



# 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](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)
- **Eagle Mountain HS**  
• [www.TotalRegistration.net/AP/676471](http://www.TotalRegistration.net/AP/676471)



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# How to Log In

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- 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](#)



## 2023 AP Exam Registration

[Edit Student/Parent Info](#) - Edit any of your contact information here (Emails, Address, Phone, etc)  
[Register for 2023 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 2025 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

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- 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	<input type="text" value="Sample"/>
* Last Name	<input type="text" value="Student"/>
* Student ID	<input type="text" value="012345"/>
* Grade Level	<div>Select ▼</div>
* Sex	<div><input type="radio"/> Female</div> <div><input type="radio"/> Male</div> <div><input type="radio"/> Other</div>
* Which language do you know best	<div><input type="radio"/> English</div> <div><input type="radio"/> English and Another Language</div> <div><input type="radio"/> Another Language</div>
* Cell Phone	<div><input type="text"/></div> <div>Select ▼</div>
* Do you receive free or reduced lunch at CTHS?	<div><input checked="" type="radio"/> No</div> <div><input type="radio"/> Yes</div>
Are you eligible for testing accommodations?	<div><input type="radio"/> No</div> <div><input type="radio"/> Yes</div>
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 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	<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.



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

<input type="checkbox"/> 2-D Art and Design Fri - May 10, 2024 8:00 PM	<input type="radio"/>	
<input type="checkbox"/> 3-D Art and Design Fri - May 10, 2024 8:00 PM	<input type="radio"/>	
<input type="checkbox"/> AP Research Tue - Apr 30, 2024 11:59 PM	<input type="radio"/>	
<input type="checkbox"/> AP Seminar Tue - May 7, 2024 11:30 AM	<input type="radio"/>	
<input type="checkbox"/> Biology Thu - May 16, 2024 11:30 AM	<input type="radio"/>	
<input type="checkbox"/> Calculus AB Mon - May 13, 2024 7:15 AM	<input type="radio"/>	



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

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## Exam Details

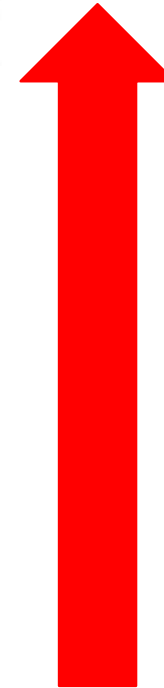
\* - Required

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

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\*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.

### Payment Method

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

### Fee Information

World History Exam Fee \$93.00

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	\$93.00
Late Fee	\$0.00

Payment Information	
Balance Due	
Total Balance Due:	\$93.00

Credit Card Information	
Would you like to make a partial payment?	<input type="radio"/> No - Pay the Entire Balance ( <b>Recommended</b> )
	<input checked="" 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
Partial Payment Amount	\$ 44.00 A Minimum Payment of \$ 44.00 is required
Partial Payment Processing Fee (Defrays the cost of processing multiple payments)	\$2.75
Total Amount Being Charged	\$46.75

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:	<input type="text"/>
Card Expiration Date:	select month ▼ select year ▼
Card ID (CV2/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"/>

# Making a *Partial* Online Payment for AP Exams



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.*

### 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

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- \*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

How will you pay your AP exam fees	<input type="radio"/> Credit or Debit Card Online Now <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"/>
<div>PreviousNext</div>	



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.		
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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	\$93.00
Late Fee	\$0.00

### Payment Information

#### Balance Due

Total Balance Due:	\$93.00
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### Refund Policy

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

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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)	<a href="#">Download</a>
Payment Stub (.pdf)	<a href="#">Download</a>

# 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](http://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	\$93.00
Late Fees	\$0.00
Total Payments/Waivers	\$0.00
<b>Balance Due</b>	<b>\$93.00</b>

Please direct questions regarding payments to [payments@TotalRegistration.net](mailto:payments@TotalRegistration.net)

Please direct any exam registration questions to Saginaw High School's AP Coordinator - Cathy Bradshaw, [cbradshaw@ems-isd.net](mailto: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 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](#)



## 2023 AP Exam Registration

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

[Register for 2023 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**

- Jaime Morgan
- [jmorgan01@ems-isd.net](mailto:jmorgan01@ems-isd.net)

## **Chisholm Trail High School**

- Meredith Birdwell
- [mbirdwell@ems-isd.net](mailto:mbirdwell@ems-isd.net)

## **Saginaw High School**

- Carrie D'Amico
- [cdamico@ems-isd.net](mailto:cdamico@ems-isd.net)

## **Eagle Mountain High School**

- Renata Schlotzhauer
- [rschlotzhauer@ems-isd.net](mailto:rschlotzhauer@ems-isd.net)