How to register to take the ACCUPLACER test (www.fvtc.edu/assessment):

1. Login 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 Re-set your MyFVTC password.

   - If needed, view tutorial on how to get a student ID and password

3. Click ⬤**Add Classes** from the Enrollment section on the left.

4. Make sure the correct term is selected--the term you will be taking the ACCUPLACER test, not when you will start classes.

   - If you are not activated for a term, click the **Change Term** button.

   - If your term is not listed, click **Add Term** and select your term.

   - Click **Continue**

   <p align="center">Official semester start/end dates:
   Spring term: January 1 - May 31
   Summer term: June 1 - July 31
   Fall term: August 1 - December 31</p>

5. Once you are in your correct term, click the green **Search** button located in the lower left section of your shopping cart information.

6. In the **Class Title Keyword** box, type in **ACCUPLACER Testing**

7. Choose the **Campus** you would like to test at from the drop down box
8. Click **Search**
9. Click the **View All Sections** link

View All Sections   First ◀ **1-3 of 32** ▶ Last

10. Find a date/time that works for you to test (verify campus location). Please keep in mind all sections available may not be in order, so make sure you scroll through all the dates.
11. Click the green **select class** button in the upper right portion of your chosen section
12. Verify section is correct and click **Next**
13. Your class has been added to your shopping cart; click the green **Proceed to Step 2 of 3** button
14. Click on **Finish Enrolling**
15. Read the payment information and click **OK**
16. You may be asked for information that is required by the State of Wisconsin. Click the Lookup 🔍 buttons to select appropriate responses.
17. If the **Status** is **Success** ✔ , you are enrolled in the class. If the **Status** is **Error X**, you have NOT been enrolled.

    View the message to the left for more information.
18. Click the **My Class Schedule** button.
19. Click **Print Class Schedule**-this will give you all the information regarding your ACCUPLACER test
20. Click the **Print** button

You are now registered to take the ACCUPLACER test. Read your study list for all important information regarding your testing, campus location, room location, cost, and date/time of your test. Sorry, late arrivals will not be accommodated.