

## 2021 AP Exam Registration Instructions

AP Exam registration is now available online for payments by debit or credit card. You will need to have the **student name** and **student ID number** when registering online.

**If you believe that you qualify for a fee waiver please see your school counselor.**

To access the registration site go to:

<https://www.locallevelvents.com/events/details/10779>

Once at the registration site you will find the list of exams given at Mt. Lebanon High School on the left side. At the bottom of the page you will see our registration deadline, cancellation policy, and information on requesting a fee waiver. (Please note that this year any student who cancels an exam after November 14, 2020 will be charged a \$5 cancellation fee per exam.) On the right side of the page scroll to the gold box marked "Register for Test(s) Here." Click that box and it will take you to a page asking you to sign in. (No need to enter your email address. Later in the process you will enter your email to receive a confirmation.) Choose the orange "Guest Checkout" to reach the exam selection page.

Here you will see the same list of exams with a drop down arrow on the left. Use that drop down to indicate how many of each test you want to order. (This would likely be the number 1 unless you are ordering the same exam for 2 different students on one order.) Use the same process for all of the exams you need.

Once you have selected all of your exams, scroll down to find a box listing each exam you ordered and complete the required information - the **student name** and the **student ID number**. You must complete each exam box in order to move to the credit card payment page. If one student is taking more than one exam, you will have to repeat the student information in each exam box. When all boxes are completed, scroll down to the bottom, review the refund policy and other information then click the refund policy check box. Below that is a green "Continue" button. Click it to move on.

The next page contains a preview of your order. Look this over to make sure you have the exams you need and your total cost will be at the bottom. Click the green button "Continue to Payment" to pay with a debit or credit card.

Scroll down to enter your debit or credit card information where indicated on this page. Scroll to the end and check the box for Local Level Events terms and conditions after review. Finally, click the green box marked "submit order" to finalize your purchase.

You will get an email to confirm your order. Save that for your records.

Any other questions or problems, feel free to contact Mr. Bowles [cbowles@mtlisd.net](mailto:cbowles@mtlisd.net) or Mrs. Hall [mhall@mtlisd.net](mailto:mhall@mtlisd.net) in the School Counseling office.