



GOVERNOR LIVINGSTON HIGH SCHOOL
COUNSELING DEPARTMENT
PHONE: (908) 464-3100

Dear Students and Parents,

If you are taking one or more AP courses for the 2020-2021 school year, it is critical that you read this letter in its entirety, utilize the provided resources, and follow all directions carefully. Some of the information, through the **College Board** will need to be completed prior to the start of the school year. Also, new for the 2020-2021 school year, payment for AP exams will be completed online through **Total Registration (TR)**.

The deadline to registered for an AP exam and make payment is **Tuesday, November 10, 2020 at 3:00 PM**

By reviewing and completing the following steps, this will ensure that all students have the same opportunity to capitalize on the information provided, as well as properly follow the registration and payment processes offered through the College Board and Total Registration.

College Board Advanced Placement Student-Requirements

AP students must enroll online, through the College Board, in the AP classroom that is associated with their AP course at Governor Livingston High School. This classroom will allow your teacher(s) to provide specific resources to support your learning within the classroom and prepare you for the AP exam in May 2021. Your AP teacher will create an AP classroom for your specific class period to allow you to enroll by utilizing a section joint code during the first week of school. See this how-to: [Document For Students: Joining Your AP Class Section An assignment students receive from their AP teacher](#)

In order to obtain this access, it is required that you have your existing College Board account information (log-in and password) and iPad with you in class. Use this link to access - [Home - AP Students](#). **By the first day of school, you must have your College Board login and password information.** If you have any questions or trouble logging into your account, do not create a new College Board account, please contact the College Board directly: 1-888-225-5427.

NEW!!! Total Registration (TR)

This year we will be using an online payment process called Total Registration for AP exams. College Board and Total Registration communicate with each other to ensure that students complete all steps. Students must sign up for exams through the College Board; link to their AP classrooms; AND pay for their exams through Total Registration.

Once you have your Teacher provided sections you can begin the payment process by creating an account with Total Registration: <https://user.totalregistration.net/AP/310093>

You will be asked to create an account using the Students email and student ID.

- To get the student ID log into powerschool (<https://bhpsnj.powerschool.com/public/>)
- Select Demographic Information from the left hand side.
- Student Number will appear on that screen.
- Once you have created an account you will be prompted to select the AP exam/exams you would like to take as well as the Teacher/Section(s) that you are in.
- If you have any problems or questions Total Registration provides a Parent/student help section with different topics- you can get there by clicking on [Help for Students/Parents](#)

***If you are enrolled in AP US History I you will NOT take an AP exam this year; therefore, you do not need to complete Total Registration and pay for an exam. You will take the AP US History AP exam at the end of AP US History II.**

We look forward to working together to ensure the success of all of our students within the College Board and Total Registration process. Any questions, please contact the College Board directly and/or the school counseling department.

Sincerely,

GL Counseling Department

