

# AP Registration and Payment

Hello AP Students/Parents,

With AP registration around the corner, it is time to start thinking about registering for the AP Exams that you plan on taking in May. The registration process consists of two parts:

**Part I:** Register for exams via MyAP ([myap.collegeboard.org](http://myap.collegeboard.org)). This ensures that an exam will be ordered for you to take.

**Part II:** Process exam payments in [Total Registration](#). This is how you pay for the exams you plan to take.

**BOTH** parts must be completed.

## Steps to Register in MyAP:



1. Sign in to [myap.collegeboard.org](http://myap.collegeboard.org) with your College Board account. This is the same login you use to access your AP scores, PSAT/NMSQT scores, and register for the SAT. If you do not have an account, you need to create one.
2. Click the Join a Course or Exam Button.
3. Enter the join code your teacher gave you. If you are not currently enrolled in an AP Course but are planning to take the exam, the join code can be found on the IHS Library Canvas Page or can be received by emailing Jacob Blaskie.
4. Click Submit and verify course information. If needed, you may be prompted to provide some registration information (if this is your first time logging in).
5. Congratulations! You have registered for the AP Exam

## Steps to Process Payments in Total Registration:

1. Go to Total Registration (<https://user.totalregistration.net/AP/480500>)
2. Follow the on-screen directions for signing up. Make sure to select the correct teacher/period when signing up. If not currently enrolled in an AP Course, make sure to select the "Exam Only" Sections.



### Are You Done? Double Check

- Register for class section using join codes in [MyAP](#).
- Pay for AP Exams using [Total Registration](#).

### Questions?

Please feel free to reach out to Jacob Blaskie ([blaskiej@issaquah.wednet.edu](mailto:blaskiej@issaquah.wednet.edu)) with any questions.

### Important Dates and Deadlines

09/09/24	Registration opens for <a href="#">MyAP</a>
09/16/24	Payment processing begins in <a href="#">Total Registration</a>
11/07/24	On time payment processing in <a href="#">Total Registration</a> ends. Last day to get a FULL refund.
11/09/24	Late payment processing begins (\$40 late fee is applied to exam fee)
03/07/25	Late payment processing ends for ALL
03/10/25	Final Payment Deadline
04/04/25	Final day to receive a PARTIAL refund (\$40 cancellation fee)