# Steps for Registering Online for the ACT

## Step 1: Access the ACT Test Registration Online and Create an Account

To begin registration for the ACT test, your student can type or paste the following link into his or her web browser: http://www.act.org/content/act/en/products-and-services/the-act/registration-information.html. The student will be directed to the page below. To sign into the ACT online platform, the student can select the orange button at the bottom of the page titled "The ACT Test: Sign In or Register."

After selecting the orange button, the student will be directed to the page shown on the next page. If the student already has an account, he or she can sign in with his or her user ID and password. If the student does not have an account, he or she will need to create an account in order to continue registering.
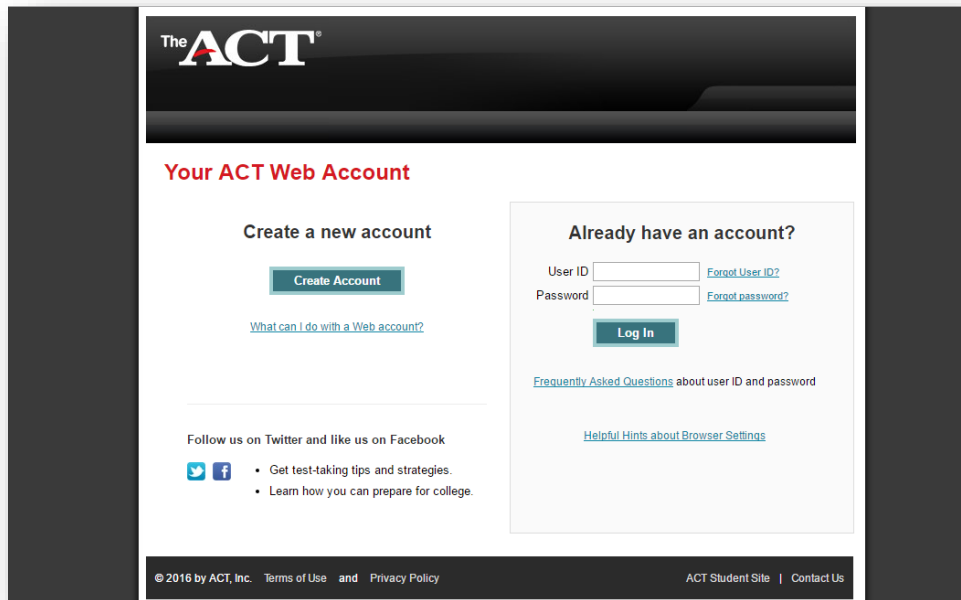
If the student is creating an account, he or she will be directed to the following page below.
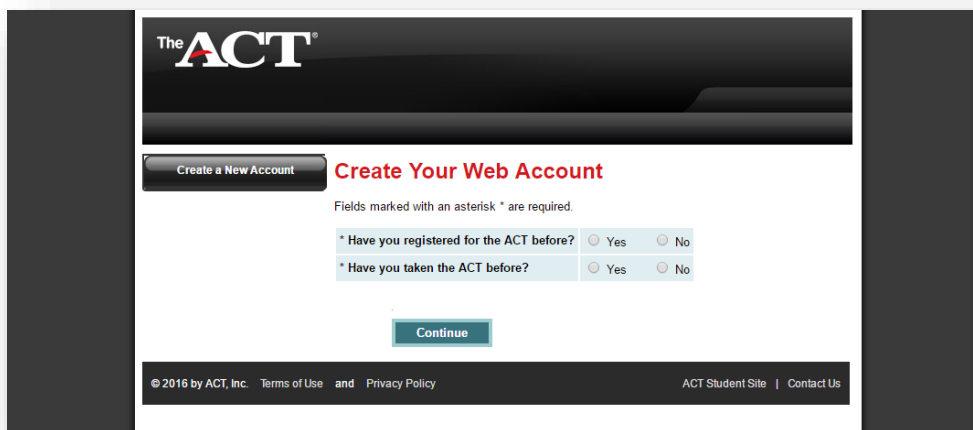

After answering the questions above, the student will be directed to a set of other pages requiring basic background information to set up his or her ACT account. The student will need to fill this information out to continue registering online for the ACT.

Step 2: Register

After setting up an account or signing in, the student can begin registering for the ACT by selecting the red button titled "Register Now!"
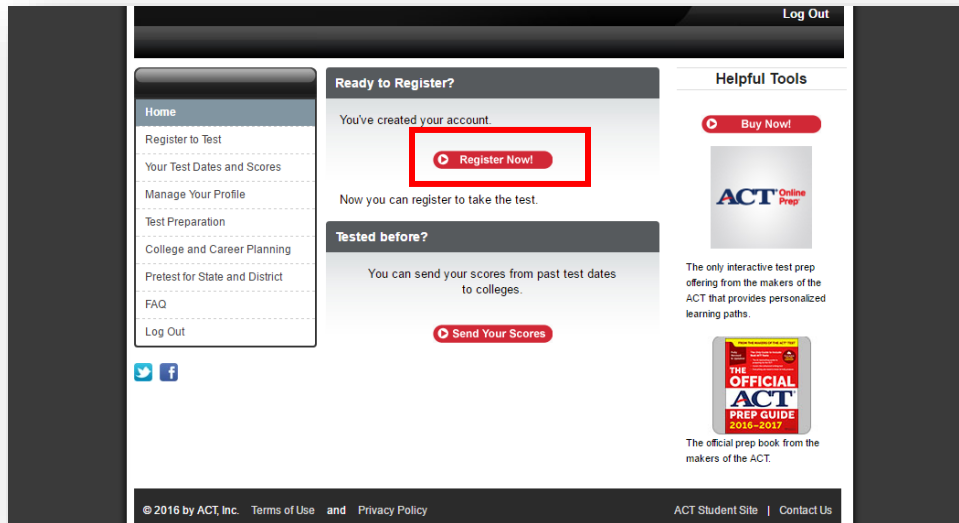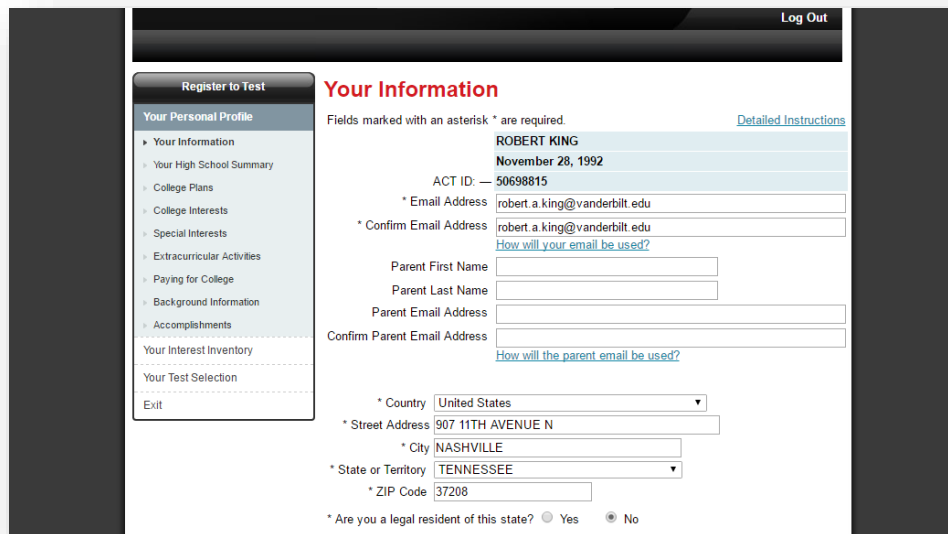
After selecting the red button, the student will be directed to the page below. If you are working with a student who will be requesting accommodations for the test, the student should select "Yes" on this page. If not, the student should mark "No."
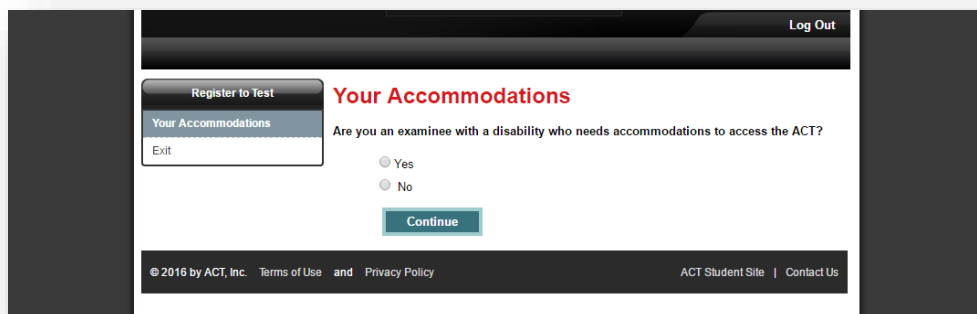
Step 3: Fill Out the Personal Profile and Interest Inventory

After the student has filled out the information on the page regarding accommodations (if applicable), he or she will be asked to provide additional information in two sections: "Your Personalized Profile" and "Your Interest Inventory." **Both sections are optional.** However, the information the student provides in these sections may be valuable for helping the student consider college and career interests.

Step 4: Select Which Country You will Test In

After filling out the Personal Profile and Interest Inventory, the student will be directed to the Test Selection section. From this point on, the student will have to fill out every section presented in order to register for the ACT test. The page below is the first page of this section. Here, the student will have to select in which country he or she will be taking the test.

Step 5: Identify Who is Registering for Test

After selecting which country he or she will take the test in, the student will be asked to select the individual that is registering for the test. If the student is registering him/herself, he or she will select the option that states the student is registering for him/herself.

Afterwards, the student will be asked to verify that all of the information that has been provided up to this point is accurate by checking a box.

Step 6: Select Your Test Date and Test Type

After verifying his or her background information, the student will select the test date and test type. The price of each test type can also be found on this page. If your student is using a retake voucher, his or her voucher will cover the cost of the ACT (not the writing test). If your student is using a fee waiver, his or her waiver will cover the cost of the ACT (no writing) *or* the ACT with writing.

Note: Seniors who are registering for the *ACT Senior Retake Opportunity* using a retake voucher **must register for the October 22, 2016,** test date.

## Step 7: Upload a Photo

After selecting the test date and test type, the student will be directed to a page that will notify and instruct him or her on how to upload a headshot photo, which is necessary identification material for the ACT test. However, the photo will not be uploaded until after a payment is made.
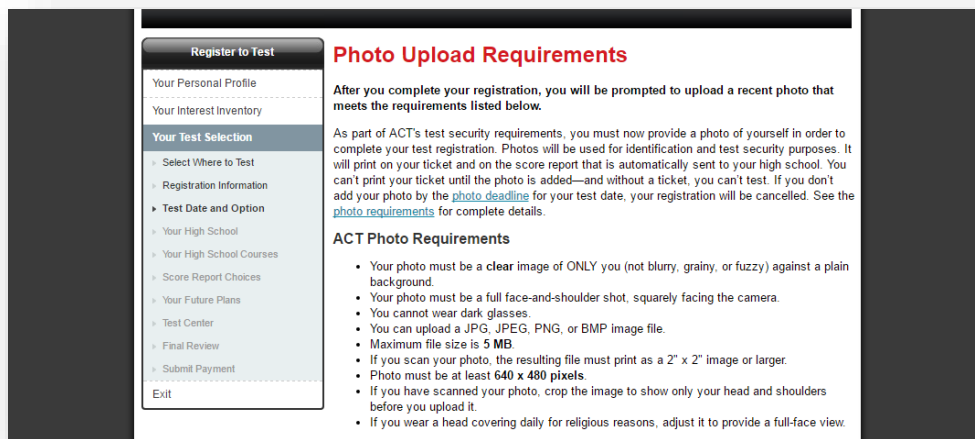
Step 8: Fill Out High School Courses and Corresponding Grades

In this section, the student is required to provide information on which courses he or she has taken or is currently taking in high school. There are three options for the student to choose from for each course listed on this page: "Have taken or am taking," "Have not taken but will take," and "Have not taken and will not take." The student will have to check which option applies to each course for his or her current high school academic coursework.
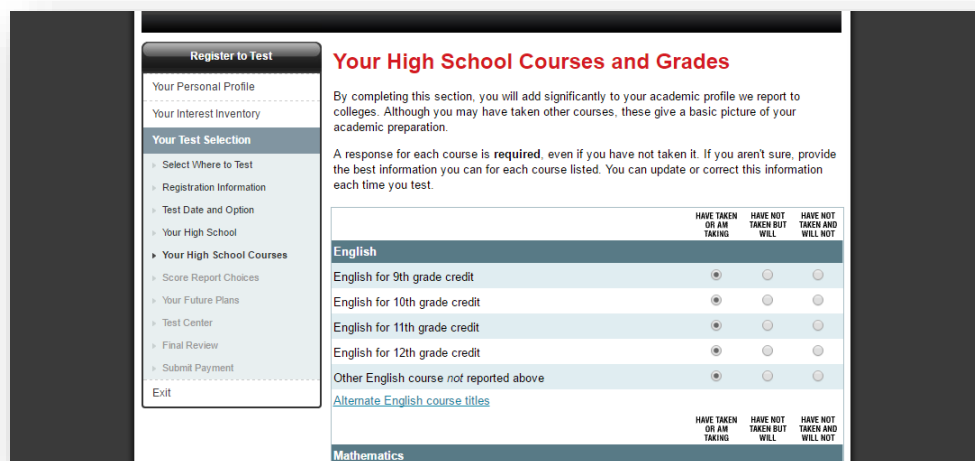
After filling out this information, the student will be asked to report grades for the courses he or she has taken on the following page. While the student should try to provide accurate grades, it is okay to guess grades if the student does not remember and/or does not have his or her transcript when registering.

Step 9: Pick Colleges for Score Reports

In this section, the student will be allowed to select up to six colleges (including technical colleges, 2-year colleges, and 4-year universities) or scholarship agencies to receive their test scores. **The first four score reports are included in your registration fee.** Each college and/or scholarship agency is assigned a code that you can find by searching [ACT website](#). Additional score reports beyond the first four will require an additional fee.

Step 10: Identify Future Goals

In this section, the student will be asked to identify his or her plans for future study, including identifying a college major. A college major is a specified area of study (e.g., chemistry, English, etc.) that a student decides to focus a majority of his or her academic efforts. If the student is undecided, there is an "Undecided" option available to select. The student must select something in order to complete the registration.
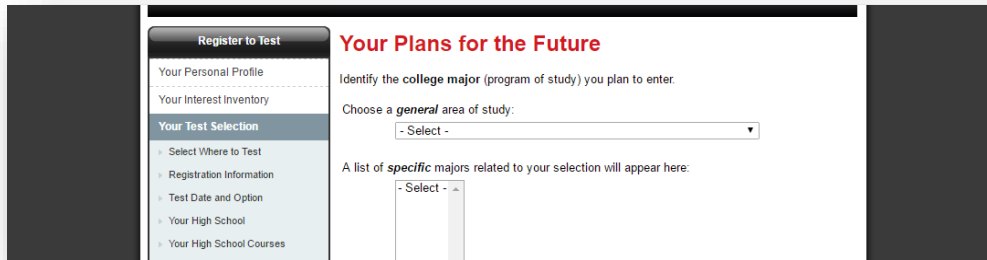
Step 11: Select Your ACT Test Site

In this section, the student will select the site of his or her ACT test. Your student can find a site by typing in his or her zip code or selecting a state and city.
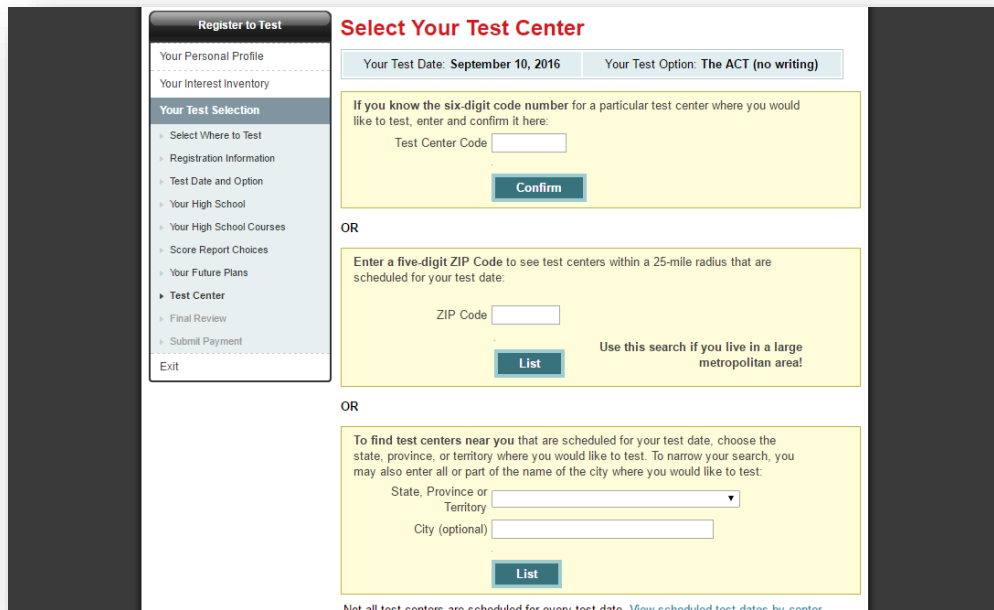
Afterwards, a list of potential test sites will appear. Depending on the student's preference, he or she can select the test site of their choice.

Note: If there are not seats available at the student's preferred site, the student will have to choose another testing site*. When registering, it is important to note which site the student registers for and for the student to make a plan for how to get to and from that site on the test day.
A student may select a testing site in a neighboring state.
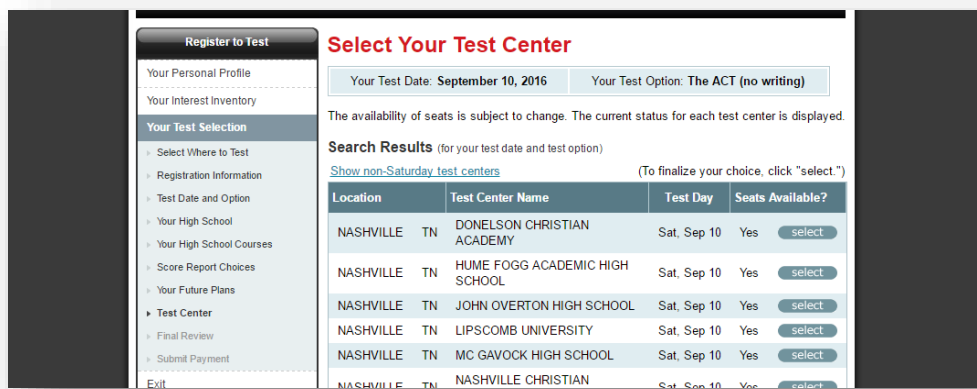
Step 12: Review Information
Before paying for the test, the student will be asked to review all of the information that has been provided. If the student feels comfortable with all of the information provided, the student can click on the "Continue" button at the bottom of the page and start the payment process.
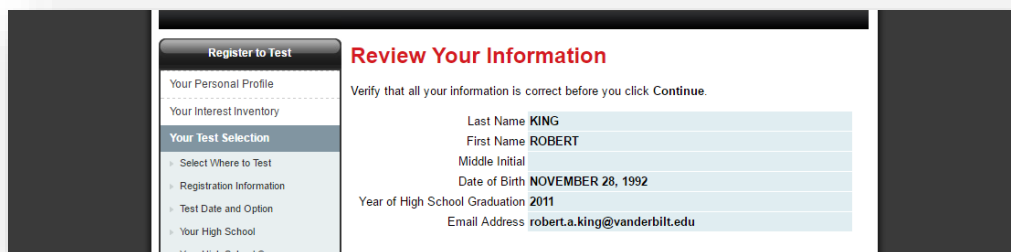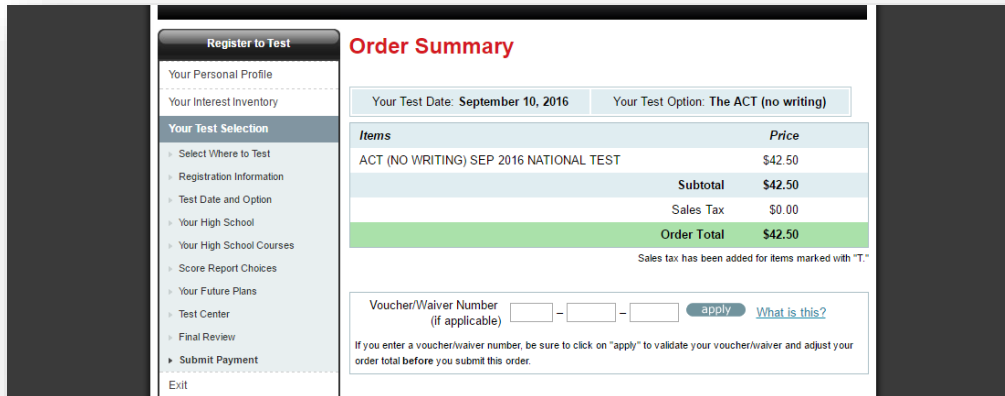
Step 13: Make a Payment

After reviewing the registration information, the student will complete the registration by providing a payment for the test. **If your student is using a retake voucher, state voucher, or a fee waiver, the number on the waiver is the method of payment.** Your student's voucher or waiver will cover basic registration fees. However, the voucher or waiver will *not* cover late fees or the cost of other products.

After selecting "Submit," the student's registration will be complete.

IMPORTANT! Remember that the student will still need to upload a headshot photo after submitting a payment.