

# Steps for AP EXAM Registration

**\*\*Registration is NOT complete until you have registered *and* paid for your exam(s)\*\***

## Register Online

1. Go to [myap.collegeboard.org](http://myap.collegeboard.org), and sign in with your College Board username and password
2. Click on the blue box “**Register & View Details**”
3. Click “**Register**” by: Nov 2nd 2018
4. You *must* choose one of the following responses:
  - A. **Confirm Registration**
  - or*
  - B. **No, I wish to remove myself from taking this AP exam**
5. Click “**Confirm**” to save your choice

*Students who choose to take an AP exam but are not enrolled in/sitting the course, need to come to the Counseling Office to get a Class Join Code for one of the Exam Only sections.*

## Pay for your AP Exam(s)

- **Cash or check at the ENHS Finance office** before school, after school, during lunch or passing period; they open at 7:15 and close at 3. They will *not* take payment during class times.
- **Credit card:**
  1. Go to [north.edmondschools.net](http://north.edmondschools.net)
  2. Click on the “**Finance**” button
  3. Follow directions to log in to your account
  4. Click on “**Items at Student’s School**”
  5. Click on “**Testing**”
  6. Click “**Buy**” next to number of exams you are taking
  7. Go to top and click “**Checkout**”
  8. Click blue link “**Checkout Step 1: Additional Information**”
  9. From the drop down(s) \*select name of exam for each exam you are taking.  
\*Please select your AP exams carefully, if you are unclear on the exact name of the exam refer back to your myap.collegeboard.org account. Example:
    - AP English Literature and Composition (Senior English)
    - AP English Language and Composition (Junior English)
    - AP Spanish Language and Culture (Mrs. Roland’s Class)

### **Regular Registration through Nov. 2<sup>nd</sup>, 2018**

EPS 2019 AP Exam Fee for student taking <b><u>one exam</u></b>	\$95
EPS 2019 Oklahoma Fee Reduction for students who take <b><u>2 or more exams.</u></b>	\$70 per exam
EPS 2019 College Board/Oklahoma fee reduction for low-income students based on Free and Reduced Lunch Application	\$10 per exam

### **Late Fee/ No Show Fees**

Additional fee for exams ordered <b>after November 2, 2018</b> through February 15, 2019	\$40 per exam
Exams canceled by February 15, 2019	No additional costs
Cancellation after February 15 <b>or no show for exam</b> - an EPS fee will be charged for each exam not taken.	\$25 <b>NO SHOW FEE</b> per each exam

**\*\*\*No refunds after Nov. 2<sup>nd</sup>, 2018\*\*\***