

Registering to Take Tests in the Testing Center

SPRING Term 2017

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 page.
3. Click on  **MYFVTC ACCOUNT** on the left hand menu.
4. Sign In: Enter User ID and Password
5. Click **Add Classes** from the **Enrollment** section on the left.
Verify correct term selection (2017 Spring).
6. Type in class # 94147 and click **Enter**.
 - a. Verify that you have chosen the correct class: COMMUNIC 94801003 - Testing Center, located under 1. Select classes to add - Enrollment Preferences
 - b. Click **Next**.
7. Click **Proceed to Step 2 of 3**.
8. Click **Finish Enrolling**.
9. Payment Responsibility Agreement:
 - a. To authorize, click Ok (there is no fee for Testing Center class #94147)
10. *If applicable*, answer demographic questions by clicking the spyglass to the right of the box provided and selecting the correct answer.
11. Guided Independent Study Class notification, click **OK**.
12. Verify Status as Success.
 - a. If the **Status** is **Error**, you have NOT been enrolled. Please see a Testing Center staff member for assistance.