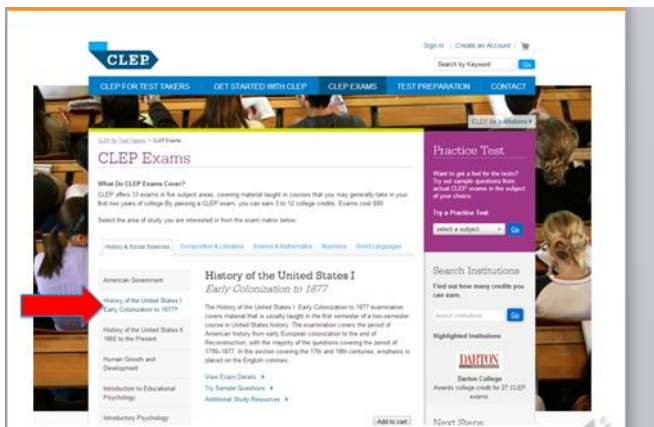


My Account Instructions for CLEP Test-Takers

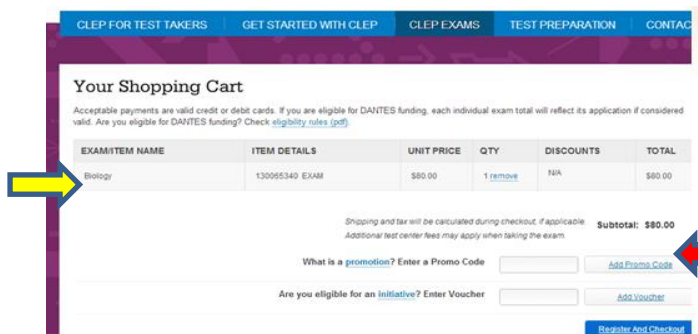
The following information will assist you in completing the My Account process as you prepare to take a CLEP exam. For planning purposes, you should allow 15 to 20 minutes to complete the process. If you cannot complete all of the steps in one sitting, you can leave the process and return later. The information you enter in My Account is automatically saved as you move from screen to screen.

Step 1: Select Your CLEP Exam

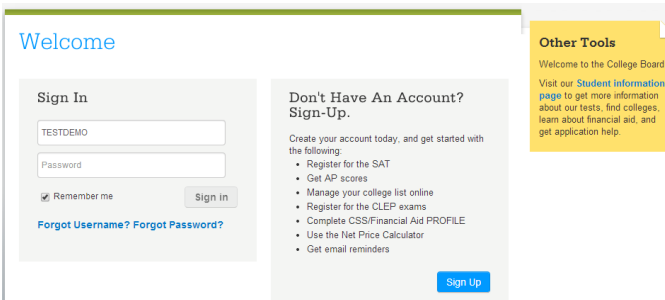


Go to clep.collegeboard.org. Select **CLEP for Test-Takers**. From the top navigation bar, click on **CLEP EXAMS**. Notice that there are five different categories of CLEP Exams: History & Social Sciences, Composition & Literature, Science & Mathematics, Business, and World Languages. Click on the tab that has the exam you would like to take. A listing of exams offered will appear under each category on the left side. Select the exam of your choice. You will see a brief description of the exam to the right. Below that description, you will see a small checkbox with the exam title and associated cost. To add the exam to My Account, simply check the box to the left of the exam title. **NOTE:** Be certain to select the correct title. The most common mistake test takers make is selecting the wrong exam. Click **Add to Cart**.

Step 2: Sign Into My Account



You will be taken to the My Account Shopping Cart. Check the items in your shopping cart and ensure that the exam title(s) you selected is correct. If you have a promotion code or voucher code, make sure to enter it. Payment will be adjusted accordingly at check-out. There are restrictions around exam and study material refunds. Please read the refund policy closely, and then click **Register and Checkout**.



To complete your transaction, you will be prompted to login to your College Board account. If you have taken an SAT, AP or CLEP exam you should already have an account. Enter your username and password and then click Login. If you have forgotten these, use the links on the login page to have them sent to you.

If you have never created an account with the College Board, then click on the Sign Up button. You will be asked to enter general information about yourself, create a username and password and

set up a security question and answer. You must enter your full legal name. The information you enter here will print on your registration ticket, and must exactly match the information on the ID you present on test day. If your name does not match you will not be allowed to test.

STEP 3: Register and Checkout

Before you can complete your transaction, you need to complete your check out and registration process.

Personal Information

- First, ensure that your personal information and contact information are correct and current. Make edits where needed.
- Second, complete additional personal details. This section includes the question: Are you eligible for DANTEs funding and not a veteran? If you are eligible for an exam fee waiver through DANTEs funding, select yes and answer the additional questions. If you are not sure, click the DANTEs Eligibility Rules link. Please note: Once you designate yourself as DANTEs eligible you remain in this status. In order to remove this status you must contact CLEP Services at 800-257-9558.
- Thirdly, you will be asked to select a Preferred Test Center. We strongly recommend that you select a preferred test center to obtain test center contact information to schedule your test day and time. Once you select your test center, click **Save and Continue**.
- The final step is to complete a brief general survey about why you are taking CLEP and how you plan to prepare. Collecting this information as part of the registration and checkout process saves time on test day.

Shipping – Shipping information is only required if you are purchasing hardcopy study materials. If you are not ordering hardcopy materials this section will be skipped automatically.

Test Confirmation and Score Send – You will be asked to confirm that you understand the CLEP retest policy as outlined on the page. You will need to respond to the question: When did you decide to take this CLEP exam? The second part of this section outlines information on how to designate an institution to receive your official CLEP exam scores. You have the flexibility to change the institution name prior to starting the exam, or you can decide not to identify any score recipient institutions. If you decide to select a score recipient after you test, a fee will apply for each official CLEP transcript that you request.

Review - As a final step to the Registration and Checkout process you will be asked to review your order. If you originally entered a voucher number or promo code, or if you are an eligible DANTEs funded military member, spouse or dependent of a military member, the adjustment to the price should now be visible. If you require accommodations for your test, review the

accommodation information posted here. Confirm once more that you have selected the correct exam title, agree to the College Board Terms & Conditions and click Place Your Order. If you have a balance due, you will be directed to the credit card information screen. American Express, Visa, MasterCard, Discover/Diners and JCB are accepted. Once you complete this section, your registration ticket (sample to the left) will appear. It is also emailed to you. You should print it and bring it with you on test day.

If you have additional questions about CLEP and My Account, contact our customer support center between 8:00 am and 6:00 pm Monday through Friday Eastern Standard Time. Thank you for your interest and good luck on your CLEP exam.

CLEP® Exam Registration Ticket

TEST TAKER INFORMATION

First Name, MI, Last Name
 Student ID#
 Address: 500 Main Street
 Reston, VA 20190

Country: United States
 Date of Birth (MM/DD/YYYY)
 Gender: Female
 SSN: 000-00-0000
 DANTEs Eligible: Yes

REGISTRATION INFORMATION

TICKET ID: 18888888
 VOUCHER ID: CLEP1888
 LAST NAME: Doe
 EXAM TITLE: College Mathematics
 SCORE RECIPIENT: Kent State University - Kent Campus
 TICKET EXPIRATION DATE: December 15, 2019

GENERAL AGREEMENT AT YOUR PREFERRED TEST CENTER

Test Center Name: Deppa University - Leadville

EXAM SPECIFICATIONS: College Mathematics

IMPORTANT INFORMATION FOR EXAM DAY

Bring these items with you to the test center:

- Valid photo identification (ID) with your name and your photo clearly visible on your ID must exactly match the name printed on this ticket.
- Official photo identification (ID) with your name and your photo clearly visible on your ID must exactly match the name printed on this ticket.
- Official photo identification (ID) with your name and your photo clearly visible on your ID must exactly match the name printed on this ticket.

Do not bring these items to the test center:

- Cell phones, beepers, PDAs, or any other electronic devices.
- Calculators (unless specifically permitted for the exam).
- Books, notes, or any other materials that might give you an unfair advantage.