

## Register for the SAT, A Step-by-Step Guide

1. Go to the following website: <https://collegereadiness.collegeboard.org/sat>
2. Scroll over “SAT” and a drop down menu will appear. Click on “Register for the SAT”.
3. SAT Registration page will show up. Click on Register for the SAT. A pop-up window will appear.
4. If you have an account already, go ahead and sign in with your username and password. If you forgot one or the other, DO NOT CREATE A NEW ACCOUNT. Click “Forgot username or password”.
5. If you do not have an account already, following these steps:
  - a. Click the “Sign up” button on the new pop-up window.
  - b. Create Your Student Account:
    - i. Name (middle initial is optional)
    - ii. Sex (Male or Female)
    - iii. Date of Birth
    - iv. Email address (I suggest using your DODEA student email address)
    - v. Confirm your email address
    - vi. High School Graduation (or equivalent)
    - vii. Zip/Postal Code – check the “Outside the US”
    - viii. Where do you go to school?
    - ix. Username (between 6-15 characters, both letters and numbers)
    - x. Password (between 9-30 characters, one upper case, one lower case, one number, and one special character)
    - xi. Security Question (choose from the drop down menu)
    - xii. Parent Information (optional)
    - xiii. Check “I agree with the Terms and Conditions”, then click “Next”
6. You will be taken to a verification screen. If something is not right, correct it at this time. If all the information is correct, select each box, then click “Confirm”.
7. “Getting Started SAT Registration” window will appear. Scroll to the bottom of the page and click “Continue”.
8. Some of the information will automatically appear. Fill in any missing information.
  - a. For Your High School:
    - i. “Click Find your School”
    - ii. Click “United States, US Territories, and Puerto Rico”
    - iii. High School Code: 575020
    - iv. Click “Search for High School”
    - v. “Lakenheath High School DOD” will appear at the bottom of the screen.
    - vi. Click “Select”
  - b. For mailing address, put the PSC box information.
    - i. Street address: PSC information
    - ii. City: APO
    - iii. State: scroll down to the bottom of the list and select “Armed Forces Canada, Europe, Middle East, Africa
    - iv. Zip code: from the PSC information

v. Mobile Number: optional

9. If all the information on this screen is correct, click “continue”.
10. Start Telling Us a Bit About Yourself- answer all questions, then click “Continue”.
11. Student Search Service- check “yes” or “no”
12. Advanced Placement- check “yes” or “no”
13. GPA and Rank- fill in all information, then click “Continue”.
14. High School Courses- click all that apply, then click “Continue”. You will do this for Math, Language, Science, History, and Foreign Language.
15. High School Activities- click all that apply, then click “Continue”.
16. College Education Information- fill out, then click “Continue”.
17. SAT Terms and Conditions- scroll through and at the bottom check “I agree to the SAT Terms and Conditions”. Click “Continue”.
18. Testing Country: outside the United States
19. Test Type: choose “SAT” or “SAT subject tests”.
20. Test Date: choose from the test dates below
21. SAT Essay- click “yes” or “no”. A fee is attached with essay.
22. Testing Accommodations-click “yes” or “no”.
  - a. If you have accommodations, a box will appear to put your SSD number in.
23. Fee Waiver: click “no”. The fee waiver for our school is automatically built in the high school code.
24. Student Answer service- click “yes” or “no”. Then click “Continue”.
25. Your Test Center: Click “Try Searching for a Test Center by Name or City” (it is located in blue print under the Search by Country button.
26. In the pop-up window, click “yes” to knowing the test center code. In the box provided, type “57169”. Lakenheath HS will appear at the bottom of the screen. Click “Select”. Then click “Continue”.
27. Upload a photo. Make sure you look at acceptable and non-acceptable photo examples. Click “Continue”.
28. SAT Practice Materials- choose any for a fee; free resources are also available in the school library. Click “Continue”
29. Scroll through the information to make sure it is correct. If it is, click “Make Payment”.
30. Enter payment details.
31. Upon finishing registering, print a copy of your admission ticket. You will have to have a paper copy of the admission ticket with you on testing day.