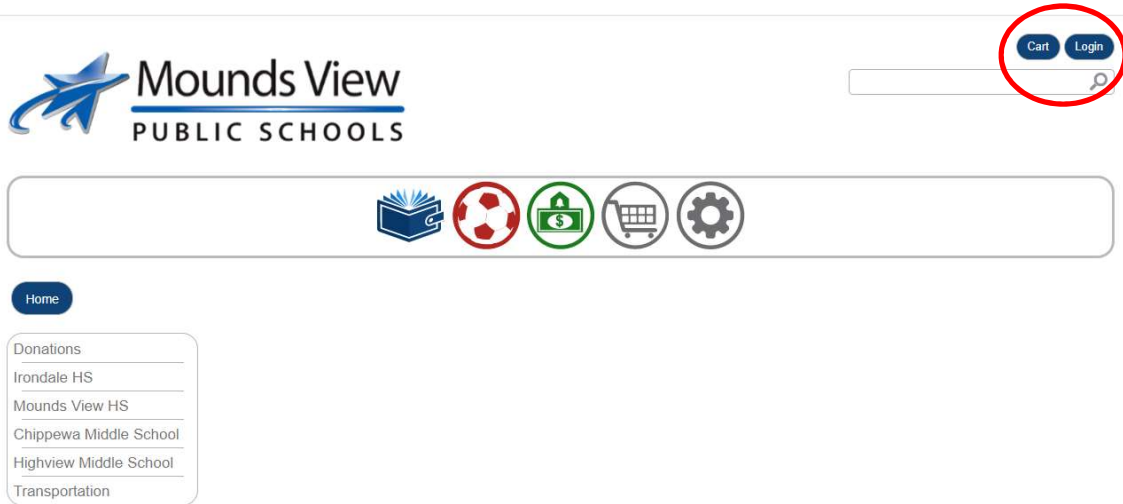


## PSAT/NMSQT – SmartSchoolK12 Registration Instructions

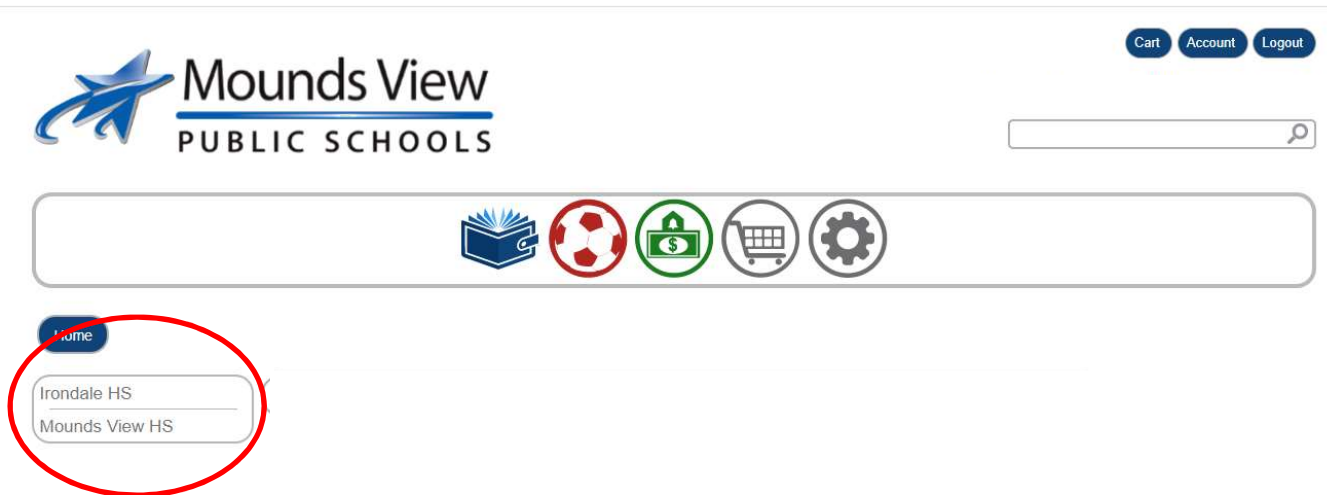
**Step 1.** Go to the district PSAT/NMSQT webpage at [www.moundsviewschools.org](http://www.moundsviewschools.org). In the top navigation bar, select CURRICULUM then DISTRICT ASSESSMENTS. On the side navigation bar, select PSAT/NMSQT.

**Step 2.** On the PSAT/NMSQT webpage, scroll down to the **Registration** section and select the **SmartSchoolK12 – REGISTER HERE** link. You can also access the SmartSchoolK12 website directly at <https://moundsview.epaytrak.com/>.

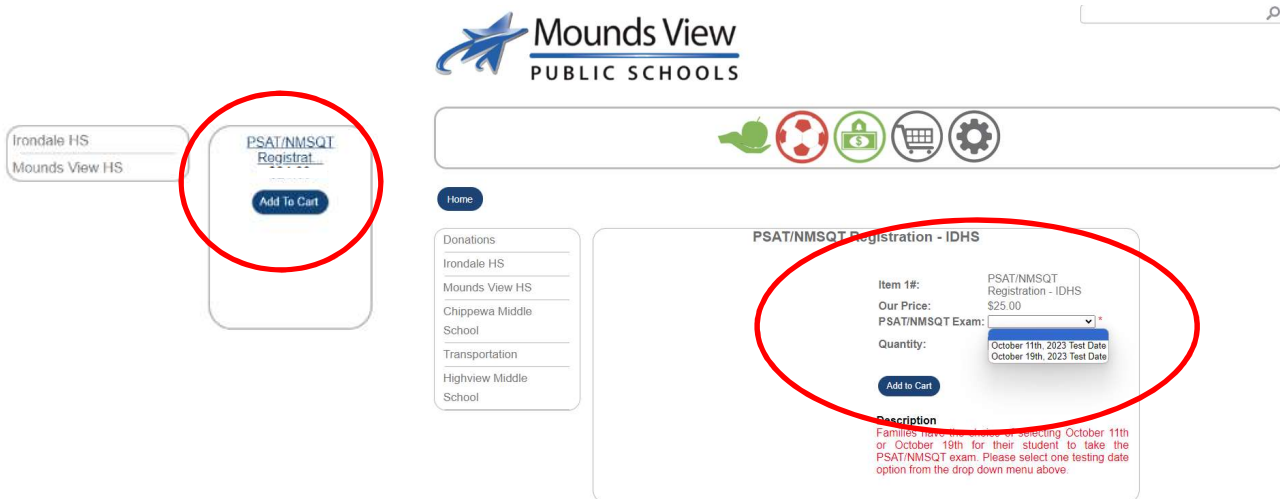
**Step 3:** On the SmartSchoolK12 homepage, select LOGIN.



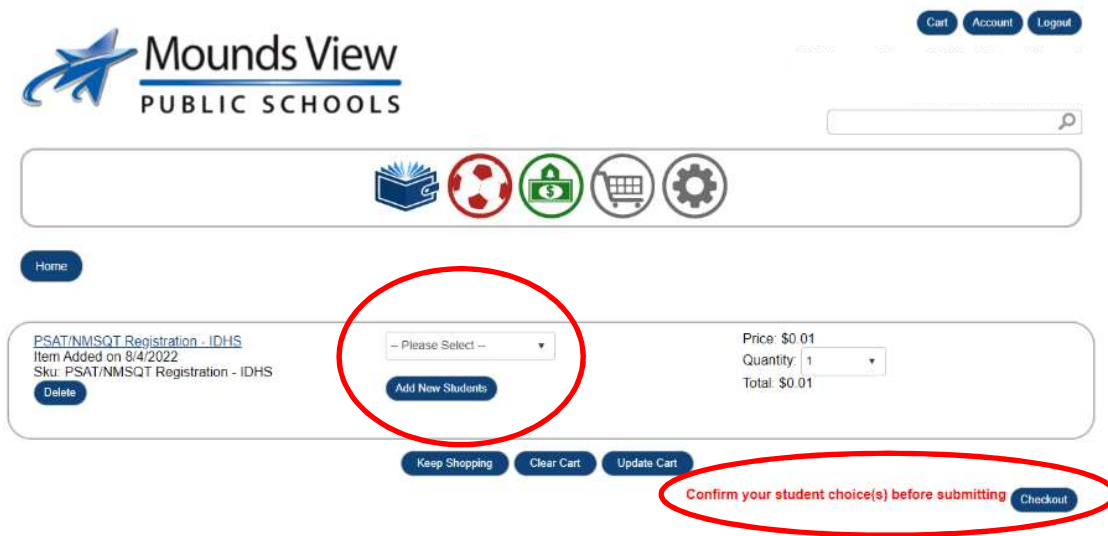
**Step 4:** On the SmartSchoolK12 homepage, select the high school your student attends.



**Step 5:** Select the PSAT/NMSQT Registration link, select a testing date from the dropdown menu and select ADD TO CART button.



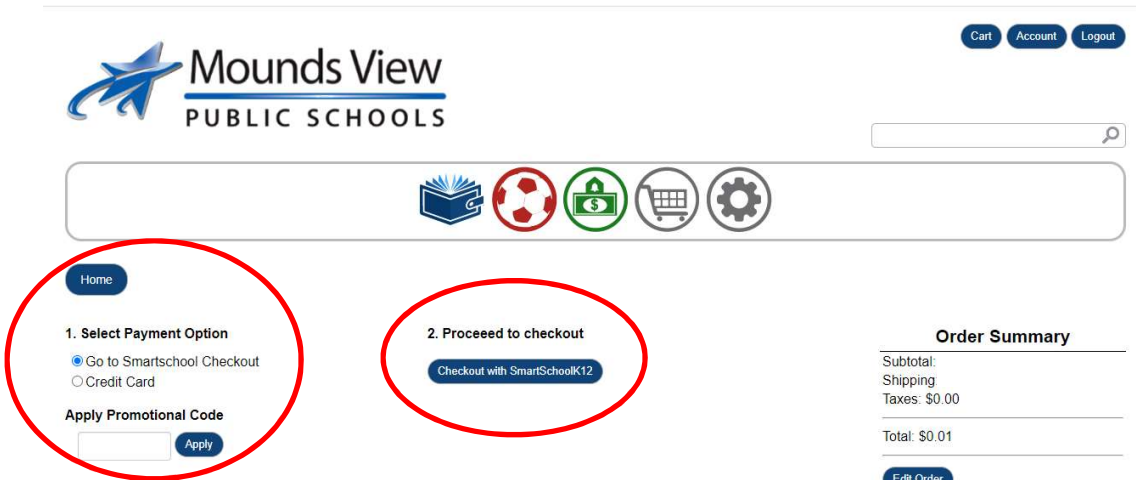
**Step 6:** On the next screen, you'll see a message in red next to the CHECKOUT button "Confirm your student choice(s) before submitting." This means you need to select the student from the dropdown menu in the middle of the screen that you're registering for the exam and then select the CHECKOUT button.



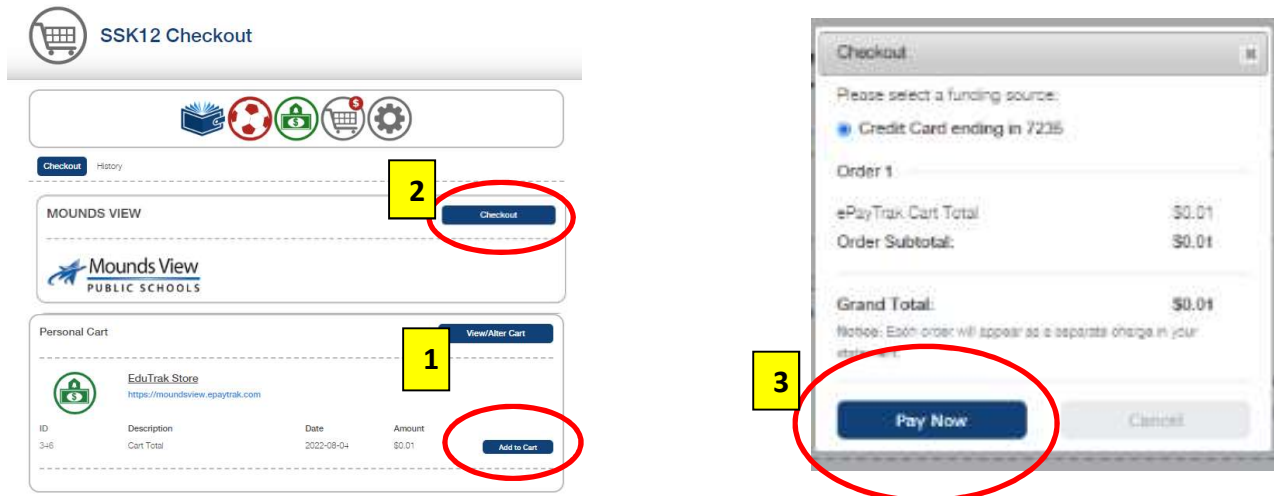
The SmartSchoolK12 system will verify your student with the district student information system to confirm the student is currently enrolled in the school district. In order to proceed with checkout and complete your PSAT registration, the system requires the student to be currently enrolled in the Mounds View School District and also requires the student to be in 10<sup>th</sup> or 11<sup>th</sup> grade.

If you see a message on the screen in red "You must have a participant ID that is valid for this item" either the student you selected is currently NOT enrolled in the district, is currently NOT a 10<sup>th</sup> or 11<sup>th</sup> grade student or you may still need to select the ADD NEW STUDENT button and add your enrolled student to your account. If you're not able to proceed with your checkout or you have questions and need additional support, email the district Assessment department at [assessment@mvpsschools.org](mailto:assessment@mvpsschools.org).

**Step 7:** On the next screen in “step 1. Select Payment Option” select GO TO SMARTSCHOOL CHECKOUT, which will allow you to pay with a credit card. **Please do not use the credit card button at this time.** In “step 2. Proceed to Checkout,” select CHECKOUT WITH SMARTSCHOOLK12.



**Step 8:** On the next screen, 1) select the ADD TO CART button, which will activate the CHECKOUT button, then 2) select the CHECKOUT button. In the popup window, 3) select PAY NOW if your credit card information is already saved in your account. If not, you will be asked to select your funding source type and enter credit card information (see step 10), then select SAVE and PAY NOW. The order will remain in your SMARTSchoolK12 user account and can be reviewed in RECENT ORDERS. An email confirmation for the order will also be sent to the email address in the user account.



If you have any questions or need additional support, email [assessment@mvpsschools.org](mailto:assessment@mvpsschools.org)