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/aptp.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
- 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/aptp.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
• Select “Log In” next to “If you have an UW NetID:”
• Enter your 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/aptp.html and Log In
• Continue to Section 2

2. Profile

• Check that your name, date or 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
• 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.
  o 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!
  o 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 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 with any questions or concerns!