

## INSTRUCTIONS FOR REGISTERING FOR EITHER THE SAT AND/OR ACT

PLEASE follow these instructions carefully – once you are **ISSUED** a waiver, it is considered **USED**. **It is YOUR RESPONSIBILITY to upload your photo & print out your ADMISSION TICKET,** which is verification that you are, INDEED, registered for the exam. Students are allowed 2 SAT testing waivers & 2 ACT testing waivers. Once, registered & ideally tested, students may receive a total of up to 8 college application waivers.

### TO REGISTER FOR THE SAT:

- Go to the website [www.sat.collegeboard.com](http://www.sat.collegeboard.com)
- Click REGISTER & select the date for which you are registering and then click REGISTER NOW on the far right.
- If you already have an account with collegeboard.com, enter your user name & password.
- If you do NOT have an account, click SIGN UP on the right and create an account. **MS. GILMAN DOES NOT KNOW YOUR USER NAMES PASSWORDS** – if you have forgotten yours or cannot get into your account YOU must contact The College Board & have them assess the problem & possibly issue you your password. The toll free number to do this is: 1-866-756-7346.
- Students will be prompted to provide an acceptable photo. The photo that students provide will become part of their Admission Ticket. Students receive information both online and in print with their registration materials about how to choose and submit an acceptable photo.
- **CODES/INFORMATION NEEDED to complete registration...**

**Test type** – SAT with essay or SAT without essay. **MOST 4-YEAR INSTITUTIONS WILL REQUIRE /PREFER THE STUDENT TAKE THE ESSAY PORTION...it is best to register WITH ESSAY.** SOME colleges/universities for SOME majors will require an applicant to take the SAT Subject Area Test. As you research your schhol9s) & explore your major(s), you will see if SAT Subject Area exams are required of you.

**Your high school code**, Coral Reef’s 101-199, this is to insure WE receive your score.

**Your test center code**, WHERE you’re going to actually TAKE the test. You can simply type in CORAL REEF SENIOR HIGH SCHOOL and select that option

**Colleges/universities’ codes or names** so they will receive yours score it is a good...**NO, IT IS AN EXCELLENT** idea to request your scores be sent to the school(s) you are applying to. You may send them to **4 schools for free (up to 8 with a fee waiver!)** at the time of registration. **AFTER TAKING THE TEST**, you will be charged for having scores sent to EACH SCHOOL (\$11.25 per school, regular delivery; \$30 per school, rush delivery) ...so *save time AND money by doing this at the time of registration.*

**Fee waiver code (if you are eligible)** – this code is highlighted for you on the attached card; all SAT 12-digit waiver codes begin with “101199... then you simply add the rest of the pre-printed code from the card.
- **UPLOAD AN ACCEPTABLE PHOTO AS PER INSTRUCTIONS!!!!!!!**
- At this point you should be done & instructed to print your Admission ticket. **AGAIN, IT IS YOUR RESPONSIBILITY TO PRINT THIS TICKET.** You may print it at any time prior to the test date by going back into your account (with your user name & password...SO KEEP THAT HANDY!!!) and selecting PRINT ADMISSION TICKET. This Admission ticket is vital to have on test day as it will not only get you into the test center, but it also has your registration number on it & you will need that for your answer documents.

## **TO REGISTER FOR THE ACT:**

- Go to the website [www.actstudent.org](http://www.actstudent.org)
- Click SIGN UP/LOGIN
- If you already have an account with actstudent.org, enter your user name & password.
- If you do NOT have an account, click SIGN UP on the right and create an account. **MS. GILMAN DOES NOT KNOW YOUR USER NAMES PASSWORDS** – if you have forgotten yours or cannot get into your account YOU must contact ACT & have them assess the problem & possibly issue you your password. The toll free number to do this is: 1-800-553-6244, ext. 1270.
- Students will be prompted to provide an acceptable photo with their registration for all ACT exams administered in the 2016-17 academic year. The photo that students provide will become part of their Admission Ticket. Students receive information both online and in print with their registration materials about how to choose and submit an acceptable photo.
- **CODES/INFORMATION NEEDED to complete registration...**  
**Your high school code**, Coral Reef's code is 101-199, this is to insure WE receive your score.  
**Your test center code**, WHERE you're going to actually TAKE the test. You can simply type in CORAL REEF SENIOR HIGH SCHOOL and select that option.  
**Colleges/universities' codes or names** so they will receive yours score it is a good...NO, IT IS AN EXCELLENT idea to request your scores be sent to the school(s) you are applying to. You may send them to **4 schools for free** at the time of registration. AFTER TAKING THE TEST, you will be charged for having scores sent to EACH SCHOOL (\$12 per school, regular delivery; \$15 per school, rush delivery)...so save time AND money by doing this at the time of registration.  
**Fee waiver code (if you are eligible)** – this code is highlighted for you on the attached sheet.
- **UPLOAD AN ACCEPTABLE PHOTO AS PER INSTRUCTIONS!!!!!!!!!!**
- At this point you should be done & instructed to print your Admission ticket. **AGAIN, IT IS YOUR RESPONSIBILITY TO PRINT THIS TICKET.** You may print it at any time prior to the test date by going back into your account (with your user name & password...SO KEEP THAT HANDY!!!) and selecting PRINT ADMISSION TICKET. This Admission ticket is vital to have on test day as it will not only get you into the test center, but it also has your registration number on it & you will need that for your answer documents.

## **TO SUBMIT A COLLEGE APPLICATION FEE WAIVER**

Most college & universities prefer students submit their application online as it makes the whole process easier & faster. You may do so AND still pay your application fee with a fee waiver. At the end of the application process, you will be asked how you would like to pay your application fee: check, money order or credit card. **SAT & the College Board now make those waivers available to you via your online account.** Once your scores are available – so are your waivers! You must still see Ms. Gilman for your 4 ACT application waivers. When paying with a fee waiver, select **CHECK OR MONEY ORDER** and simply mail them the paper waiver you are issued in place of the check or money order. You may also include any other supplemental items the school requests along with the waiver. These items may include: letter(s) of recommendation, essay, and resume or residency documentation. Keep in mind, students are allotted 4 application waivers on behalf of SAT and 4 application waivers on behalf of ACT...what that means is...the student **MUST HAVE ACTUALLY REGISTERED FOR AND, IN A PERFECT WORLD, ALREADY TAKEN THE TEST(S).**