

LAKENHEATH STUDENTS REGISTERING FOR THE SAT ONLINE

Go online to www.collegeboard.com

INTRO PAGE

- Click on Registration Online For SAT

SAT REGISTRATION PAGE

- Click on Register Now

SIGN IN PAGE

- If you have an account with College Board then sign in with your User name and Password and skip down to SAT REGISTRATION AND SCORES.
- If you do not have an account click Sign Up on the bottom right corner

SIGN IN PAGE II

- Select student and then click the submit button

SIGN IN PAGE III

Step 1: Enter Your Information

- Complete the profile
 - Select **Outside the US** overseas phone numbers do not work so leave blank

Step 2: Select User Name and Password

- Make sure you make note of them and keep them somewhere

Step 3: Connect to College Board Services

- Your option

SAT PERSONAL INFORMATION

- Complete the information – if you already have a profile with SAT be sure to check your address is correct (according to these directions)
- Under address use APO for city and select AE or **American Forces Canada, Europe**, etc in the pull down options
- **Do not complete the Outside the US address blanks.**

SAT QUESTIONNAIRE

- This is a five-page questionnaire where you must complete some of the fields but not all.

SAT REGISTRATION AND SCORES

- Select button for **NEW REGISTRATION** (You may also choose to Edit Your Questionnaire at this time)

SAT TERMS AND CONDITIONS

- You must review this material and check each box after you have read the terms. Select continue.

CHOOSE TEST

- CHOOSE TEST AND TEST CENTER LOCATION
Select **SAT I** or **SAT II** (most students take SAT I and some will take the SAT II if their college requires it.)
Select Test Center Location **OUTSIDE US**
- HIGH SCHOOL
Select Grade Level
Select **Search for High School Name**
New Screen

Search by High School Code

Fill in 575020 (LHS School Code) and select the **SEARCH** button
OR

Search by Country selecting *United Kingdom or England*

Search Results –

Highlight *Lakenheath High School DOD*

Select *Save & Continue* button

- Testing Accommodations – select NO or talk to a LHS Counselor
- Fee Waiver – select NO or talk to a LHS Counselor
- Select *Save & Continue* button

CHOOSE TEST DATE

- Select the date desired and select *Save & Continue* button

TEST SERVICES

- Read the information and select **Yes** or **No** then select *Save & Continue* button

CHOOSE TEST CENTER

Choose Search for a Test Center

New Screen

Search by Test Center Code and enter 57169

Select *Lakenheath High School DOD* and then select **ADD** button

DO NOT Select a Second Choice there will always be available spaces.

Select *Save & Continue* button

SEND SCORES

- Your test scores can be sent to four colleges as part of your test fee. Search by Code (your counselor has the codes), College Name or Location. Select from the *Search Results* and ADD the college to your Send Scores To list. This may be done later.
- Select *Save & Continue* button

RESOURCES

- This section offers materials that may be purchased from College Board.
- NO is a default selection. Select *Save & Continue*

FINAL REVIEW

- ❖ You can review your Registration Information and update if you desire.
 - The cost should be \$45 for LHS students taking the SAT I.
 - Complete the Credit Card Information
 - Select **Save & Continue** button or *Cancel*

CONFIRMATION AND ADMISSIONS TICKET

- ❖ **Print this screen and take the Admissions Ticket with you the day of the test**
- ❖ NOTE: You can CANCEL at any point in the registration process and your information will be saved and can be completed at a later time.