## **Cumberland Valley School District**

Online Registration Guide

CUMBERLAND VALLEY SCHOOL DISTRICT

## Visit the Cumberland Valley Web Store to REGISTER ONLINE!

https://Cumberland.RevTrak.net

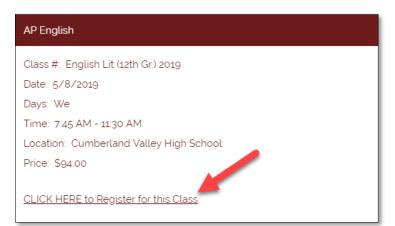
## Select the AP Exams Programs Button

4+	
 AP Exams	

- Click on the AP Exams Programs Button located on the Home Page.
- Select the class for which you wish to register.
- Select "Click Here to Register" to proceed with the registration process.
- If you have not already logged into or created a RevTrak account, you will be prompted to do so now using your Email Address and Password.
- Select the <u>exact participant</u> you wish to register for the selected class. You may also select "A New Person" if they are not currently listed in your account.

\***NOTE:** The selected participant MUST be the name of the person attending the class.

CHECKOUT			
VERIFY			
Review & Submit			
BILLING	EDIT		
BILL TO: Matthew Lamb 555 Street Dr Minneapolis, MN 55555			
PAYMENT METHOD	EDIT		
Please select a payment option.			
ITEMS			
AP ENGLISH - LAMB, MATTHEW Ouantity: 1 Lamb, Matthew 05/08/2019 745 AM	\$94.00		
SUB TOTAL TOTAL	\$94.00 <b>\$94.00</b>		



- Answer <u>ALL</u> required questions before clicking the Add to Shopping Cart or Continue Shopping buttons at the bottom of the page.
- Within the Checkout screen, you can verify your billing address and Select a Payment Option, prior to hitting "Place Order".
- When you hit "Place Order", your payment will be processed and a Receipt will appear. Your receipt will also be emailed to the address on file.