## Creating an account with ACT for 11<sup>th</sup> grade school testing

- 1. Go to: https://services.actstudent.org/OA\_HTML/actibeCAcdLogin.jsp
- 2. Select Create Account. Please Note: If you have previously created an ACT account you can sign in that account and skip to step #7

Your ACT Web Account	
Create a new account	Already have an account?
Utat can I do with a Web account	User ID <u>Fornot User ID?</u> Password <u>Fornot ressword?</u>
	Frequently Asked Questions about user ID and password
Follow us on Twitter and like us on Facebook         Image: Second strategies         • Get test-taking tips and strategies.         • Learn how you can prepare for college.	Heipful Hints about Browser Settings

3. Create your account by answering the following questions. Fields marked with an asterisk \* are required.

Create Your W	/eb Account	
Fields marked with an aste	risk * are required.	Information for Parents
Please enter the name you September 2007?	provided to ACT when you regis	stered or tested before. Tested before
* Student's First Name	Middle	Initial
* Last Name		
* Date of Birth	Month V / Day V /	
* Email Address		
* Confirm Email Address		
	How will your email be used?	
Lunderstand that by c identifying informatior information, as descri- providing your conser United States to ACT subject to use and dis agree that it may also in the United States. A directed to our Data F DPC@act.org.	reating an account, I consent to including the collection, use, fir bed in the ACT Privacy Policy (as the Privacy Policy (as to ACT to transfer your person or a third party service provider closure under the laws of the Ur be accessible to law enforceme hy questions about the ACT Pri rotection Official, Vice President	the processing of my personally ansfer and disclosure of www.act.org/nvrwy.html). reating an account, you are also ally identifying information to the or processing, where it will be ited States. You acknowledge and tad national security authorities acy. Policy or this notice should be Data Management at

- 4. You will then be asked to create a User ID and password.
  - a. Your password must meet the following requirements:
    - i. Must contain 3 of the following: Upper case letter, Lower case letter, A number or A symbol
    - ii. Must not contain User ID
    - iii. Must not contain more than 2 repeating characters
    - iv. Must be at least 7 characters long

Please create your accou	nt below. Fields marked	with an asterisk * are required.
* Create Your User ID		]
* Create Your Password		0
* Confirm Password		
	Continue	

- 5. Next, you will be asked to sign up for parent reminders. This is OPTIONAL. To skip this step just leave it blank and click continue
- 6. "Your Information" will appear next. All fields marked with an asterisk \* are required.
- Once you have created your account and are signed in you will see this screen (pictured below) DO NOT click the red button in the middle of the screen that says "Register Now!" OHVA has already registered you for testing.
- 8. Click "Non-test to State and District" (see red arrow below and wording highlighted in yellow)

Home	Dater
Register to Test	Create Standby Request
Your Test Dates and Scores	
Manage Your Profile	
Test Preparation	Ready to Register?
College and Career Planning	Register Now!
Non-test for State and District	<b>^</b>
FAQ	Send your scores to colleges
Log Out	Send Your Scores

- Enter your first name, last name and student code that was sent to you from OHVA. This code will be sent to you through the mail the week of Feb. 5<sup>th</sup>
- 10. Next, answer the following question "Who is providing this information?"



11. Then you will be asked to read the following Terms and Conditions

Student Code	Please read the following Terms and Conditions.	
Providing Information		-
Terms and Conditions	2016–2017 TERMS AND CONDITIONS: TESTING RULES AND POLICIES FOR THE ACT <sup>®</sup> TEST	^
'our Personal Profile		1
Score Report Choices	ACT <sup>®</sup> test ('you') and ACT, Inc. ('ACT'). They apply to every administration of the ACT	
Final Review	test except where, and only to the extent that, you are provided with different terms or conditions by ACT, Inc. Please read these Terms and Conditions carefully. By	
Exit	registering for and/or taking the ACT test, you are agreeing to these Terms and Conditions.	
	<ul> <li>By registering for and/or taking the ACT test, you represent and warrant the following to ACT: (1) the information you have provided to ACT is true; (2) you</li> </ul>	~
	Printer-friendly version	
	I am the individual who will be participating in the ACT State and District testing, and understand and hereby agree to the terms and conditions above, including those concerning test score cancellation and binding arbitration and ACT's privacy policy. (Student must be present to agree.)	H.

- 12. You will need to fill out your Personal Profile next.
  - a. Under Personal Profile you will be asked to complete the following:
    - i. Your Information- some required questions with an asterisk \*
    - ii. Your High School Summary-questions are optional, click continue to skip
    - iii. Extracurricular Activities-questions are optional, click continue to skip
    - iv. Background Information- some required questions with an asterisk \*
    - v. Your Interest Inventory
    - vi. Your High School Courses-a response for each course is **required**, even if you have not taken it the course
    - vii. Your High School Courses & Grades-questions are optional, click continue to skip
    - viii. Attending College- required response
    - ix. College Plans-questions are optional, click continue to skip
    - x. College Interests-questions are optional, click continue to skip
    - xi. Special Interests-questions are optional, click continue to skip
    - xii. Paying for College-questions are optional, click continue to skip
    - xiii. Your Future Plans--questions are optional, click continue to skip
- 13. Score Report Choices: You can choose up to 4 colleges to send your scores to for free. There is a fee to send scores after you receive your score results. It is recommended that you choose four colleges to send them to now. Otherwise, you will have pay to have these scores sent after you test.

Your Selections So Far						
Priority	Code	Name	Fee	Remove		
		No selections made yet	-			
▲ refres	D		▲ add	a choice		
When all your score report choices are listed in priority order, please Continue.						
	Co	ontinue				

14. Lastly, there will be a Final Review and then you will be finished.