Student Directions for Using a Voucher Code to Register for CDE-Sponsored Fall Weekend SAT Administrations

1) Before you get started, you will need your school’s six-digit AI code, your voucher number, a photo of yourself to upload, and your SSD number if you plan to test with accommodations.

2) Go to collegeboard.org and enter your username and password. If you have never had a College Board account you must create an account. You can recover your username or password if you’ve forgotten it. Do not create a duplicate account.

3) Click on My SAT.

4) Click on the yellow button that reads Register for SAT.

5) Click Continue to create your student profile.

6) Enter your personal information. Your school counselor or test coordinator should have provided you with your 6 digit high school AI code with your voucher code, but be sure to use the Find Your School link to find the school you currently attend if you don’t know your school’s code. Also, make sure you choose “12th Grade” as your grade for the fall.

7) Complete each of the pages to tell us more about yourself. Please note that many of the questions are optional.

8) Review the Terms & Conditions. Select “I agree to the SAT Terms and Conditions” and continue.

9) Complete the steps for selecting your test center. The test type is SAT. You will choose one out of the three dates that you would like to take the test – August 29th, September 26th, or October 3rd.

10) Choose your essay option. You may choose to take the SAT with Essay or to take it without.

11) Indicate if you are approved for testing accommodations. If you are unsure, select no. If you are approved for accommodations, please enter your SSD number. Talk to your counselor if you do not know your SSD number.

12) Complete the question for “Fee Waiver” and “Student Answer Service” or “Question Answer Service.” A fee waiver is not the same as the voucher, so students registering with a voucher should choose “No.”

13) Enter your Zip Code and then click Select to choose your preferred test center.

14) Upload a photo of yourself. This photo will be included on your admission ticket and used along with your photo ID during check-in on Test Day. Make sure the photo you upload meets the requirements listed on the page.
15) You have the option to purchase official SAT practice materials. This is optional and the cost is not covered by your voucher.

16) **Check all of your student information** and review, edit if needed, and confirm your registration. Confirm your essay option. **Click “Join the Colorado Department of Education Initiative” and enter your voucher number.**

17) **Click “Make a Payment.”** You should not provide any method of payment beyond the voucher number for your state-provided SAT Weekend test registration. **By providing the voucher code, your registration cost should appear as $0.00.** You will only see a payment is due if you chose to add the Student Answer Service, the Question Answer Service, or Official SAT practice materials; those are optional items that are not covered by the voucher.

18) **Select “I agree with this information” to confirm your information, and then click Confirm.**

Students should be charged $0.00 for the state-provided SAT Weekend administration and should not provide payment.

19) Be sure to print your admission ticket prior to test day and verify the test center location.

If you have questions, call us at 866-756-7346 or email us at sat@info.collegeboard.org