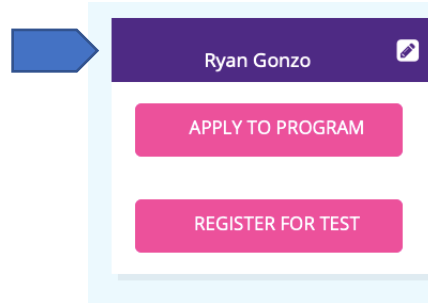


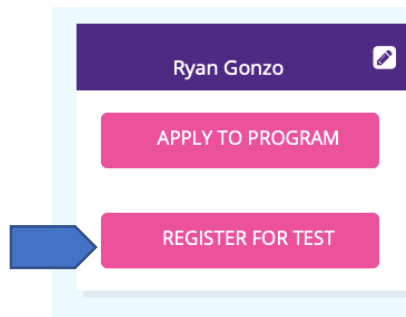
NUMATS 2019-20 Registration Guidance

1. Create or Log-in to MyCTD: <https://my.ctd.northwestern.edu>

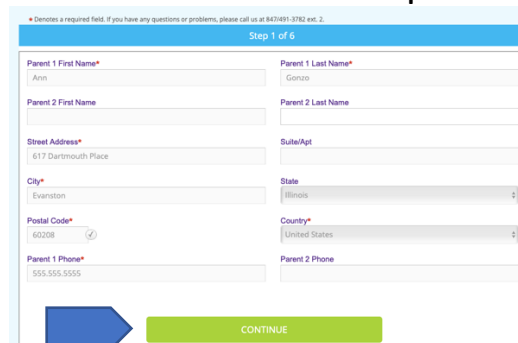
2. Select existing or create new student:




3. Click Register for Test:



4. Step 1 of 6--Complete or confirm correct parent information:



A screenshot of a registration form titled 'Step 1 of 6'. The form contains several input fields for parent information. A blue arrow points to a green 'CONTINUE' button at the bottom.

Step 1 of 6	
Parent 1 First Name*	Parent 1 Last Name*
Ann	Gonzo
Parent 2 First Name	Parent 2 Last Name
Street Address*	Suite/Apt
617 Dartmouth Place	
City*	State
Evanston	Illinois
Postal Code*	Country*
60208	United States
Parent 1 Phone*	Parent 2 Phone
555.555.5555	
	

5. Step 2 of 6-- Complete or confirm correct student information and select the qualification criteria:

A screenshot of a web form titled "Step 2 of 6". At the top, a note reads: "Denotes a required field. If you have any questions or problems, please call us at 847/491-3782 ext. 2." The form contains several input fields: "Student First Name*" (filled with "Ryan"), "Student Last Name*" (filled with "Gonzalez"), "Student Middle Initial" (empty), and "Student Date of Birth (MM/DD/YYYY format)*" (filled with "01/01/2005"). Below these are dropdown menus for "Student Ethnicity" (selected "Caucasian/White") and "Student Gender*" (selected "Male"). A "Family Income" dropdown is set to "\$120,000 and above". A "Qualifying Information" section has a link "How to qualify for NUMATS" and four radio button options: "I qualify for the gifted program at my school.", "I have been recommended by a teacher or parent.", "I am a past participant in NUMATS or another Academic Talent Search.", and "I qualify on a nationally normed test." (which is selected). The last option is "I qualify on a state achievement test." At the bottom are "BACK" and "CONTINUE" buttons, with a blue arrow pointing to "CONTINUE".

6. Step 3 of 6—Choosing the right test for your child:

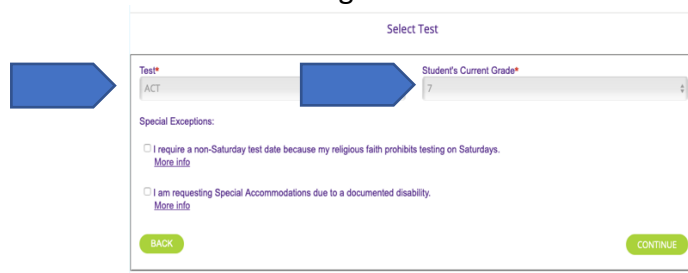
- A. If you do not know which test is best for your child's grade level, click the informational link to read about the options and criteria for each test.

A screenshot of a web page titled "Step 3 of 6". At the top, a note reads: "Denotes a required field. If you have any questions or problems, please call us at 847/491-3782 ext. 2." The main heading is "Which test is right for my child?". Below it is a link: "For Testing Recommendations Chart, [click here](#) and scroll down to Which Test - PSAT 8/9, SAT, ACT?". There are two blue icons representing groups of people. The first icon is next to the text "Students in grades 3-6 may take PSAT 8/9". A blue arrow points to this text. The second icon is next to the text "Students in grades 6-9 may take SAT® and/or ACT®". At the bottom, there is a link: "Have you tested, or registered to test, directly with College Board (PSAT 8/9 or SAT) or ACT on your own or through your school? [Click here](#)". At the very bottom is a "Select Test" button.

- B. **Occasionally a student will register for testing outside of NUMATS. These instances happen only when a student registers directly with ACT or SAT or they test in a prearranged event in their school system** If this applies to you, you will register for NUMATS resources only so that NUMATS can receive test scores from the testing agency. Click "click here" to be taken to that page. If this doesn't apply to you, jump to "C".

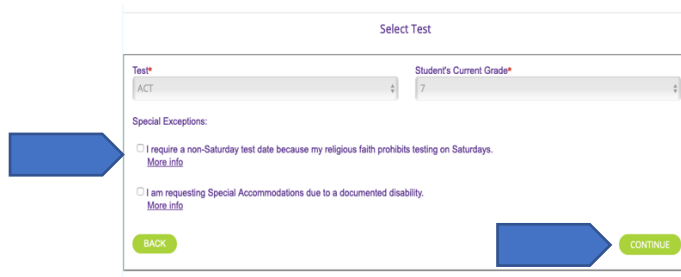
A screenshot of a web page titled "Step 3 of 6". At the top, a note reads: "Denotes a required field. If you have any questions or problems, please call us at 847/491-3782 ext. 2." The main heading is "Which test is right for my child?". Below it is a link: "For Testing Recommendations Chart, [click here](#) and scroll down to Which Test - PSAT 8/9, SAT, ACT?". There are two blue icons representing groups of people. The first icon is next to the text "Students in grades 3-6 may take PSAT™/8/9". The second icon is next to the text "Students in grades 6-9 may take SAT® and/or ACT®". At the bottom, there is a link: "Have you tested, or registered to test, directly with College Board (PSAT 8/9 or SAT) or ACT on your own or through your school? [Click here](#)". A blue arrow points to the "Click here" link. At the very bottom is a "Select Test" button.

C. Choose Test and Student's current grade:



The screenshot shows a form titled "Select Test". It has two dropdown menus: "Test*" with "ACT" selected and "Student's Current Grade*" with "7" selected. Below these are two checkboxes under "Special Exceptions": "I require a non-Saturday test date because my religious faith prohibits testing on Saturdays." and "I am requesting Special Accommodations due to a documented disability." Each checkbox has a "More info" link. At the bottom are "BACK" and "CONTINUE" buttons. A blue arrow points to the "Test" dropdown, and another blue arrow points to the "Student's Current Grade" dropdown.

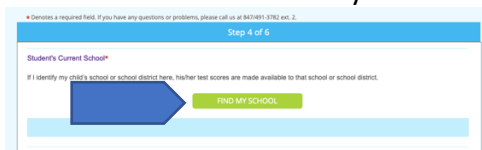
D. If you need to request Special Accommodations or you require a Non-Saturday test date for religious reasons only, please indicate by clicking the appropriate box. **for more information regarding both of these exceptions, please click the "More Info" link on this page** **Look for specific information in your confirmation email**



This screenshot is identical to the one above, but with a blue arrow pointing to the first "Special Exceptions" checkbox and another blue arrow pointing to the "CONTINUE" button.

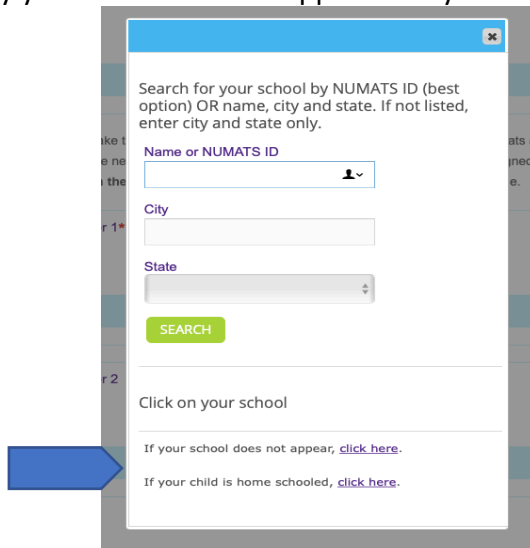
7. Step 4 of 6—Choosing your student's school and Test Center:

A. Choose your Student's School-Click the Find My School Button



The screenshot shows a form titled "Step 4 of 6" with the heading "Student's Current School*". Below the heading is a note: "If I identify my child's school or school district here, his/her test scores are made available to that school or school district." At the bottom is a "FIND MY SCHOOL" button. A blue arrow points to this button.

- B. Enter the name of your school (or the school’s NUMATS ID if you know it), the City and State of the school and click search. Use the two bottom selections to find out why your school doesn’t appear or if your child is home schooled.



Search for your school by NUMATS ID (best option) OR name, city and state. If not listed, enter city and state only.

Name or NUMATS ID

City

State

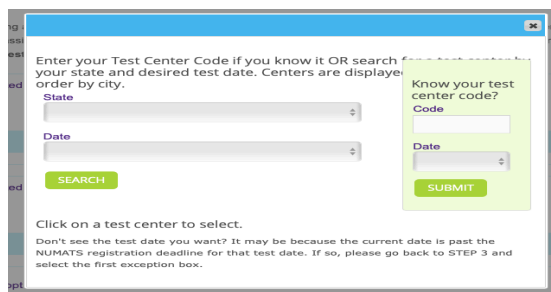
SEARCH

Click on your school

If your school does not appear, [click here](#).

If your child is home schooled, [click here](#).

- C. Find a Test Center-Click the Find a Test Center button. If you know your test center code, enter it into the box on the far right and choose a date. If you do not know the test center code, use the search option by entering your state and desired test date. **test sites are in alphabetical order by CITY** Repeat process for Test Center 2.



Enter your Test Center Code if you know it OR search for your state and desired test date. Centers are displayed in order by city.

State

Date

SEARCH

Know your test center code?
Code

Date

SUBMIT

Click on a test center to select.

Don't see the test date you want? It may be because the current date is past the NUMATS registration deadline for that test date. If so, please go back to STEP 3 and select the first exception box.

- D. **for SAT ONLY—you can add the essay portion of the test

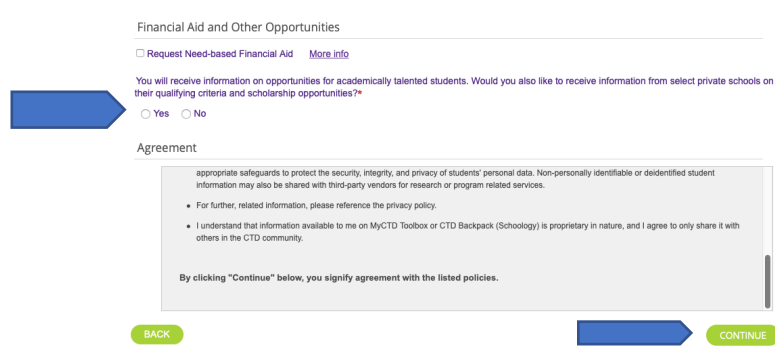
- E. No need to add additional reporting unless you want these scores sent to another university. You must know code, as this tool will not look up codes for you. You may leave these blank.
- F. Click Continue after school, test center, (essay) and reporting selections

TERMS AND CONDITIONS: Check the certification pop up box

8. Step 5 of 6--If you are requesting financial aid, read the “More Info” tab and click the Request Financial Aid box. New this year is the requirement to upload financial aid documents AS payment to complete the process.



Click yes or no to receive info on other opportunities
 Scroll to the bottom of the “Agreement” box to see all text
 Click continue



9. Step 6 of 6—Confirm selections are correct and click Finish and Pay

10. Enter Payment and continue

You will receive a confirmation email outlining your registration and details for your selections.