



Above Level Assessment Registration for IMSA Affiliates

1. Either create an account and the student to the household account **OR** log into an existing family account at <https://my.ctd.northwestern.edu/>
2. Click the **HOME** button in the top purple menu
3. Then select **assessments** and search for **IMSA Affiliates**
4. Select your test date from the options and click the + on the tab
5. In the top right corner, near Registration Open click “Apply Now”
6. Confirm or update your account information, click **NEXT**
7. Select the student to register, click **NEXT**
8. Click **NEXT** as there is no need for a transcript with a test registration
9. Read, select boxes, add initials and agree to the Terms and Conditions, click **NEXT**
- 10.** There is no need for more supporting documents, so please choose from the drop down “**Pay for one or more applications**”, click “**NEXT**”
11. In Applications for Payment, choose your student registration, select **no** for financial aid (we currently do not have aid for assessments) then select yes or no for a donation, click **NEXT**
12. Leave the coupon code blank and click next (**if you have a waiver code issued from your school, enter it here)
13. Enter your cc payment and click submit
14. Check your email for your confirmation and testing details
15. You can see the enrollment on your student dashboard under “Enrolled”