

# ALCONBURY STUDENTS REGISTERING FOR THE SAT ON-LINE

Go online to [www.collegeboard.com](http://www.collegeboard.com)

## INTRO PAGE

Click on Registration Online For SAT

## SAT REGISTRATION PAGE

- Click on Register Now

## SIGN IN PAGE

- If you have an account with College Board then sign in with your User Name and Password and skip down to SAT REGISTRATION AND SCORES
- If you do not have an account click Sign Up on the bottom right corner

## SIGN IN PAGE II

- Select student and then click the submit button

## SIGN IN PAGE III

### Step 1 : Enter Your Information

- Complete the profile
- Select Outside the US and Overseas phone numbers do not work

### Step 2: Select User Name and Password

- Make sure you make note of them somewhere

### Step 3: Connect to College Board Services

- Your option

## SAT PERSONAL INFORMATION

- Complete the information
- Under address use APO for City and select the AE or American Forces Canada... in the pull down options for State
- Do not complete the Outside the US; address blanks and British phone numbers do not fit.

## SAT QUESTIONNAIRE

- This is a five-page questionnaire where you must complete some of the fields but not all.

## SAT REGISTRATION and SCORES

- Select button for **NEW REGISTRATION** (You may also choose to Edit Your Questionnaire at this time)

## SAT TERMS AND CONDITIONS

- You must review this material and check "I agree to the SAT Terms and Conditions above".
- Click **Save and Continue**

## Registration

### CHOOSE YOUR TEST : STEP 1 OF 8

- TEST & TEST CENTER LOCATION
  - Select **SAT I or SAT II**
  - Select Test Center Location **OUTSIDE US**
  
- YOUR HIGH SCHOOL
  - Select Grade Level
  - Select **Don't see your school listed? Search for it.**
    - New Screen
    - Select **Search by Code**
      - Fill in **575010** (AHS School Code) and select the **SEARCH** button
      - Search Results -
        - Highlight **Alconbury High School DOD**
        - **Select Add**
      - Select **Save & Continue** button
  
- FOR STUDENTS WITH DISABILITIES
  - Select NO or enter SSD Eligibility Code
  - Talk to a AHS Counselor if you are unsure
  
- FEE WAIVER
  - Select NO or talk to a AHS Counselor
  
- Select **Save & Continue** button

### CHOOSE TEST DATE : STEP 2 OF 8

- CHOOSE TEST DATE
  - Select the date desired and select **Save and Continue** button

### TEST SERVICES : STEP 3 OF 8

- TEST SERVICES
  - Read the information
  - Select **Yes** or **No**
  - Select **Save and Continue** button

### CHOOSE TEST CENTER: STEP 4 OF 8

- TEST CENTERS
  - Step 1: Select your first choice test center
    - Choose **Search for a Test Center**
      - New Screen
      - **Search by Code and enter 57164**
      - Select **Alconbury HS Huntingdon Cambridgeshi**
      - Select **Add** button
  - Step 2: Select your second-choice test center
    - **DO NOT** select a Second Choice there will always be available spaces
  - Select **Save and Continue** button

## SEND SCORES : STEP 5 OF 8

- SEND SCORES
  - Your test scores can be sent to up to four colleges as part of your test fee.
  - Click **add**
    - Search by Code (your counselor has the codes), or
    - Search by Name And Location
      - Select from the **Search Results** and ADD the college to your Send Scores To list.
      - You may add the recipients later, up to 9 days after the test date.
      - Select **Save and Continue** button

## RESOURCES : STEP 6 OF 8

- RESOURCES
  - This section offers materials that may be purchased from College Board
  - They are unchecked as the default selection
  - Select **Save & Continue**

## FINAL REVIEW : STEP 7 OF 8

- FINAL REVIEW
  - You can review your Registration Information and update if you desire
    - The cost should be \$43.00 for AHS students taking the SAT I
    - Complete the Credit Card Information
    - Select **Submit Payment** button or **Cancel**

## ADMISSION TICKET : STEP 8 OF 8

### CONFIRMATION AND ADMISSIONS TICKET

**\*\*Review and Print this screen and take the Admissions Ticket with you the day of the test**

**\*\*NOTE:** You can **CANCEL** at any point in the registration process and your information will be saved and can be completed at a later time.