

AP EXAM REGISTRATION PROCESS

24/25 ACADEMIC YEAR



College Board

STEP 1 COLLEGE BOARD

- Acquire “Join Code” from AP Teacher.
- Login/Create a: College Board account.
- When creating account use an active personal email account. Not a school email address.
- Even if you are not planning to test, you still need to join. Email Mrs. Long at dmlong@capousd.org if you are not planning on testing.



STEP 2 TOTAL REGISTRATION

- All Payments are made through the Total registration website.
- Login/Create a: Total Registration account.
- Choose exam(s) and complete payment.
- Regular registration runs 9/3 - 11/1. Any registrations made after this will charged a \$40 late fee, per exam.
- Late Registration ends: 3/4/25 at noon.



STEP 3 BLUEBOOK

- Bluebook will be used to take your AP Exams.
- Prior to TEST DAY please ensure that you have Bluebook installed on your District Issued Chromebook.
- Please go to: Bluebook Installation Instructions for Chromebook device requirements and accessibility features.



TEST DAY PREPARATIONS

- **CONGRATULATIONS!** on Registering your AP exam(s) through College Board and paying for your selected exams through Total Registration.
- Remember, only CUSD issued Chromebooks may be used to take AP Exams. The Chromebook must be registered to the student taking the AP exam(s). Borrowed Chromebooks will not be accepted.
- Please ensure that your school issued Chromebook is fully charged and ready to go on test day. Please bring charger cord, as we are limited on the extra cords we will have on hand.
- **GOOD LUCK!** Not that you're going to need it, because you so totally ROCK!!