

AP TOTAL REGISTRATION INSTRUCTIONS

Go to:

https://user.totalregistration.net/register/get_student_email_status.php?ceeb=181350&isSchool=1

OR

From the ACHS main website, click on "Student Services" on the left, then click on "Guidance Counselors Office". On the right side, under "Helpful Links", you will find "Upcoming Test Info/Registration". Click on "AP Exams".

REGISTRATION STEPS:

- PAGE 1** **Student Email, First and Last Name**
- PAGE 2** **Create Account OR Login Using Previous Account**
- PAGE 3** **Are you a student at ACHS? (Say yes, even if enrolled at APEX Academy for Virtual)**
- PAGE 4** **General Info: Know your cell phone carrier, and if you receive test accommodations or free/reduced lunch**
- PAGE 5** **Parent/Guardian General Information**
- PAGE 6** **Exams you will take (Listed by 1st trimester period)**
- PAGE 7** **Payment: Credit/Debit Card or Check**
*** Exams are \$65 each
- PAGE 8** **Review ALL information carefully**
*** Click the box by "I have read and agree to the refund policy"
*** Answer the question regarding the Student Search Service
- PAGE 9** **Print confirmation**
*** If paying by check/mail, print your payment stub to mail in as well
*** Download the "AP Permission Slip" at the bottom of the page
to be able to sign in/out on the day of your exam.
*** Turn the permission slip in to Mrs. Sherry Diaz in the main office BEFORE THE DAY OF YOUR FIRST EXAM.