



EMS ISD Total Registration User Guide

- Use this guide to help you register and make payments for your 2023-2024 AP exams.
- Students at Boswell, Chisholm Trail, and Saginaw High Schools utilize Total Registration for AP exam ordering and payment.
- Total Registration is **ONLY** the payment portal.
 - *Myap.collegeboard.org is the official site for indicating yes you want to order an exam.*

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:	
* Student's First Name:	
* Student's Last Name:	
Student ID	

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



* - Required

* Student's Email:	
* Student's First Name:	
* Student's Last Name:	
Student ID	

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):	
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 Tester**, 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](#)

[Make a Payment](#)

2024 AP Exam Registration

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

[Register for 2024 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 2024 AP Exams** link from the Total Registration home page.

Login Instructions for New Users

* - Required

* Student's Email:	
* Student's First Name:	
* Student's Last Name:	
Student ID	

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:	Samplestudent@ems-isd.net
Please Re-Enter email:	
Create a Password:	8-16 characters (letters or numbers)
Re-Enter 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:	
Password Reset Challenge Answer:	
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

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](#)

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

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

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

**Your specific high school should be listed.*

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

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.

Student Information

* - Required

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

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 Child Nutrition program for free/reduced lunch.*

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		
* Last Name		
* Parent or Guardian Email		
Cell Phone		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.



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

☐ 2-D Art and Design Fri - May 10, 2024 8:00 PM	☐	
☐ 3-D Art and Design Fri - May 10, 2024 8:00 PM	☐	
☐ AP Research Tue - Apr 30, 2024 11:59 PM	☐	
☐ AP Seminar Tue - May 7, 2024 11:30 AM	☐	
☐ Biology Thu - May 16, 2024 11:30 AM	☐	
☐ Calculus AB Mon - May 13, 2024 7:15 AM	☐	



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

Previous

Next

Exam Details

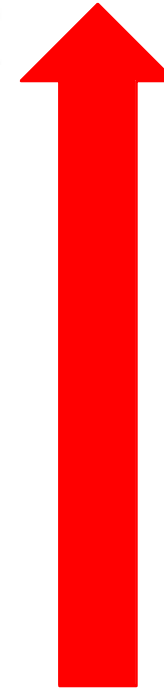
* - Required

2-D Art and Design - [] - 4th Period	☐ Taking Exam ☐ Not Taking Exam - Only enrolling in the course
Biology - [] 1st Period	☐ Taking Exam ☐ 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

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.
2. **If completing Total Registration in your AP Class, you will need to choose Pay By Mail, so you are able to complete ALL registration steps. Once you are ready to pay, you will choose Credit or Debit Card once you log back into the portal.

Payment Method

How will you pay your AP exam fees? Credit or Debit Card

Fee Information

World History Exam Fee

Late Fee \$0.00

Payment Information

Balance Due

Total Balance Due: \$93.00

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: Select Card Type ▼

Card Number:

Card Expiration Date: select month ▼ select year ▼

Card ID (CVV2/CID) Number:

Name as on Card:

Card Holder's Email Address

Card Billing Address:

Card Billing Zipcode (5 digits):

Making an Online Payment for AP Exams



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.*

Payment Method	
How will you pay your AP exam fees?	Credit or Debit Card

Fee Information	
World History Exam Fee	
Late Fee	\$0.00

Payment Information	
Balance Due	
Total Balance Due:	\$93.00

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
Partial Payment Amount	\$
Partial Payment Processing Fee (Defrays the cost of processing multiple payments)	\$
Total Amount Being Charged	\$

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:	
Card Expiration Date:	select month ▼ select year ▼
Card ID (CVV2/CID) Number:	
Name as on Card:	
Card Holder's Email Address	
Card Billing Address:	
Card Billing Zipcode (5 digits):	

Making a *Partial* Online Payment for AP Exams



3. Select the payment preference. If you select to **make a partial payment**, you will pay the minimum fee per exam. 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.*

Refund Policy

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

Refund Policy for exams for courses beginning prior to Nov 16, 2023

This will be applicable to the following exams: **World History**

Students who cancel an exam by Fri - Nov 10, 2023 are entitled to a full refund of the exam fee.

Students who cancel an exam by Wed - Mar 6, 2024 are entitled to a refund of the exam fee minus a cancellation fee of \$44.00 (per exam cancelled).

After Wed - Mar 6, 2024 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 **NEXT** button.

You will receive a confirmation page after completing this step.

Finalizing Online Payments for AP Exams



Reduced Fee Information

- 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.

Your Registration is complete, but we cannot provide a final confirmation page with your balance due until your fee waiver has been approved/denied.

[Refund Policy](#) [AP Policy](#)

Attention! You have some exams pending approval as you answered Yes to Do you qualify for Free or Reduced lunch by submitting application to the EMS Child Nutrition office?. You cannot pay your balance or print a confirmation until Saginaw High School approves/denies your request.

[Home](#)

- **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. Once waiver is approved, payments can be made.

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.

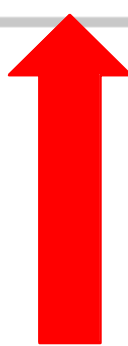
* - Required

How will you pay your AP exam fees	☐ Credit or Debit Card Online Now ☒ Pay By Mail/Pay Online Later Today
Payers Information	First Name: Sample
	Last Name: Parent
	Address:
	City:
	State: Select
	Zip:

Previous

Next

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 **Pay Now** button. In next window, you will need to download the Payment Stub to print and mail with your payment.

Making Payments by Mail for AP Exams

Payment Method

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

World History Exam Fee	
Late Fee	

Payment Information

Balance Due

Total Balance Due:	\$93.00
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- After Wed - Mar 6, 2024 there are no refunds.

I have read and understand the refund policy ☐

[PayNow](#)

Print and Save your Registration Confirmation Documents

Registration Confirmation Page (.pdf)	Download
Payment Stub (.pdf)	Download

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.*

Save a stamp and time, pay with a debit or credit card by logging in at www.student.TotalRegistration.net



Total Registration - AP Exam Fee Payment Stub

Thank you for registering for AP exams with Total Registration, LLC. Your registration has been recorded, but will not be complete until payment has been received. All unpaid registrations will be cancelled.

Please make checks, cashier's checks and money orders payable to **Total Registration, LLC**. Mail this page and payment to:

If you wish to make a partial payment (payment less than the Balance Due), you may do so. All partial payments will be assessed an additional, non-refundable Partial Payment Processing Fee of \$2.75. If making a partial payment, the minimum payment is \$0.00.

Total Registration, LLC
PO Box 398
Eldorado Springs, CO 80025

Please include your reference number **327393414** on the memo line of your check.

Once your payment is received we will email you a receipt.

Student Info

Student Name	Tester, Cathy
Reference #	327393414
School	Saginaw High School
CEEB	446087

Fee Info

Exam Fees	\$0.00
Late Fees	\$0.00
Total Payments	\$0.00
Balance Due	\$93.00

Please direct questions regarding payments to payments@TotalRegistration.net

Please direct any exam registration questions to Saginaw High School's AP Coordinator - Cathy Bradshaw, cbradshaw@ems-isd.net.

If a check made payable to Total Registration is returned as dishonored or non-sufficient funds (NSF) an additional charge of \$25.00 will be levied and payment must be resubmitted or the exam registration will be canceled.

Please include this Payment Stub with your payment.



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.
- Remaining balances must be paid in full by February 16, 2024.
- *A cancellation request requires approval from the campus CCRS and AP teacher.*



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 Tester , 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](#)

AP Balance Due:
[Make a Payment](#)

2024 AP Exam Registration

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

[Register for 2024 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

- Cree Magill
- cmagill@ems-isd.net

Chisholm Trail High School

- Melissa Cordova
- mcordova@ems-isd.net



Saginaw High School

- Cathy Bradshaw
- cbradshaw@ems-isd.net