



EMS ISD Total Registration User Guide

Use this guide to help you register and make payments for your
2020-2021 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

Chisholm Trail HS

www.TotalRegistration.net/AP/442594



Saginaw HS

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

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.

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 Sample Student, please log out and start again!. Siblings must use a unique login/email.

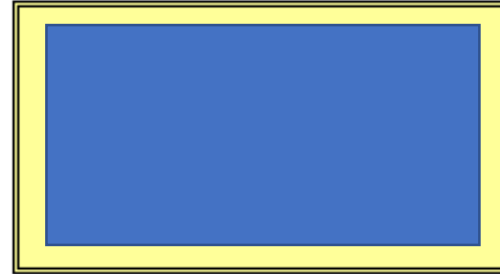
Account Functions

[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](#)



2021 AP Exam Registration

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

[Register for 2021 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

Login Instructions for Existing Users

3. Once logged in, click the **Register for 2021 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

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="text"/> 8-16 characters (letters or numbers)
Re-Enter Password:	<input type="text"/>
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.

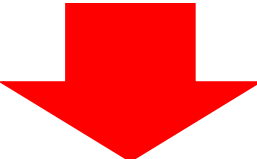
Next



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 receive free/reduced lunch on your campus, please select **Yes. Select Yes if you are unsure. To receive the reduced exam fee, you must say Yes to this question and be approved. Approval is based on enrollment in the f/r lunch program.*

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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.*

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 



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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.

AP Course Information

* - Required

Reset

Click the "Reset" button to clear all the exam and teacher selections.

<input type="checkbox"/> 2-D Art and Design Fri - May 7, 2021 8:00 PM	<input type="radio"/> [Redacted] - 4th Period
<input type="checkbox"/> 3-D Art and Design Fri - May 7, 2021 8:00 PM	<input type="radio"/> [Redacted] - 4th Period
<input type="checkbox"/> AP Research Fri - Apr 30, 2021 8:00 PM	<input type="radio"/> [Redacted] - 2nd Period <input type="radio"/> [Redacted] - 5th Period
<input type="checkbox"/> AP Seminar Tue - May 11, 2021 7:15 AM	<input type="radio"/> [Redacted] - 3rd Period <input type="radio"/> [Redacted] - 6th Period
<input type="checkbox"/> Art History Thu - May 6, 2021 11:30 AM	<input type="radio"/> [Redacted] - 7th Period
<input type="checkbox"/> Biology Fri - May 14, 2021 7:15 AM	<input type="radio"/> [Redacted] 1st Period <input type="radio"/> [Redacted] 2nd Period <input type="radio"/> [Redacted] 3rd Period

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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

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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.



*Please allow 24 hours for approval.

Making an Online Payment for AP Exams

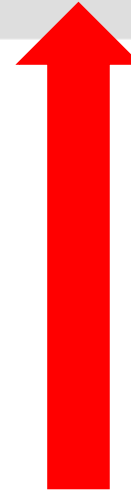
We do NOT recommend using a Prepaid, Gift, or Cash Card. If you choose to use one of these cards you must retain the card when it has been used up as we will refund this card in the unlikely event of a future refund.

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

Fee Information

2-D Art And Design Exam Fee	\$90.00
Biology Exam Fee	\$90.00

Payment Information

Balance Due


Total Balance Due:	\$180.00
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Credit Card Information

Would you like to make a partial payment?	<input checked="" type="radio"/> No - Pay the Entire Balance (Recommended) <input type="radio"/> Yes - If you elect to pay less than your outstanding balance you will be charged an additional, non-refundable fee of \$2.75
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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:	Select Card Type ▾
Card Number:	<input type="text"/>
Card Expiration Date:	select month ▾ 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"/>
Card Billing Address:	<input type="text"/>
Card Billing Zipcode (5 digits):	<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

Partial Payment Amount \$ A Minimum Payment of \$ 88.00 is required

Partial Payment Processing Fee (Defrays the cost of processing multiple payments) \$2.75

Total Amount Being Charged \$90.75

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:

Card Number:

Card Expiration Date:

Card ID (CV2/CID) Number: 

Name as on Card:

Card Holder's Email Address:

Card Billing Address:

Card Billing Zipcode (5 digits):

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

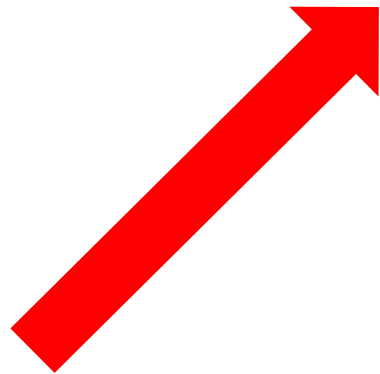
We understand that on rare occasions students must cancel an exam. Here is our refund policy:

Students who cancel an exam by Fri - Mar 5, 2021 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam cancelled).

After Fri - Mar 5, 2021 there are no refunds.

I have read and understand the refund policy

PayNow



4. To submit an online payment, select that you have read and understood the refund policy and click the **Pay Now** 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 payment for AP exams.

*Please allow 24 hours for approval.




Making Payments By Mail for AP Exams

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

How will you pay your AP exam fees	<input type="radio"/> Credit or Debit Card Online Now - Test Mode registrations should select to pay by mail <input checked="" type="radio"/> Pay By Mail/Pay Online Later Today
Payers Information	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"/>

Previous

Next



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	Sample
Last Name	Student
Student ID	012345
Grade Level	9
Sex	Female
Which language do you know best	English
Cell Phone	(111) 111-1111 Carrier:
Do you receive free or reduced lunch at CTHS?	No
Are you eligible for testing accommodations?	No
If approved for accommodations by the College Board, what is your SSD Number?	

[Edit](#)

Parent/Guardian Information

First Name	Sample
Last Name	Parent
Parent or Guardian Email	sampleparent@gmail.com
Cell Phone	(111) 111-1111 Carrier:

[Edit](#)

AP Exams

2-D Art and Design Fri - May 7, 2021 8:00 PM.	
Biology Fri - May 14, 2021 7:15 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

[Edit](#)

AP Courses - No Exam

[Edit](#)

Transfer Student

Payment Details

2-D Art and Design Fees:	\$90.00
Biology Fees:	\$90.00
Total Fees:	\$180.00
Net Payable Amount:	\$180.00

Refund Policy

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

- Students who cancel an exam by Fri - Mar 5, 2021 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam canceled).
- After Fri - Mar 5, 2021 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
2-D Art and Design		4th Period	
Biology		1st Period	

Payment Details

Ref#	326676708
2-D Art and Design Fees	\$90.00
Biology Fees	\$90.00
Total Fees:	\$180.00
Net Payable Amount:	\$180.00
Balance Due:	\$180.00

[Please Click to Login in School Admin](#)

Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf)	Download
Print and Mail your Payment Stub (.pdf) with your payment	Download

[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

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

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

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

[Student Testing Schedule](#)

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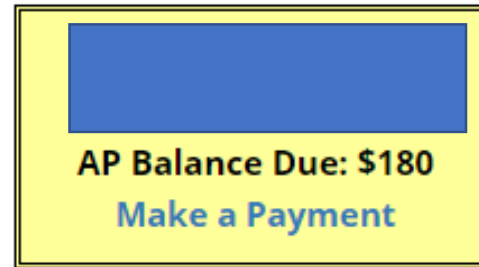
[Register for 2021 AP Exams](#) - Need to register or add another exam?

[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



Chisholm Trail High School
Melissa Cordova
mcordova@ems-isd.net



Saginaw High School
Cathy Bradshaw
cbradshaw@ems-isd.net

