2026-2027 AP Exam Registration and Payment Instructions

Students must complete online registration and payment for AP exams through **Total Registration**.
The registration and required deposit deadline is October 2, 2026 This year, all payments must be made through Total Registration, NO payments will be accepted on campus.

To register and make payment through Total Registration, please follow these instructions. For more detailed, step-by-step instructions, please reference the EMS ISD Total Registration User Guide.

- Login to Total Registration. Either create an account, or login to an existing account
  - **Boswell HS**: TotalRegistration.net/AP/446084
  - **Chisholm Trail HS:** TotalRegistration.net/AP/442594
  - **Eagle Mountain HS**: TotalRegistration.net/AP/676471
  - **Saginaw HS**: TotalRegistration.net/AP/446087

- Enter all required information. When selecting exams, please only select AP exams you plan to take for the 2026-2027 school year. We encourage you to take the AP exam for all AP courses you are enrolled.

- Once you complete the Total Registration questions, the system will prompt you to make your payment. Follow the instructions for making payments to ensure your registration is completed correctly. **You can make payments online, or you can mail your payment directly to Total Registration.**
  - Online payments are the preferred method of payment.
  - You can make a full payment for AP exams, or you can make a partial payment/deposit for exams.
    - The deadline to make a minimum deposit of **$50 per exam** is October 2, 2026.
    - Students that are eligible for the reduced exam fee will need to make the $50 payment in full by the October deadline. Reduced exam fees must be approved by the campus, payment can be made once the request is approved.
    - The final deadline to pay the remaining balance on your account is February 10, 2027.
    - A $40 late fee will be charged for exam registrations added between October 3 and February 16.

- If students need to return to Total Registration to pay later (before the deadline), they may login with the email and password they used when creating their Total Registration account. Once the home page displays, students will click the "**Make a Payment**" link. Once the link is clicked, follow the prompts to post your payment. Contact your campus Academic Principal if unable to login to an existing account.

- Once you submit your information, you will receive a confirmation page listing next steps for completing registration, which includes logging into College Board's My AP portal and "joining" the appropriate course sections for each of your AP classes.
  - For exams to be ordered, students must complete registration and payment through Total Registration, AND, join the appropriate course in the College Board My AP Portal.
  - Instructions for joining the AP Classroom have been provided by your AP teacher.
  - To ensure you are enrolled in the correct courses in My AP, log in to myap.collegeboard.org. Use your College Board log in information. If you have previously created a College Board account and cannot login to My AP, please use the forgot username/password links to reset your account. If you have never logged into College Board, you need to create an account. If you have trouble logging in to My AP, please call College Board at 1-888-225-5427.

Payments for exams can be made online or by mailing payments directly to Total Registration. No payments will be accepted at your high school campus.

AP Regular Exam Cost: $99 per exam
**Fee reduced price for eligible students - $50*

Frequently Asked Questions

What is the difference between Total Registration and My AP? Why both?

- Total Registration is an online portal where students register for exams, indicate if they are eligible for a fee reduction, and make payment for their AP exams. All payments must be made directly to Total Registration. No payments will be accepted on the high school campus.
- My AP is a College Board portal where students can access instructional resources from their AP teachers and indicate their preference for taking the AP exam for each individual course.
- Both Total Registration and My AP are essential to ensure students are registered for the correct exam and payments are recorded.

I made an account last year in Total Registration, and I cannot login this year?

- Try the forgot password link. If unable to access, please contact your campus AP Coordinator for a password reset.

How do I make my payment using Total Registration?

- When you complete the initial exam registration through Total Registration, you will be prompted to make your payment at that time.
- Online payments are preferred.
- If you register and then return to the site to make your payment at a later time, you will login using the email and password used when creating your account. When the home page in Total Registration appears, you will see a YELLOW box with the balance due. Click the MAKE A PAYMENT link and follow the prompts to make your online payment.
- If you cannot pay online, you will need to send a check or money order, along with your payment stub that can be printed from your Total Registration account, directly to:
    - Total Registration LLC, PO Box 398, El Dorado Springs, CO, 80025

How can I login to my My AP (College Board) account?

- Access My AP through myap.collegeboard.org. Students must use their existing College Board username and password to login to My AP. If students do not have an existing College Board account, they must create a new account.

Who can I contact if I am having trouble logging in to My AP (College Board) account?

- Try to reset your account using the forgot username/password links. If unsuccessful, you must contact College Board at 1-888-225-5427.

Where can I find the join codes for my class?

- After registering in the Total Registration system, your confirmation page will list the join codes for the AP classes you need to enroll.
- You can also contact your AP teacher at your high school campus to obtain your join code.
- Verify you are enrolled in the correct class sections by logging in to your My AP account.

How do I know I am registered for an exam in My AP?

- Ensure that you have joined the AP Classroom for your specific AP subject and login to Total Registration to ensure that you have made your payment. You can see a record of payments made in TR.

What if I am undecided about taking an AP exam?

- It is the expectation of EMS ISD that students in AP classes, take the AP exam in May.
- You still need to create a My AP account and “join” your class. Once you complete the Total Registration steps, your payment or deposit by the deadline confirms registration.

Who can I contact on my campus for questions?

- Boswell High School: Staci Wilson, swilson01@ems-isd.net
- Chisholm Trail High School: Meredith Birdwell, mbirdwell@ems-isd.net
- Saginaw High School: Melissa Cordova mcordova@ems-isd.net
- Eagle Mountain High School: Renata Schlotzhauer, rschlotzhauer@ems-isd.net
- You can also contact your AP teacher with questions.