

# Registering for an Exam for Online Students

**Registration Deadline October 22, 2024**

*Second semester only GAVS courses (AB courses starting in January) the registration deadline is February 20, 2025*

## **TWO JOIN CODES WILL BE NECESSARY**

### **STEP 1. Use Online Instructor Provided Join Code:**

- Online instructors will provide students with a join code for access to AP course resources in the My AP Platform.
- Students should use this **first join code** to join their online class in My AP.
- Once enrolled in the class section, the student should select **"No"** under the **"Order Exam?"** *if this is an option.* **In most cases, this has already been selected for you.**
  - This allows students to use assigned resources and review material for exam preparation
  - *If left at the default "undecided," students will be unable to register for the exam with their base school.*

**Go to STEP 2**

### **STEP 2. Lambert Total Registration (TR):** [www.TotalRegistration.net/AP/110927](http://www.TotalRegistration.net/AP/110927)

- Total Registration is used each year for students to pay for PSAT and AP exams.
- Students should use the same account and login information they used last year. If students already have a TR account, they should look for the *"Do you have an existing **Total Registration** Account? Login here."* link.
- If a student does not have a TR account, he/she must create an account. The account should use the student's email address - not a parent's email address.
- **Log into the Total Registration platform or use the link above to create an account, if this is the first year you are taking AP Exams at LHS.**
- **Select all your exams and instructors for face-to-face AP courses**
- **For online FVA/GAVS choose "Online-Year Long" or Online-2<sup>nd</sup> Semester Only**
- **Independent study course choose "Independent Study" or "No Teacher" for your teacher.**
- **PAY FOR YOUR EXAMS**
- Go to the Total Registration home page after registering
  - Select **"Student Account History"**
  - **Find the SECOND Join Code for your FVA/GAVS online course. This is an "Exam Only" join code.**
    - **If you are taking a yearlong online AP course look for the "ONLINE Year Long" Section.**
    - **If you are taking a SECOND semester only AP Course, look for "ONLINE-2<sup>nd</sup> Sem Only"**

**Go to STEP 3**

### **STEP 3. MY AP:** <https://myap.collegeboard.org/login>

*Students MUST keep up with their CB account login information. LHS does not have access to student accounts.*

- **From STEP 2 above, use the "Exam Only" SECOND join code you located in Total Registration to register for your exam(s) at your base school (LHS). You will add the second Exam Only join code, like adding a new course in My AP Classroom.**
- **Under "Order Exam?" select "Yes."** *This step ensures your exam is ordered and exam labels are shipped for your exams.*
- Students MUST indicate in each AP course on the College Board website whether they will take the exam in May or elect not to take the particular exam(s).
- Each account is **defaulted to "Undecided,"** therefore students must select "yes" or "no" for their intent to take the AP exam.

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