## 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.

6. 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 class option (i) |  |  |  |  |  |  |  | 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 <br> 8:00AM to 10:00AM | Appleton Campus | To be announced | Open Seats 3 of 3 | > |

7. Review your selection and click Next.

| $\times$ Ext | Class Search / Add to Cart |  |  |  |  | Next > |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2017 Fall <br> Post Secondary <br> Fox Valley Technical College |  |  |  |  |  |  |
| 1) Review Class Selection Complete | Step 1 of 2: Review Class Selection You have selected CAREER 94100100A Accuplacer Testing-Chilton Option Status Open |  |  |  |  |  |
| Review and Submit Visited |  |  |  |  |  |  |
|  | Class | Session | Meeting Dates | Days and Times | Seats |  |
|  | A-Classroom LectureDemolDisc 22197 | Regular | 09/15/2017-09/15/2017 | Friday 8.00AM to 10.00 AM | Open Seats 3 of 3 |  |

## 8. Click Add to Cart.

CAREER 94100100A Accuplacer Testing-Chilton

| Class | Session | Meeting Dates | Days and Times |
| :--- | :--- | :--- | :--- | :--- |
| A-Classroom Lecture/Demo/Disc 22197 | Regular | $09 / 15 / 2017-09 / 15 / 2017$ | Friday 8:00AM to 10:00AM |


|  |  |  |  |
| :--- | :--- | :--- | :--- |
|  | Add to Cart |  |  |
| Session | Meeting Dates | Days and Times |  |
| Regular | $09 / 15 / 2017-09 / 15 / 2017$ | Friday $8: 00 \mathrm{AM}$ to 10:00AM | Seats |

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.

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.
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Make a Payment
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CAREER 94100100A - Accuplacer Testing-Chilton
This class has been added to your schedule.
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.


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

