



First Name: _____

Middle Initial: _____

Last Name: _____

Student Code: _____

ACT High School Code: _____

Deadline: _____

Non-Test Instructions for Student

This document contains instructions for completing your non-test information in MyACT. If you complete this information prior to testing or by the deadline listed above, you can send your scores, free of charge, to four colleges or scholarship agencies of your choice. Changes made after the deadline may not be reflected on your score report or reported to your college choices. You may log out and return to complete this information any time prior to the deadline. Once your test has been scored, you are no longer able to update your non-test information and you will be charged a fee for any reports you wish to send to colleges.

All non-test questions are optional unless noted. If you choose to answer them, be sure the information you provide is accurate. Although you may skip any optional question that you do not wish to answer, we can provide colleges and scholarship programs with a more complete profile when you answer more questions. **ACT strongly encourages you and your parent(s) or guardian(s) to carefully review this guide and the *ACT Privacy Policy* at www.act.org/privacy to understand how we collect, use, and disclose personally identifying information.**

How to Complete Your Non-Test Information

1. Verify that your name is printed at the top of this page. If it is not your name, do not proceed. Contact the test coordinator at your school as soon as possible to receive your *Non-Test Instructions for Student* form.
2. Make sure you have a copy of *Taking the ACT State Testing and District Testing* for additional information and guidance. Contact the test coordinator at your school if you did not receive a copy.
3. Go to www.myact.org.
4. If you already have an ACT web account, enter your email address and password and select **Sign In**.
 - a. Your last name on your existing account must match what is listed in the top right corner of this page and your email address must match what you provide on test day. Please contact your school if you need to update your name on this page or contact ACT at <https://www.act.org/content/act/en/contact-act.html> if you need to update what is on your account.
5. If you are creating an account for the first time, select **Create MyACT account** then select **I'm new! Let's get started**. Follow the on-screen instructions to create and log into your account.
 - a. The email address you enter will be used in accordance with the ACT Privacy Policy and is included on score reports to colleges. When providing demographic information on the answer document or in the online test, provide the same email address you entered to create your MyACT account.
6. After logging in to your account, proceed to the **Enter Student Code** button, located on the right-hand side.
7. Enter your student code from the top of this page and select **Submit Code**.
8. Follow the on-screen instructions to provide your demographic information, high school resume, college plans, and score recipients.
 - a. Have your high school grades and courses on hand to complete the high school resume section.
 - b. If you have previously filled out this information, your demographic, high school resume, and college plans sections should be saved. Please review and update for accuracy. You will have the option to send your scores, free of charge, to four colleges or scholarship agencies of your choice.
9. At the end of the non-test section, you will be asked to review and agree to ACT's Terms and Conditions. After submitting, you will be directed back to the dashboard of your MyACT account.
10. Make note of your ACT ID (located under your name) and **Log Out**.