Registering to Take Tests in the Testing Center

SPRING Term 2016

In order to take tests in the Appleton Testing Center, you must first be enrolled in the Testing Center class in MyFVTC each semester.

1. Login to www.fvtc.edu
2. Click on MyFVTC at the top of the website.
3. Click on MYFVTC ACCOUNT on the left hand menu.
4. Sign in to your MyFVTC account
5. Click Add Classes from the Enrollment section on the left. Verify correct term selection (2016 Spring).

6. Type in class # 64265 and click Enter. Verify that you have chosen the correct class (COMMUNIC 94801003 - Testing Center) and click Next.

7. Click Proceed to Step 2 of 3.

8. Click Finish Enrolling.

9. If applicable, answer demographic questions by clicking on the spyglass to the right of the box provided and selecting the correct answer.

10. Click OK.

If the Status is Success, you are enrolled in the class. If the Status is Error, you have NOT been enrolled. Please contact Enrollment Services (920) 735-5645/Room E111 for assistance.