

VERY IMPORTANT! CLEP EXAMS ONLY NOT DSST EXAMS

You must now preregister online before you can take a CLEP Test.

1. Register for a CLEP account at: <https://cleportal.collegeboard.org/myaccount>
 - If you receive a message “There is a problem with this Website’s Security Certificate...” click “Continue” as many times as necessary
 - Log in with an existing account or create a new account
2. At Top Right: Click on Manage Profile – Click “Edit this Information”
 - There are four sections that need to be filled out:
 - Address & Contact
 - Personal Details
 - Preferred Test Center and General Survey

Please note: All information must be fill out completely

Under Personal Details: make sure you Check YES to the following questions:

- Do you have a government ID? YES
 - Are you a Citizen? YES
 - Eligible for DANTES funding? YES
 - Complete the following
 - Branch of Service
 - Military Status
 - Current Pay Grade
 - Full SS number
3. Once your profile is complete
 - Go back to My Account (upper right) Scroll down to Recent Orders
 - “Click here” to order a CLEP exam
 - Request the chosen CLEP examination and “Add to Cart” (ignore \$80 charge if AD)
 - Click “Register and Check out”
 - Click “Save and Continue”

(If you have not taken this exam before, you should have \$0.00 balance due)
 4. Print CLEP examination registration ticket
 5. Bring your Registration with Ticket number to your scheduled Test session to the Lewis University National Test Center, Room 116B, Kirtland Education Center

Testing Administrator will schedule your exam by “ticket number only “when you come to your test session.

If you have any questions you may email masseygl@lewisu.edu or call CLEP directly at **800-257-9558**.