

2020 - 2021 AP Exam Information & Instructions *Spring Semester Courses*

GENERAL INFORMATION

- Students **MUST** complete **2 STEPS (detailed steps in next section)**, if they intend to take an AP exam
 - **Register in AP Classroom (Please use a personal email NOT stu.cfid.net)**
 - **Pay for Spring semester courses in Total Registration (TR): (January 4, 2021 – March 1, 2021 @ 11:59 pm)**
- **Exam Fees (per exam):**
 - \$99 for On Time registration for Spring semester courses (January 4, 2021 – March 1, 2021 @ 11:59 pm)
 - \$25 for free/reduced lunch students: Students must be approved through TR. Once student makes request for subsidy in TR, log back in 2-3 days later. Approval will be granted and student can complete payment for exam(s).
 - Also for Free/Reduced Lunch students and those with other hardships, see your counselor to discuss CyHope Scholarship opportunity. This scholarship can possibly assist with exam fees for up to 3 tests.
- **Refund Policy**
 - Partial refund if cancelled **BEFORE** March 5, 2021
 - \$15.00 Cancellation Fee
 - **No refunds for Spring semester courses after March 5, 2021**

2-Step Registration & Payment Process

STEP 1: REGISTER in AP Classroom

1. If you have not created a College Board account, you will first need to do so by going to myap.collegeboard.org. Click “Create Account” to begin.
 - All college board programs are connected through one account, so if you created one for AP, PSAT, SAT or College Board Scholarships you’re all set. Use a personal email and **NOT** stu.cfid.net
2. If you have previously created a College Board account, you can login into myap.collegeboard.org using your College Board login information.
 - If you cannot login, please use the forgot username/password links to reset your account. If you have trouble logging in, please call College Board at 888-225-5427 or 212-632-1780.
3. Click the **JOIN A COURSE OR EXAM** link.
4. Please enter the correct **JOIN CODE** for your AP class section and click Submit. ***(Your teacher will have your join code.)***
5. Verify course information. Make sure you have joined the correct course and section. If correct, click, Yes.
6. Fill out the registration information. The first time you enroll in an AP course in My AP, you will have to fill out some registration information. It is important to provide accurate information. You only have to do this once. This information will be linked with your AP exam. You may have trouble viewing your results if you enter information incorrectly. **DO NOT USE NICKNAMES when entering your name at any time or your scores may be delayed.**
7. For each course, students will automatically default to a “YES” that they ARE taking the exam.
 - a. ***If you do not pay for exam(s) in Total Registration your YES will be changed to NO and you will NOT be ordered an exam.***

STEP 2: PAY for your exam(s) in Total Registration

1. Go to www.TotalRegistration.net/AP/440281
2. Log in to Total Registration. If you have never used TR before you will need to create an account.
3. Enter all required information. **DO NOT USE NICKNAMES.** When selecting exams, **please only select AP exams for FALL SEMESTER OR YEARLONG COURSES at this time.**
4. Once you finish registration, you will receive a confirmation page stating that registration is complete. You can make online payments through this system for exams. When you login to TR, you can click the “Make a Payment” link. Once you click the link, follow the prompts to post your payment.

While we encourage all AP students to take the exam, you are not required to test. Whether you plan to test or not, DO register in AP Classroom to access materials that can support you as you navigate the course.