




Overview of AP Exam Ordering

Ordering AP Exams is a two step process that must be completed by the student and their parent/guardian.

- **Step 1: Order an exam within a student's [CollegeBoard \(MyAP\) Account](#)**
 - First, enter a Join Code (provided by the student's teacher)
 - Next, indicate the exam order preference by clicking the "Register" button and choosing "yes". No student can remain "undecided"
- **Step 2: Submit payment within [MySchoolBucks](#) for the exam(s)**
 - Most exams cost \$97
 - If your child receives free/reduced lunch, do not submit payment. Instead, complete an Exam Payment Waiver Form in the Guidance Office

Additional information on accessing your account, registering for the exam, and submitting payment for the exam are found on the following slides.



Accessing or Creating CollegeBoard Accounts

★ Students who have already taken an AP exam, or have an account for PSAT or SAT scores:

- Log in to your existing CollegeBoard account at myap.collegeboard.org
- **Forgot your login information? Don't remember if you created an account?**
DO NOT CREATE A NEW ACCOUNT!
 - ✓ Use the “Forgot Username” or “Forgot Password” features
 - ✓ Visit [this website](#) for additional help and information
 - ✓ If you are still unable to log in, you must contact CollegeBoard via phone at 866-315-6068. Unfortunately, your high school does not have access to your CollegeBoard account information.

★ Students who have no CollegeBoard (MyAP) account:

- Create a new account at myap.collegeboard.org.



Registering for AP Exams

The final deadline for registering for AP exams is Tuesday, November 1st

The only way a student can order an AP exam is through their [CollegeBoard \(MyAP\)](#) account.

There are two required steps:

- Enter the Join Code provided by your AP teacher
- Click on “Register” and indicate your exam preference by selecting “yes” or “no”. No student can remain “undecided”, which is the default

Paying for AP Exams

The deadline to submit payment for AP exams is Tuesday, November 1st

Option 1 (Preferred Option): Online via [MySchoolBucks](#) using credit card, debit card, or eCheck

- ★ Log in to your account
- ★ Go to the School Store
- ★ Select AP Exams for your high school under “Categories”
- ★ From there, add each AP exam to your cart
- ★ Payment can be submitted once for all exams and for multiple children
- ★ Please be sure to fill out all required fields and pay for the correct exam
- ★ Please keep a copy of your payment receipt

Option 2: In the Guidance Office using check or cash

Please note: Students who receive free/reduced lunch are not required to submit any form of payment but are required to complete a form in the Guidance Office. This form must be complete before November 1st.

Please note: Any AP exam order placed after November 1st but before March 15th is subject to an additional \$40 fee. No exams can be ordered after March 15th. Students who cancel an exam will be receive a partial refund.