

## 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**

### Official semester start/end dates:

Spring term: January 1 - May 31

Summer term: June 1 - July 31

Fall term: August 1 - December 31

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

The screenshot shows the 'Add Classes' page. At the top, there is a header 'Add Classes' with navigation icons. Below it, the section '1. Select classes to add' is displayed. A note states: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The current term is '2010 Fall 8/10/10 - 12/31/10 | Post Secondary | Fox Valley Technical College', with a 'change term' button. Below this is a shopping cart area with 'Open', 'Closed', and 'Wait List' options. The cart title is '2010 Fall 8/10/10 - 12/31/10 Shopping Cart' and the message says 'Your enrollment shopping cart is empty.' On the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'enter' button. Below that is a 'Find Classes' section with a 'Class Search' radio button and a 'search' button, which is circled in red.

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

Search Plan Enroll My Academics  
my class schedule add drop term information

Add Classes

Enter Search Criteria

Fox Valley Technical College | 2010 Fall (8/10/10 - 12/31/10)

Select at least 2 search criteria. Click Search to view your search results.  
If you enter Catalog Number or Class Number, no other criteria is required.

Class Search Criteria

Catalog Number is exactly (example: 12345678)

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time Meeting End Time (example: 1:00PM)

Day of Week include only these days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name is exactly

Class Number (example: 12345)

Class Title Keyword **accuplacer testing** (example: statistics)

Mode of Instruction

Campus  
Appleton Campus  
Chilton Regional Center  
Clintonville Regional Center  
Neenah Regional Center  
Oshkosh Riverside Campus  
Waupaca Regional Center  
Wautoma Regional Center

Return to Add Classes CLEAR CRITERIA **SEARCH**

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



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** , 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.*