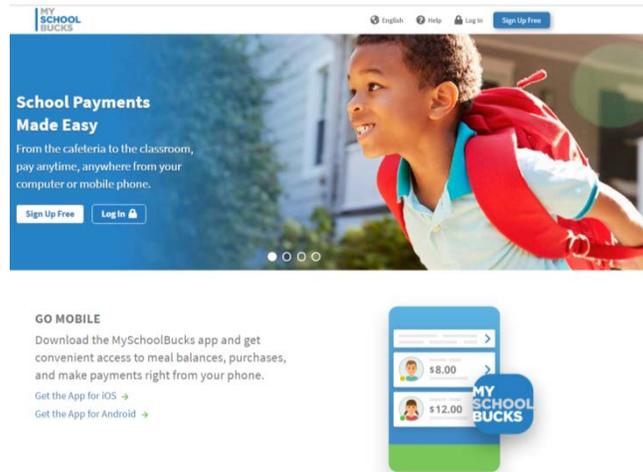
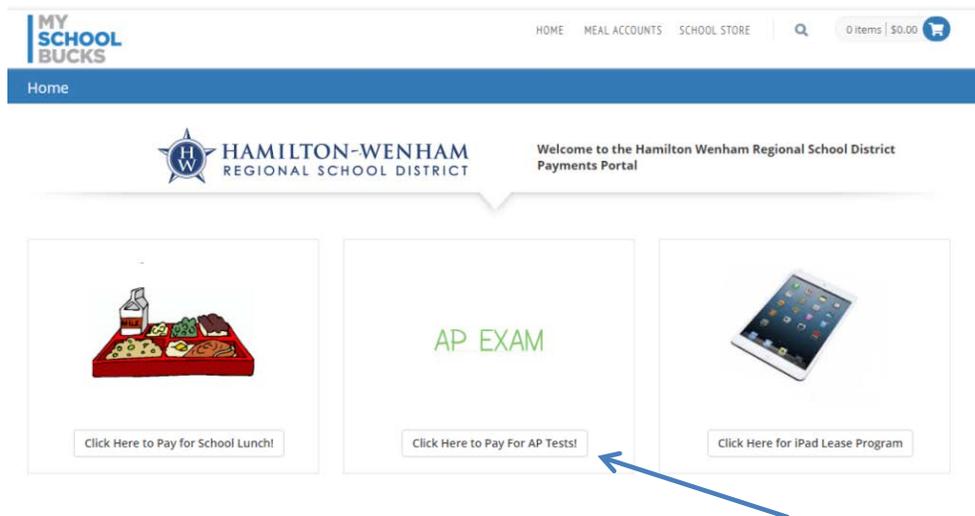


Instructions for purchasing One or More AP Tests:

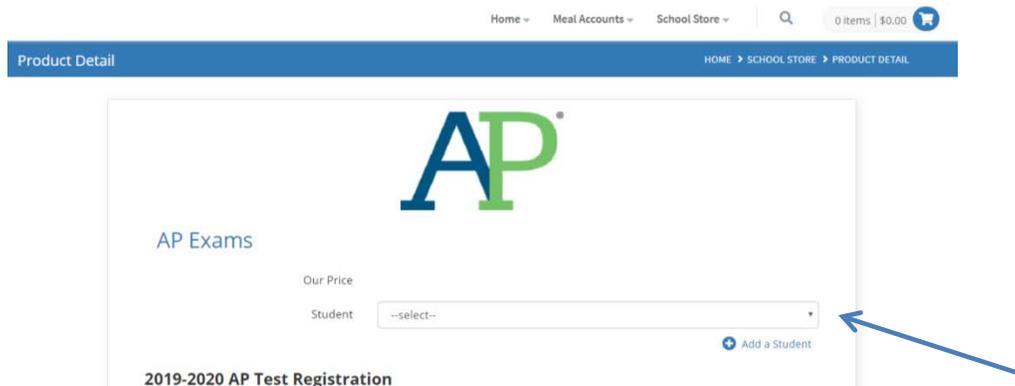
1. Login to your parent account at: www.myschoolbucks.com.



2. Click "Click here to pay for AP tests!"



3. Click "View Details" in the AP Exam block.
4. Select your student from the drop down box. Once you do the list of exams and their prices will appear.



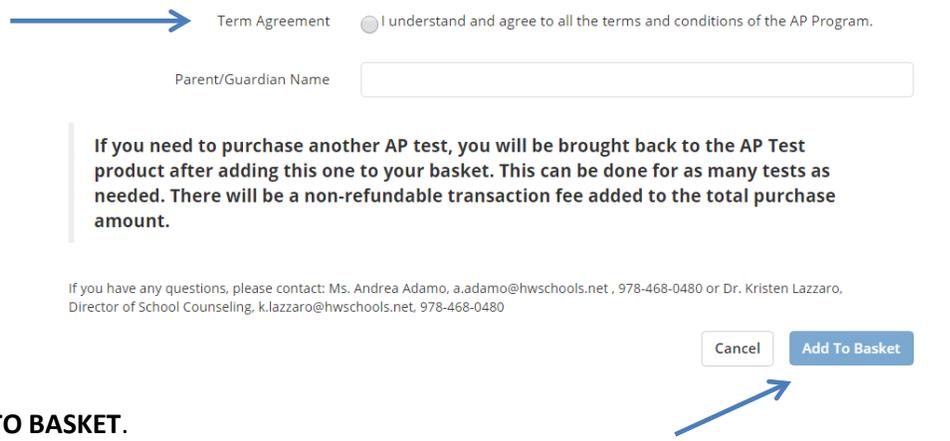
- If you are new to MSB and your student does not appear in the drop down box to select, you will need to click the “+Add a Student” link. In the pop up box, fill out the required information for your student, including their birthdate. You do not need to know their Student ID#, entering their birthdate is sufficient.

- Select an exam from the drop down to continue.

- Choose an option for “Accommodations Selection”

- Please answer this question accurately.** If your student has College Board accommodations, we need to know if they will be used during AP testing. If you do not know what this is, it is likely your student does not have them.

8. Check the button next to **I understand and agree...** and then enter your **First and Last Name** in the box next to **Parent/Guardian Name**.

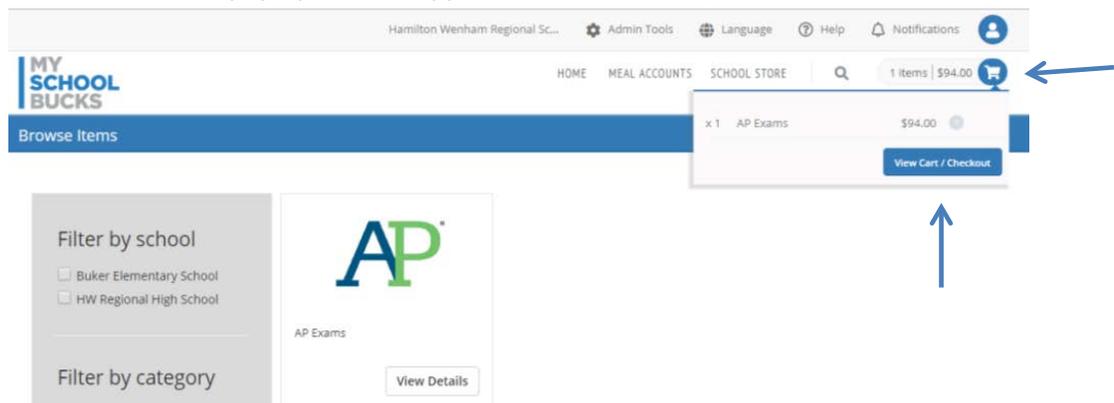


9. Click **ADD TO BASKET**.

10. If you need to purchase additional AP Exams, go back to step 6 and repeat.

Completing the Order:

1. Once all desired AP Tests have been added to your basket, hover your mouse over the shopping cart icon at the top of the web site. A pop up box will appear. Click “View Cart/Checkout”



2. Review your order to ensure the correct AP exams were selected.
3. Select your payment method, enter the required information, then click the “Continue” button. (A flat \$1.35 fee will be added for eCheck transactions – credit card transactions are subject to a 3.95% fee.)
4. Click **PLACE ORDER**.

If your payment was accepted, you will receive a confirmation email and be prompted to print your order receipt.

NOTE: Families who qualify for and currently receive free or reduced price lunches will also receive an automatic discount for AP tests. The College Board sets the exam fee at \$94 per test. Discounted exams will be \$53 each during registration with a possible additional state refund to be determined at a later date. If you believe you are eligible for the discount and it is not reflected in your checkout cart, please contact Andrea Adamo or Dr. Kristen Lazzaro in the School Counseling (Guidance) Office before completing the transaction. 978-468-0480 a.adamo@hwschools.net k.lazzaro@hwschools.net