

# Step-by-step guide for *ALL* students taking an AP course

## Step 1: Create OR Login to College Board Account

If you have already created a College Board account for PSAT, SAT, or AP **do not create a 2<sup>nd</sup> account**. Multiple accounts could prevent SAT or AP scores from correctly being reported to colleges.

Students can create an account or verify that they have an account at [www.collegeboard.org](http://www.collegeboard.org). Here are some helpful hints:

- Make sure it is the student's name on the account. This sounds obvious, but quite a few parents have created accounts in the past to view PSAT scores. Students do not want someone else's name on AP or SAT scores when applying to college.
- Students must have their own e-mail address associated with their account. **This cannot be a school email address because it does not accept e-mails from outside the corporation.** If students forget their log in, College Board will send an e-mail to reset it. This shouldn't be the parent's e-mail address either. If an account has already been created, please check this and change if necessary.
- If students have problems with their account, please contact College Board. They will not allow schools or counselors to talk on student's behalf. Call 888-225-5427 or email [apstudents@info.collegeboard.org](mailto:apstudents@info.collegeboard.org)

## Step 2: Join Class Using "Join Code"

- Sign into My AP <https://myap.collegeboard.org/login>
- Click "Join a Course or Exam"
- Enter your "Join Code" (Provided by AP Teacher)
- Must complete Step 2 for each AP course enrolled

## Students planning to take the *AP exam* must complete Steps 3 and 4

Information/details regarding AP exams can be found on the BHSS AP website

<https://www.mccsc.edu/Page/2717>

## Step 3: Set Exam Decision Indicator to "Yes" before deadline

- Joining the class does not enroll students in an exam. Students must change the exam setting from "Undecided" to "Yes" if they want to take the AP exam in May. Students must also complete step 4 by the ordering deadline for an exam to be ordered for them.
- Must complete Step 3 for each AP course/exam student plans to take

## Step 4: Submit Exam Fees

- Families can pay by check, money order, credit card or debit card. The link to the payment system is on the BHSS AP website. <https://aptsusa.com/bhss/>
- The College Board has made significant changes to Late Fees and Cancellation Fees. All relevant information is listed on the registration website