# ADVANCED PLACEMENT

**CollegeBoard**

**TOTAL REGISTRATION**

## 1ST — AP Classroom

### STEP 1: SIGN IN

Sign in to **myap.collegeboard.org** using your College Board login. This is the same login you use to access your AP scores, PSAT/NMSQT scores, or register for the SAT —or that you used to access My AP last year. If you don't have a student account, click the Sign up link to create a new account.

### STEP 2: JOIN A COURSE

Click the Join a Course or Exam button. You will need to have the six character join code from EACH of your AP teachers. Each class section has its own code.

### STEP 3: SUBMIT YOUR JOIN CODE

Enter the join code and click Submit.

### STEP 4: VERIFY COURSE INFORMATION

Make sure the information that comes up is for the course you're taking. If it is, click Yes

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**VERY IMPORTANT BE SURE TO USE THE SAME NAME IN BOTH SYSTEMS**

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## 2ND

### Once signed in to AP Classroom
You're ready to register for AP Exams.

### STEP 1: REGISTERING FOR AP EXAMS

Go to: https://user.totalregistration.net/AP/240708

This takes you to the Total Registration page where you'll register/pay for all AP Exams. Follow the prompts and provide the requested information. **Be sure to read carefully and select the correct teacher, semester, and hour, so your exams are ordered correctly.** Please reference your student's schedule and follow the first semester s schedule for full year classes.

### STEP 2: PAYING FOR AP EXAMS

You are NOT done after you have registered with Total Registration. You will come to a page where you click on **Proceed to Pay.** This will transfer you to the RevTrak Webstore where you will pay for your exam fees.

Once you have completed your registration with Total Registration **AND** paid on RevTrak, you have completed all the steps for AP Exam Registration. You should receive an emailed confirmation.

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Edina uses BOTH systems (College Board AND Total Registration) to track and order AP Exams. We can only order exams IF a student has 1) Signed in to ALL of their AP Courses on AP Classroom, 2) Registered for AP Exams on Total Registration, 3) Paid for their AP Exams through RevTrak, and 4) Used the same name for AP Classroom and Total Registration.