



# EMS ISD Total Registration User Guide

Use this guide to help you register and make payments for your  
2021-2022 AP exams.

Students at Boswell, Chisholm Trail, and Saginaw High Schools utilize Total  
Registration for AP exam ordering and payment.





# Accessing Total Registration

Each school has a different registration site. Please click or access the specific campus registration site by using the links below.



**Boswell HS**

[www.TotalRegistration.net/AP/446084](http://www.TotalRegistration.net/AP/446084)

**Chisholm Trail HS**

[www.TotalRegistration.net/AP/442594](http://www.TotalRegistration.net/AP/442594)



**Saginaw HS**

[www.TotalRegistration.net/AP/446087](http://www.TotalRegistration.net/AP/446087)

# How to Log In

Once the campus Total Registration site has been accessed, the next step is to log in.

Students will:

- Log in to an account they have previously created (for existing users)
- OR-
- Create a new account (for new users)



\* - Required

* Student's Email:	<input type="text"/>
* Student's First Name:	<input type="text"/>
* Student's Last Name:	<input type="text"/>
Student ID	<input type="text"/>

Next

Do you have an existing Total Registration Account? [Login Here.](#)  
Need a reminder of the email you registered with in the past?  
[Privacy Policy](#)

[Help for Students/Parents](#)  
[Privacy Policy](#)

Online AP Registration Provided by [www.TotalRegistration.net](http://www.TotalRegistration.net)

Student Email (Provided at Registration):	<input type="text"/>
Password:	<input type="password"/>

Login

[Forgot Your Password?](#)

[Don't Remember the Email you Used in the Past?](#)

[Problems Logging In?](#) - Please try a different browser/computer/device

# Login Instructions for Existing Users



1. Click the **Login Here** button.



2. Enter the email and password that was used to create the existing account. Use the **Forgot Your Password** link if needed. If you cannot login, contact your campus CCRS for a password reset.

# Login

## Instructions for Existing Users

### Announcements

Students who have registered for exams using Total Registration can edit their registrations, add exams and reprint confirmations here.

Students who have created logins, but have not selected exams, may do so below.

**If you are NOT Cathy Test Student** , please log out and start again!. Siblings must use a unique login/email.

### Account Functions

[Change schools](#) - Allows you to register for exams at a different school.

[Student's Account History](#) - Exams, Locations, Fees, Payments, Refunds, etc.

[Change Password](#)- Choose a new password

[Student Testing Schedule](#)



### 2022 AP Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)

[Register for 2022 AP Exams](#) - Need to register or add another exam?

[Exam Cancellation Request](#) - **All Cancellations must be approved by the school.** Exams will be canceled only if they are approved.

[Reprint a Confirmation](#) - Access your registration confirmation page

Logout

3. Once logged in, click the **Register for 2022 AP Exams** link from the Total Registration home page.



# Login Instructions for New Users

\* - Required

* Student's Email:	<input type="text"/>
* Student's First Name:	<input type="text"/>
* Student's Last Name:	<input type="text"/>
Student ID	<input type="text"/>

Next

Do you have an existing Total Registration Account? [Login Here.](#)

[Need a reminder of the email you registered with in the past?](#)

[Privacy Policy](#)

[Help for Students/Parents](#)

[Privacy Policy](#)

Online AP Registration Provided by [www.TotalRegistration.net](http://www.TotalRegistration.net)

1. Enter your personal email address, first name, last name, and school ID number. Click **Next**.



2. Confirm your email account, create a password, and set your challenge question and answer.

Please enter your email address:	<input type="text" value="Samplestudent@ems-isd.net"/>
Please Re-Enter email:	<input type="text"/>
Create a Password:	<input type="password"/> 8-16 characters (letters or numbers)
Re-Enter Password:	<input type="password"/>
Creating a "Challenge Question/Answer" will allow you to reset your password, even if you no longer have access to your email. Set a question/answer combination you will easily remember, but no one else will know or guess.	
Password Reset Challenge Question:	<input type="text"/>
Password Reset Challenge Answer:	<input type="text"/>

Next

# Total Registration Steps for All Students

Once logged in to Total Registration, students will answer a series of questions to appropriately register for AP exams.



Are you a student enrolled at Chisholm Trail High School?

Yes - Student attends Chisholm Trail High School  
 No - Student does not attend Chisholm Trail High School

Next



1. Select the appropriate response. All EMS ISD students will select **Yes**.

### College Board Login

\* - Required

Do you have an existing College Board student account (from a previous PSAT, SAT or AP exam)?

Yes  No

[Help for Students/Parents](#)



2. Answer **Yes** or **No** to having an existing COLLEGE BOARD account. If you select **No**, you will be prompted to continue registration.

### College Board Login

\* - Required

Do you have an existing College Board student account (from a previous PSAT, SAT or AP exam)?

Yes  No

Does your existing College Board account use the email

Yes  No

Next



3. If you answer **Yes**, please indicate if the email you entered in Total Registration matches the email associated with your COLLEGE BOARD account. If it does not match, indicate the email that is associated with your COLLEGE BOARD account.

### College Board Login

\* - Required

Do you have an existing College Board student account (from a previous PSAT, SAT or AP exam)?

Yes  No

Does your existing College Board account use the email

Yes  No

Please enter the mail address used for your College Board Account.

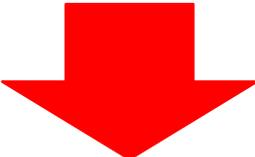
Next



# Student Information

\* - Required

* First Name	<input type="text" value="Sample"/>
* Last Name	<input type="text" value="Student"/>
* Student ID	<input type="text" value="012345"/>
* Grade Level	<input type="text" value="Select"/>
* Sex	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Other
* Which language do you know best	<input type="radio"/> English <input type="radio"/> English and Another Language <input type="radio"/> Another Language
* Cell Phone	<input type="text"/> <input type="text" value="Select"/>
* Do you receive free or reduced lunch at CTHS?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Are you eligible for testing accommodations?	<input type="radio"/> No <input type="radio"/> Yes
If approved for accommodations by the College Board, what is your SSD Number?	<input type="text"/>



4. Complete all the required **Student Information**. Please pay attention to the questions and answer as accurately as possible.

*\*If you qualify for free/reduced lunch through the Child Nutrition application on your campus, please select **Yes**. Select Yes if you are unsure. To receive the reduced exam fee, you must answer Yes to this question and be approved. Approval is based on enrollment in the f/r lunch program.*

*\*If you receive accommodations on the STAAR exam, you can click **Yes**. Accommodations must be approved through College Board before students can utilize them on AP testing.*

Previous Next

5. Enter the Parent/Guardian Information of the student.

## Parent/Guardian Information

\* - Required

* First Name	<input type="text"/>	
* Last Name	<input type="text"/>	
* Parent or Guardian Email	<input type="text"/>	
Cell Phone	<input type="text"/>	Select 



Previous

Next

6. Select all the AP exams that you are planning to take. You must select the **exam name**, as well as the **teacher and period**. If you do not select both exam and teacher, you will receive an error message.



The screenshot shows a list of AP exams with checkboxes on the left and selection buttons on the right. A red arrow on the left points to the checkboxes, and a red arrow on the right points to the selection buttons. Below the list are 'Previous' and 'Next' buttons.

<input type="checkbox"/> 2-D Art and Design Fri - May 6, 2022 8:00 AM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> AP Research Sat - Apr 30, 2022 11:59 AM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> AP Seminar Thu - May 5, 2022 12:00 PM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> Biology Wed - May 11, 2022 12:00 PM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> Calculus AB Mon - May 9, 2022 8:00 AM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> Calculus BC Mon - May 9, 2022 8:00 AM	<input type="radio"/>	[Redacted]
<input type="checkbox"/> Chemistry Mon - May 2, 2022 12:00 PM	<input type="radio"/>	[Redacted]

Previous      Next

*Click the checkboxes to the left of the exam names. Only select exams you want to register to take.*

*Click the buttons to the left of the teacher names to select your teacher and class period.*

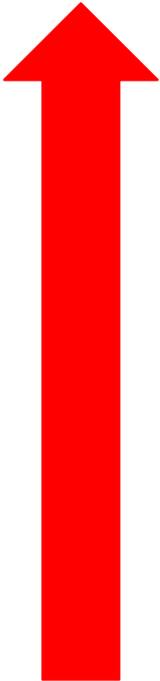
## Exam Details

\* - Required

2-D Art and Design - [REDACTED] - 4th Period	<input type="radio"/> Taking Exam <input type="radio"/> Not Taking Exam - Only enrolling in the course
Biology - [REDACTED] 1st Period	<input type="radio"/> Taking Exam <input type="radio"/> Not Taking Exam - Only enrolling in the course

Previous

Next



7. Select the correct response to the exam details question. Since you are being asked to only register in Total Registration for exams you are registering to take, please indicate **Taking Exam** as your response.



# Making an Online Payment for AP Exams



\*Students that indicate in Total Registration that they receive Free/Reduced Lunch must be approved for the fee reduction by the campus prior to being able to make a payment for AP exams.

*Families must complete and qualify using the Free/Reduced Meal Application through the EMS ISD Child Nutrition Department to be eligible for benefits.*



\*Please allow 24 hours for approval.

# Making an Online Payment for AP Exams

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

## Payment Information

How will you pay your AP exam fees

- Credit or Debit Card Online  
 Pay By Mail

Next

1. Select **Credit or Debit Card Online** to begin the online payment process.

# Making an Online Payment for AP Exams



## Payment Details

World History Fees:	\$91.00
Total Fees:	\$91.00
Net Payable Amount:	\$91.00

## Credit Card Information

Would you like to make a partial payment?

No - Pay the Entire Balance (**Recommended**)

Yes - If you elect to pay less than your outstanding balance you will be charged an additional, non-refundable fee of \$2.75

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

Card Type:	<input type="text" value="Select Card Type"/>
Card Number:	<input type="text"/>
Card Expiration Date:	<input type="text" value="select month"/> <input type="text" value="select year"/>
Card ID (CVV2/CID) Number:	<input type="text"/> 
Name as on Card:	<input type="text"/>
Card Holder's Email Address	<input type="text"/> So we can email a receipt
Card Billing Address:	<input type="text"/>
Card Billing City	<input type="text"/>
Card Billing State	<input type="text" value="AL"/>
Card Billing Zip Code (5 digits only):	<input type="text"/>

2. Select the payment preference. If you select to **Pay the Entire Balance**, you will pay in full for all AP exams that the student is registered to complete. Enter the card information to complete payment.

*\*Please see the next page for information concerning making a partial payment.*

# Making an Online Payment for AP Exams



## Credit Card Information

Would you like to make a partial payment?  No - Pay the Entire Balance (**Recommended**)

Yes - If you elect to pay less than your outstanding balance you will be charged an additional, non-refundable fee of \$2.75

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

Card Type:	<input type="text" value="Select Card Type"/>
Card Number:	<input type="text"/>
Card Expiration Date:	<input type="text" value="select month"/> <input type="text" value="select year"/>
Card ID (CVV2/CID) Number:	<input type="text"/> 
Name as on Card:	<input type="text"/>
Card Holder's Email Address	<input type="text"/> So we can email a receipt
Card Billing Address:	<input type="text"/>
Card Billing City	<input type="text"/>
Card Billing State	<input type="text" value="AL"/>
Card Billing Zip Code (5 digits only):	<input type="text"/>

3. Select the payment preference. If you select to **make a partial payment**, you will pay a minimum \$44 fee, per exam, for all AP exams that the student is registered to complete. For partial payments, Total Registration charges an additional, non-refundable \$2.75 fee.

Enter the card information to complete payment.

*\*Please see the previous page for information concerning paying the balance in full.*

# Making an Online Payment for AP Exams

## Refund Policy

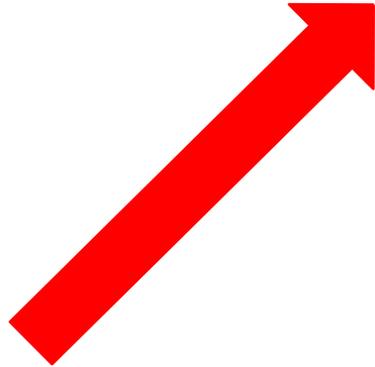
We understand that on rare occasions students must cancel an exam. Here is our refund policy:

Students who cancel an exam by Mon - May 23, 2022 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam canceled).

After Mon - May 23, 2022 there are no refunds.

Late fees are nonrefundable.

\* I have read and agree to the refund policy



4. To submit an online payment, select that you have read and understood the refund policy and click the **NEXT** button.

You will receive a confirmation page after completing this step.

# Making Payments By Mail for AP Exams



\*Students that indicate in Total Registration that they receive Free/Reduced Lunch must be approved for the fee reduction by the campus prior to being able to make a payment for AP exams.



*Families must complete and qualify using the Free/Reduced Meal Application through the EMS ISD Child Nutrition Department to be eligible for benefits.*

\*Please allow 24 hours for approval.

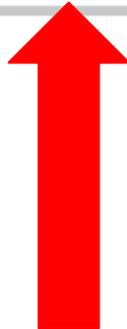


## Payment Information

We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

\*- Required

<b>How will you pay your AP exam fees</b>	<input type="radio"/> Credit or Debit Card Online Now
	<input checked="" type="radio"/> Pay By Mail/Pay Online Later Today
<b>Payers Information</b>	First Name: <input type="text" value="Sample"/>
	Last Name: <input type="text" value="Parent"/>
	Address: <input type="text"/>
	City: <input type="text"/>
	State: <input type="text" value="Select"/>
	Zip: <input type="text"/>



# Making Payments By Mail for AP Exams

1. Select **Pay by Mail** and enter the "Payer's Information" (the person paying for the exam). The payer may be a parent/guardian, or a student.

## Preview Page

\* - Required

[Edit](#)

### Student Information

First Name	Cathy
Last Name	Test Student
Student ID	000000
Grade Level	12
Sex	Female
Cell Phone	(123) 456-7891 Carrier:
Do you qualify for Free or Reduced lunch by submitting application to the EMS Child Nutrition office?	No
Are you eligible for testing accommodations?	
If approved for accommodations by the College Board, what is your SSD Number?	

[Edit](#)

### Parent/Guardian Information

First Name	Sample
Last Name	Parent
Email	momtest@test.com
Cell Phone	(123) 456-7891 Carrier:

[Edit](#)

### AP Exams

World History		
Thu - May 12, 2022 8:00 AM.		

2. Review all information for accuracy, then select that you have read and understood the refund policy and click the **Next** button.

# Making Payments By Mail for AP Exams

How will you pay your AP exam fees? Pay By Mail

### Payment Details

World History Fees:	\$91.00
Total Fees:	\$91.00
Net Payable Amount:	\$91.00

### Refund Policy

We understand that on rare occasions students must cancel an exam. Here is our refund policy:

- Students who cancel an exam by Mon - May 23, 2022 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam canceled).
- After Mon - May 23, 2022 there are no refunds.
- Late fees are nonrefundable.

\* I have read and agree to the refund policy

Next



# Making Payments By Mail for AP Exams

### 3. Send check or money order along with a printed copy of the Payment Stub to:

Total Registration LLC  
PO Box 398  
El Dorado Springs, CO 80025

*\*Checks or money orders must be  
made payable to Total  
Registration, LLC.*

*\*The reference number included in  
the payment details needs to be  
included on the memo of the  
check.*

*\*Do not send cash.*

#### You Must Enroll Your AP Courses With The College Board

Please visit the College Board's website right now in order to enroll your AP Courses if you have not already done so. Exams will only be ordered if they are enrolled with the College Board. Please visit [MyAP.CollegeBoard.org](https://MyAP.CollegeBoard.org) and log in with your existing College Board account used for previous AP, PSAT or SAT exams or create a new account if you do not have an existing College Board Account.

You will need the following Join Codes to enroll in your AP classes.

Exam	Teacher	Period	Join Code
World History			

#### Payment Details

Ref#	326884741
World History Fees	\$91.00
Total Fees:	\$91.00
Net Payable Amount:	\$91.00
Balance Due:	\$91.00

#### Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf)	<a href="#">Download</a>
Print and Mail your Payment Stub (.pdf) with your payment	<a href="#">Download</a>

[Home](#)

# Paying Remaining Balances and Cancelling Exams

Once logged in to Total Registration, students will have access to a home page where they can pay the remaining balance on the account and cancel any exams, if needed.



# Total Registration Student Home Page

## Announcements

Students who have registered for exams using Total Registration can edit their registrations, add exams and reprint confirmations here.

Students who have created logins, but have not selected exams, may do so below.

**If you are NOT Cathy Test Student**, please log out and start again!. Siblings must use a unique login/email.

## Account Functions

[Change schools](#) - Allows you to register for exams at a different school.  
[Student's Account History](#) - Exams, Locations, Fees, Payments, Refunds, etc.  
[Change Password](#)- Choose a new password  
[Student Testing Schedule](#)



## 2022 AP Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)

[Register for 2022 AP Exams](#) - Need to register or add another exam?

[Exam Cancellation Request](#) - **All Cancellations must be approved by the school.** Exams will be canceled only if they are approved.

[Reprint a Confirmation](#) - Access your registration confirmation page

Logout

Use the links on the home page to complete different tasks:

- *Register for Additional Exams*
- *Make a Payment*
- *Cancel Exams*
- *Reprint Student Confirmation*

Follow the prompts after clicking the links to complete any actions on your account.

# Campus Contact Information

Boswell High School  
Virginia Guilbeau  
[vguilbeau@ems-isd.net](mailto:vguilbeau@ems-isd.net)



Chisholm Trail High School  
Melissa Cordova  
[mcordova@ems-isd.net](mailto:mcordova@ems-isd.net)



Saginaw High School  
Cathy Bradshaw  
[cbradshaw@ems-isd.net](mailto:cbradshaw@ems-isd.net)

