

# AP EXAM Registration & Payment INFORMATION

ALL REGISTRATION & PAYMENT WILL BE ONLINE  
Please go to: <https://user.totalregistration.net/AP/053520>  
Also available on the Front page of the North High Website  
Registration will be OPEN on Friday, 02/15/19 @ 5 PM.  
Registration will CLOSE on Friday, 02/24/19 @ 11 PM.

## STEPS TO REGISTER AND PAY FOR EXAMS: 1 week to register and 3 days to pay for exams through Total Registration.

1. Go online to <https://user.totalregistration.net/AP/053520> and register for every AP test you will be taking.
2. Pay online by credit/debit card or mail a check/money order.
  - If paying by check/money order, make it out to **Total Registration, LLC**. Write one check/money order for ALL exam fees at once. (ex: 3 tests = \$300)
  - Make sure to include these items on the memo line:
    - students name
    - student's reference number (given during registration)
  - Print out a Total Registration receipt (confirmation page) and submit to Mrs. Burris (W6).
  - Keep one copy of your receipt for your own records.

Default Login:  
Username= Student ID #  
(all 8 digits- Ex. ID#555111 would be 55511100 and  
1005555 would be 1005550- add one or two zeros  
after ID# to make it 8 digits)

If you have any questions or need help registering, see Mrs. Burris in W6 or email her @ [burris.rachel@tusd.org](mailto:burris.rachel@tusd.org). (Saxon Time sessions to register will also be available on February 19th and 21st.)