunch or Virtual Virginia exams. In 1-2 days, log back into Total Registration and you will see a message that your registration/waiver has been approved. Follow the instructions to complete your registration. See Ms. Love in guidance right away if you have questions.

WARNING: Please do not delay in signing up for your AP exams. All students must complete the registration process correctly. The College Board will impose additional fees and penalties on the school for failure to follow directions and these costs could be passed on to you.

Kim Love
AP Coordinator