

STEP

1



CollegeBoard

*AP Exam Registration
is a Two-Step Process*

STEP

2



Students Join & Enroll in AP Classroom

STEP 1: SIGN IN

Students sign into their College Board MyAP account at myap.collegeboard.org using their College Board login. This is the same College Board account login students use to access their AP and PSAT/NMSQT scores or their MyAP account in the past. If a student does not have a student account yet, select the CREATE ACCOUNT link on the login page.*

STEP 2: JOIN AP COURSE(S)

Select the JOIN A COURSE OR EXAM button. Students will receive a six-character join code from EACH of their AP teachers. Each AP class section has its own unique join code. *(Students that want to take an exam and are not enrolled in an AP course should email aptesting@mvpschools.org for a join code.*

STEP 3: SUBMIT YOUR JOIN CODE

Enter the join code and select SUBMIT.

STEP 4: VERIFY COURSE INFORMATION

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

If the student is taking multiple AP courses, repeat steps 2-4 for each AP course using the unique join code for each course.

**The first time a student enrolls in an AP course in MyAP, the student will need to fill out additional registration information. It's important to provide accurate information. The student will only have to complete this once.*

Parent/Guardian Submits Payment and Registers for AP Exam(s) in SmartSchoolK12

STEP 1: SIGN IN

Parents sign in to the SmartSchoolK12 (SSK12) payment system to register and pay for all AP exams at <https://moundsview.epaytrak.com/login.aspx>. This is the SSK12 payment system login page. A link to this page can also be found on the district AP testing website by going to www.moundsviewschools.org and selecting Academics > Assessments > Advanced Placement Testing.

If a parent does not yet have an account, please create an account by selecting the SIGN UP link (you'll need your student's birthdate and school student ID# to create an account).

STEP 2: REGISTER AND PAY FOR AP EXAMS

After logging in to your SSK12 account, select the high school your student attends, then select the AP Exam Registration link. Select the AP exam(s) from the dropdown menu that you intend to submit payment for and register, select ADD TO CART for each exam. When you're done adding all the exams, select CHECKOUT NOW. On the next screen, you'll see the exams you selected and you may also 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. **It is very important to select the correct exam and student. This will determine the exams(s) we will order for the student.** After selecting your student(s), select CHECKOUT.

On the next screen in 1. Select Payment Option, select "Go to SmartSchool Checkout" and 2. "Checkout with SmartSchoolK12" to check out, which will allow you to pay with a credit card. **Please do not use the Credit Card button at this time.**

Select ADD TO CART and then the CHECKOUT button. 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, then select SAVE and PAY NOW to complete your checkout.

Mounds View Schools uses **BOTH** systems (College Board AND SmartSchoolK12) to order AP Exams. We can only order exams IF a student has 1) Joined ALL of their AP Courses in AP Classroom **AND** 2) Paid for their AP Exam(s) through the SmartSchoolK12 payment system.

QUESTIONS? Contact aptesting@mvpschools.org

Visit our district AP website by scanning the QR code for additional AP exam registration and testing information.

