

# Register for CLEP exams

Now you can streamline your exam registration by pre-registering with CLEP online.

- Go to: <https://cleportal.collegeboard.org/myaccount>
- Click on the “Create an Account” Button
- Enter all information to the best of your ability; make sure the username and password are something you can remember!
- Check all the boxes and click “Confirm” if they are correct. Otherwise, Click Edit to fix them.
- Sign-in with the password you just made. You will likely have to do this multiple times through the registration process, so don’t forget your password!
- **ACTIVE DUTY:** Before you try to sign up for a test, there are a few more steps you need to take to have your exam funded by DANTES! First, Click on the “Manage my Profile” button in the purple box on the right.
- If you cannot read/edit the information on this or any of the below pages, please try to access the page in another browser.
- Click on the “Edit This Information” button under “Address and Contact” and add in a primary phone number, then save it.
- **Click on “Edit This Information” under “Personal Details” and fill in everything, then check the box that says, “I am eligible for DANTES funding and I am not a veteran”** (there is a link to a PDF with Eligibility Rules, if you are not certain that you qualify) and enter in the additional information requested. Click “Save” when you are finished.
- Click on “Add Test Center” under “Preferred Test Center” and then click “Save,” you don’t have to set a preferred test center, though you may if you so choose. Selecting a preferred test center will not prevent you from using other test centers.
- Click “Edit This Information” under “General Survey” and answer all questions to the best of your ability.
- When you are finished, click “Back to My Account” at the top of the page.
- At the bottom, under “Recent Orders,” click on the link where it says “Click here to order a CLEP Exam.”
- Find the exam you wish to take and add it to your cart. It will display the price as \$80, but the “DANTES Funded” option will be available when you reach the payment portion of the check-out process.
- Begin the checkout process and verify all information as it is displayed.
- If you have a university or college that you are registered or registering for, it is recommended to select that school now, your score will still be applied to your military-based transcript.

Once you have registered, your registration is good for 6 months. You do need to call WBU National Test Center offices at 907-333-2277 (WBU Parkside Center) or 907-753-6416 (WBU Elmendorf Center) to make an appointment. On your test appointment day come to the test site with a copy of your test registration confirmation ticket and your military ID and you will be seated.

If you have any questions about your CLEP account or any of the exams, please contact CLEP at (800) 257-9558