

How To Navigate the CLEPPORTAL For Your Ticket ID

This document provides instructions to print and receive your Ticket ID # for your CLEP exam. **Please read the entire message before registering.** You do not need a Ticket ID Number for DSST or the Speech exams.

You are required to preregister for CLEP exams before coming in to the Testing Center for your scheduled day/time. You are able to register on the CLEP website for an exam and then bring the ticket # as a walk-in as well. You register at <https://clepportal.collegeboard.org>. HOWEVER, YOU WILL ONLY BE ABLE TO ACCESS THIS WEBSITE FROM A CIVILIAN COMPUTER AND NOT FROM AN USAF (GOV'T) COMPUTER. This is NOT the same as scheduling a seat reservation at https://ELD.Coastline.edu/Military/NTC_contacts.

Once you create an account you can add an exam to your cart and check out. The ticket ID number you receive at checkout is the number you need to bring with you for your exam. You should print out the registration ticket as this expedites the sign in process on test day. This ticket number has eight numbers and begins with 1129XXXX.

IF THIS IS YOUR FIRST CLEP EXAM AND YOU ARE ACTIVE DUTY, before adding the exam to your cart, you will need to update your profile:

- Go to "Manage Profile" under My Account in upper right hand corner.
- Scroll down to Personal Details and select "Edit This Information".
- Select Yes under "eligible for DANTES funding" (If you are active duty and this is not a retake, you are).
- Now you can add the exam to your cart.
- Select the Test Center where you will be taking this exam. If you are taking the exam here at HAFB you will select: Coastline Community College, Holloman Air Force Base, NM.

***Make sure you select to have your scores sent to your school of choice.** When you are at Step 3 of Checkout & Registration on the Send Score Information page, choose "Send to College or University" in the drop down menu. Once you choose "Send to College or University", click on "Find College/University" underneath the drop down menu. This will take you to a new page. Type in the name of the school to which you would like your score sent. If you are taking this for CCAF credit, type in Community College of the Air Force. Underneath the school name on the next page, choose "Send My Exams Scores Here", which will bring you back to the original page where you will authorize CLEP to send your score to CCAF.

***THIS WILL SAVE YOU THE \$30 TRANSCRIPT ORDER FEE!**

Now print the PDF version of the CLEP Exam Registration Ticket and bring it with you when you come to the NTC to take your exam.

If you have any further questions contact: gmisener@coastline.edu.
