

# University of Washington – Seattle

## Placement Test Registration

\*This multi-step registration processes must be completed in one sitting. You will pay for the test using PayPal, so have a credit card ready. Please set aside 5-7 minutes to complete the registration process!\*

Access the Test Registration website: <https://oea.washington.edu/apt.html>

### **1. Log In or Create a UW NetID**

#### **PLEASE READ DESCRIPTIONS BELOW TO DETERMINE YOUR STATUS:**

##### If you are a current UW student:

- Select “Log In” next to “If you have an UW NetID:”
- Enter you UW NetID and password
- Continue to Section 2

##### If you have been admitted to any UW Campus, but haven’t attended classes

- Check your acceptance letter for how to activate your UW NetID
- Select “Log In” next to “If you have an UW NetID:”
- Enter you UW NetID and password
- Continue to Section 2

##### If you have previously been admitted, enrolled or attended courses at any UW campus

- You should have a UW NetID
- You are able to recover it if you click “Forgot your password?” after you click on Log In
- If you need help call UW IT: 206-221-5000 or email: [help@uw.edu](mailto:help@uw.edu)
- Select “Log In” next to “If you have an UW NetID:”
- Enter you UW NetID and password
- Continue to Section 2

##### If you need to take a Placement test for Admission Purposes for any UW Campus and do not have a UW NetID:

- Click on “request a UW NetID” in the sentence that says “If you are NOT a University of Washington student you need to request a UW NetID.
- You will need to create a UW NetID and then return to <https://oea.washington.edu/apt.html> and Log In
- Continue to Section 2

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If you are RETESTING and previously tested at UW Seattle or at another location through the APTP Program/Website

- You should have a UW NetID
- You are able to recover it if you click “Forgot your password?” after you click on Log In
- If you need help call UW IT: 206-221-5000 or email: [help@uw.edu](mailto:help@uw.edu)
- Select “Log In” next to “If you have an UW NetID:”
- Enter you UW NetID and password
- Continue to Section 2

If you are NOT a UW student and testing for the first time:

- Click on “request a UW NetID” in the sentence that says “If you are NOT a University of Washington student you need to request a UW NetID.
- You will need to create a UW NetID and then return to <https://oea.washington.edu/apt.html> and Log In
- Continue to Section 2

### 2. Profile

- Check that your name, date of birth and year of high school graduation or estimated high school graduation is entered
- Enter your contact information, address, email, and phone number
- School Identification
  - If UW Student
    - Enter your student number
  - If non-UW, testing for UW Admission Purposes, any other reasoning, or you do not know your student number.
    - Select University of Washington - Seattle
    - Enter 123
  - Save

### 3. Click Register for a Test

- For Testing Accommodation, select NO
  - If you have Accommodations, please email [testingcenter@uw.edu](mailto:testingcenter@uw.edu)
- For “Where do you plan on taking a Placement Test?” select “University of Washington - Seattle.”
- For select a test, select which Placement Test you plan on taking.

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- Click on the TEST DATE you want to test.
- You will not be able to register for a date if it is FULL
- Click Confirm

### **4. Pay for the Test**

- The purchaser profile will populate with the name and information you entered in your registration profile, **be sure to edit the purchaser profile with the name and billing address for the credit card you are using.**
- Make sure to include the **NAME** exactly as listed on the Credit Card you are using. Include middle initial or middle name if on the card.
- Make sure to enter the **BILLING ADDRESS exactly as listed on your Credit Card statement.**
- Follow the instructions for entering card number, expiration date, and security code.
- If the information does not match your credit card, the transaction will fail. You may also get a temporary hold on your credit card if not entered correctly.
- Once the transaction is completed, a receipt will be sent to your email address and you will be directed back to the APTP Test registration page “Admission Ticket” (it is not necessary to print this page).

### **5. Change Test Date**

- You can change your test date on the Home Page by clicking on your registered test.
- Options to change the date are on the right side.

### **6. Change Test Type**

- You can change your test type on the Home Page by click on your registered test.
- Options to change the test type are on the right side.
- Please note that the system will let you change based on the type of test you are taking. It does not let you change from a Math test to a Language test.
  - Example: If you registered for a General Math and want to change to Advanced Math. If you registered for a Language exam and want to take a different language exam. You can do this online!
  - Example: If you register for a Math test and then want to take a Language test, the online system will not let you. Please email us.

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If you need to change the test type and it is not allowing you, email us ASAP at [testingcenter@uw.edu](mailto:testingcenter@uw.edu) or let us know when you come to test.

### **7. Cancel Exam**

- You can cancel your exam from the Home Page
- Please note that cancelling DOES NOT = REFUND
- Refunds are NOT allowed

**Contact [testingcenter@uw.edu](mailto:testingcenter@uw.edu) with any questions or concerns!**