## How to register to take the Accuplacer

- 1. Start by logging in to your MyFVTC account.
- 2. To sign in, enter your **Student ID** in the User ID field and then enter your **Password**. Click **Sign-On**.
  - If this is your first time logging into MyFVTC, you need to click Forgot ID or Password? to create your MyFVTC password.
- 3. Select Manage Classes, then Class Search/Add to Cart.
- 4. Make sure the correct term is selected--the term you will be taking the Accuplacer test, not when you will start classes.
- 5. Once you are in your correct term, type **Accuplacer** in the **Search For Classes keyword box**, then click **Enter**.

< MyFVTC	Class Search / Add to Cart
2017 Fall Fox Valley Technical College	ange Term
💳 View My Classes	Search For Classes ()
	Accuplacer
Y Shopping Cart	Additional ways to search Add by class number
<b>Q</b> Class Search / Add to Cart	▶ Favorites
Drop Classes	
View My Assignments	
Enrollment Dates	

Once you find a date/time that will fit in your schedule, click and the arrow on the right to select the test section.

Select a cla	ass option 🕧							Selected Filters 10	options
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular	22197 In Person Classroom	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Appleton Campus	To be announced	Open Seats 3 of 3	>

7. Review your selection and click Next.

× Exit		Class Sear	ch / Add to Cart		_	Next >
2017 Fall Post Secondary Fox Valley Technical College						
1 Review Class Selection Complete	Step 1 of 2: Review Class Selection					
2 Review and Submit Visited						
	Class	Session	Meeting Dates	Days and Times	Seats	
	A-Classroom Lecture/Demo/Disc 22197	Regular	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Open Seats 3 o	of 3

## 8. Click Add to Cart.

Step 2 of 2: Review and Submit					Add to Cart
CAREER 94100100A Accuplacer Testing-Chilton					
Class	Session	Meeting Dates	Days and Times	Seats	
A-Classroom Lecture/Demo/Disc 22197	Regular	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Open Seats 3 of 3	

9. Click Yes to submit, or No to return to review your class section.

10. Your class has been added to your shopping cart. Click the green **Go to Shopping Cart to complete enrollment** button.



11. Check the box next to the test section, then click **Enroll**.

Y	our Sh	opping Cart							Enre	Delet	e Validate
	Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
		Open	Type A 22197	TEAS VI Testing - Health Programs	Regular	Friday 8:00AM to 10:00AM	Appleton Campus	Staff	0.00	Open Seats 3 of 3	Change Preferences

- 12. Click **Yes** to confirm you would like to enroll.
- 13. Read the Financial Responsibility & Terms Agreement, click Done.
- 14. You may be asked for information that is required by the State of Wisconsin. Select the appropriate responses.
- 15. If there is a green check, you are enrolled in the test section. If there is a red x, you have NOT been enrolled. At this point you can click **Make a Payment** to pay for your test.

Ma	ike a Payment
<b>~</b>	CAREER 94100100A - Accuplacer Testing-Chilton

16. Click **View My Classes**, then **Print Class Schedule** to print your **Class Schedule**. Your Class Schedule will give you all the information regarding your Accuplacer test. Read your study list for all important information regarding your testing, room location, cost, and date/time of your test.

2017 Fall Post Secondary			
💳 View My Classes			By Class
<b>∵</b> Shopping Cart	Print Class Schedule	Buy Textbooks	Show Enrolled Classes
Q Class Search / Add to Cart	Frint Class Schedule	Duy lexibooks	view Account Details

## Sorry, late arrivals will not be accommodated. A current photo ID is required at the time of your test.