

## ACT Registration Handout

### READ FRONT AND BACK OF THIS SHEET BEFORE BEGINNING

#### Before you begin the registration process you will need the following:

1. A working email that you can access with your username and password.
2. You need to know that your photo will need to be uploaded into your student account. The process to get your photo uploaded is explained on the ACT website and in the paper registration forms. If you have access to a smart phone, you can download the ACT Photo App and upload your photo right from your phone.
3. You will need to know your social security number.
4. A credit or debit card to pay for the test if you are not using a fee waiver. Paper registrations can be paid with checks or money orders.

#### First Time Registration:

1. Go to [www.actstudent.org](http://www.actstudent.org)
2. Click on Sign Up/Login—If you need help creating an account, click on “never tested or tested before.” This is a tutorial that walks you through the entire registration process.
3. Once you create an account you will be directed to your ACT Student Homepage.
4. Click on Register Now. There is a link at the top of the page with an explanation for each section if you do not understand what the information is used for.
5. You will be prompted to input various types in information. This is a lengthy process that can take up to an hour and a half. You must finish the registration process all the way through payment. You cannot save and return at a later time. If you exit the registration process before payment, you will have to begin the registration process all over again.
6. Fee waivers are given to students who meet the requirement for free or reduced lunch. Only juniors and seniors are eligible for fee waivers. Waivers cover the cost of the test. Students are allotted a total of two fee waivers. If you need to change your test date or register late, you will have to pay an additional fee at the time of registration. Fee waivers do not cover this cost. The counseling office does not take payment for ACT testing. You will have to pay with a debit or credit card if you register online. There are paper registration forms in Mrs. Berry’s office if you prefer to register by mail.
7. A photo of you will need to be uploaded into your student account. This does not have to be done at the time of registration but there is a deadline for submitting it so be very mindful of that. You cannot test without your picture on your admission ticket.
8. Print your admission ticket after you pay and upload your photo. You have to have this ticket to enter the test site. Without it, you will be denied testing and will not get a refund. Your admission ticket lists what you should/should not bring on test day and the time and location of the test.

Registration for students who have already taken the ACT:

- 1 Go to [www.actstudent.org](http://www.actstudent.org)
- 2 Sign in to your account. IT IS IMPERATIVE YOU REMEMBER YOUR USERNAME/PASSWORD AND THE EMAIL ACCOUNT YOU USED TO INITIALLY REGISTER FOR THE TEST. You cannot access your account to re-register if you do not have that information. If you cannot access your account, it is your responsibility to retrieve it by contacting ACT directly. Their number is on their website [www.actstudent.org](http://www.actstudent.org) If you give me your password to keep on file, I will gladly look it up for you but I am not always available so please write it down in a secure place.
- 3 Once in your account, go through the registration steps. This registration should take about 15-20 minutes. You have the option of changing the information you provided when you last registered or keeping it the same. Read over it to make sure everything is correct.
- 4 Photos will not be required since you already have a photo uploaded into your account.
- 5 Print your admission ticket.

**Quick Reminders:**

1. When the site asks you where you want your scores sent, make sure you indicate four colleges you want your score sent to. These schools should be realistic options. There is a fee if you have to contact ACT to have them send scores.
2. There is an indicator box you can check that will mail a paper copy of your score report to your house. Otherwise, you can check your score online in your student account.
3. Select the “ACT No Writing” test option. You can certainly choose to take the writing portion if you want. Public colleges in Mississippi do not require this. However, if there is a particular program you are attempting to enter into at the university to plan to attend, it is recommended that you check with that particular program’s admissions policy to know if they do or do not require the writing portion of ACT. If attending a private university, check their admission requirements to see if the writing portion is required.
4. Arrive early to the test site. They will close the door and not let you in if you are late!

BHS High School Code: 250100