ACT REGISTRATION INSTRUCTIONS

Before you begin, you will need the following information:

1. Go to http://www.actstudent.org
2. You will need your high school code:
   - Kadena High School Code: 561650
   - Kubasaki High School Code: 561660
3. Test Center Code for Kadena High School: 870970
4. Credit Card with expiration date.

Step 1: Go to http://www.actstudent.org

Step 2: Log on. Click on Sign up /Log in. Enter your User ID and password. If you are not a member, click on *Create Account* (Follow the instructions to create a new account)

Step 3: Click on *Register to Test* on left side of page.

Step 4: Update your "Personal Profile" and your "Interest Inventory".

Step 5: Click on "*Your Test Selection*" on left side of page.

Step 6: Click on "In Another Country" for where you will be testing. Click *continue.*

Step 7: Read the 2010-2011 registration Information. Click box "I understand and agree to the terms". Click *continue.*

Step 8: Select your Test date and Test option. Make one selection by marking the test option beneath the test date. Click *continue.*

Step 9: Choose your test option. Click *continue.*

Step 10: Type in your high school code. Click *confirm.*

Step 11: Select your current grade in school. Click *continue.*

Step 12: Complete the section on "Your High School Courses and Grades". Click *continue.*

Step 13: "Your Score Report Choices" will allow you to list schools that you want your report to be sent to. The first 4 selections are free. Click *continue.*

Step 14: Complete the section on "Your Plans For The Future". Click *continue.*

Step 15: "Select Your Test Center" is where you will type in the test center code for Kadena High school. Type in the six-digit code number **870970.** Click *confirm.*

Step 16: The results will show Location: Okinawa, Test Center Kadena High School. Click *select.*

Step 17: Verify that all the information is correct before submitting your registration. Click *continue.*

Step 18: The next section is the "Registration Summary". If you have an "ACT International Surcharge Waiver" form type in the waiver number that is in the top right hand corner of the form. (This will save you the $26.00 International fee). Click *apply.*

Step 19: Enter your credit card information. After you submit, please wait for your order confirmation page to follow. It will give you a link to print your Admission Ticket. Do not click submit more than once. If you do, you will be charged for each submission.

SAT REGISTRATION INSTRUCTIONS

Before you begin you will need the following information:

1. Collegeboard.com USER ID and PASSWORD (If you don't have one, create one)
2. Kubasaki High School Code: 561660 (Your School Site)
3. Test Center Code: 67245 (SAT Test Center Site)
4. Credit Card with expiration date

This process should take 5-10 minutes to complete if you have previously established a collegeboard.com account.

Step 1. Log on to *Collegeboard.com*

Step 2. Click SAT REGISTRATION icon.

Step 3. Click the REGISTER NOW icon.

Step 4. If you are already a member of collegeboard.com, enter your User ID and Password. If you are not a member, please click SIGN UP in the lower right hand corner. *(follow instructions to create a new account and return to step 5.)*

Step 5. Click the *Register* icon, read and check the Terms and Conditions section then click *Save and Continue*.

Step 6. The first section will ask you to *choose a Test (ie. SAT Reasoning or SAT Subjects).*

a. *Click* **Outside US** in the location section
b. *Select your current grade level*
c. *Select* **Kubasaki High School** in the High School Information section. (School Code: 561660) (High School name will appear as **Kubasaki High School DOD, FPO, AP**). If it does not appear, then click on the link to search for it. Search by code (561660).
d. *Click Save and Continue*

Step 7. Next, *Choose a Date. Click Save and Continue.*

Step 8. Select any additional Collegeboard analytical *Services* that you might require (additional fees apply).

Step 9. Next *Choose a Test Center*
The SAT is administered at Kubasaki High School. Use the search engine to locate the test center or enter the Test Center Code (67245) in the appropriate box. (Test Center name will appear as **Kubasaki High School, Kubasaki-Okinawa).**
Click *Save and Continue.*

Step 10. Select up to four colleges and universities (free) to whom you would like to receive your scores. (Each additional institution incurs an additional fee).
Click *Save and Continue.*

Step 11. Select any additional Collegeboard *Resources* that you might require (additional fees apply)
Click *Save and Continue.*

Step 12. Review your registration information and enter credit card information.
Click *Submit Payment*

Step 13. Print your *Confirmation and Admission Ticket* (You must bring this ticket on the day of the test. You are advised to retain the ticket until your test scores arrive 3-4 weeks after the SAT is administered.)

SAT information for prospective test takers.

In preparation for the SAT, please bring

1. **two # 2 pencils. Do NOT bring mechanical pencils**
2. **a regular calculator – NOT a cell phone!!!**
3. **a light sweater**
4. **a snack. There will be three five minute breaks**
5. **Doors open at 7:00 am. Testing concludes at 1:00 pm.**
6. **Remember to bring your electronic ticket and your ID to the testing center.**
7. **Non SOFA status students should sign in at the Legion gate**
8. **Students should practice writing cursive since there is a short passage that they must write before signing their names.**