How to Register for the TOEFL® iBT Online
A Step-by-Step Tutorial

This guide will help you to navigate the online registration system. You may print this document and use it to assist you in the process.

General Website Navigation Tips:

– Avoid using your browser’s BACK button
– Our site has multiple security measures to ensure the safety of your information, including a time limit. To expedite the registration process, please be prepared to provide:
  • Up to four recipients you want to receive your scores (institutions, not yourself)
  • How YOU want to receive your scores (web only or web plus a paper copy sent by mail)
  • Complete payment information (credit card, voucher number)
– Do not browse any pages outside of the test registration system
– Do not enter characters that contain accent marks (i.e., ă ç ĭ ô ü) because these are not supported by the registration system. If these characters appear in your legal ID, however, it will not prevent you from being admitted to the testing center
– Do not DOUBLE-CLICK any of the buttons, especially when submitting payment

Recommendations:

– Register early — 4 months in advance if possible, for the best chance of reserving a seat on the date and location YOU prefer.
– Complete your profile before registering for a test. This will allow you to complete your registration more quickly.
– Be prepared — Use the following products to help you prepare for test day:
  • The TOEFL® iBT Sampler (free when you register and pay)
  • TOEFL® Practice Online http://toeflpractice.ets.org
  • The Official Guide to the new TOEFL® iBT www.ets.org/toeflguide.html

More Questions?
Please e-mail us at toefl@ets.org if you have any questions not answered in this guide.
TO REGISTER FOR THE TOEFL® iBT Online
FOLLOW THESE STEPS TO SAVE TIME

Step 1: Login
New users click the “Sign Up” link to create your profile.
(A new user is anyone who has not created a profile in the TOEFL Internet-based test (iBT) registration system, either online or through a call service representative).

Returning users PROCEED TO STEP 3 in this guide.

Note: Important registration announcements can be viewed here.

Step 2: Create a profile
Part 1 Complete all of the required sections highlighted with an asterisk (*). The information you provide will be kept completely confidential.

The spelling of your name must exactly match the name printed on the identification document(s) you will present at the center.
Step 2: Create a profile

Part 2 Provide identifying information.

Create A Profile: Part 2 of 3

This information will help us identify you for registration. For acceptable documentation for testing, see the Information and Registration Bulletin. All information you provide here will be kept completely confidential.

Items with an * are required.

**Identifying Information**

**United States Residents**
- U.S. Social Security Number: [ ]
  (Example: 123456789)
- U.S. Driver's License Information
  - State: [Select]
  - NO:

**International Residents**
- Passport Information
  - Country: [Select]
  - ID:
- International ID Information
  - Country: [Select]
  - ID:
- International Driver's License Information
  - Country: [Select]
  - ID:

**Additional Background**
- Native Country: [Select]
- Native Language: [Select]
- Country of Citizenship: [Select]

Step 2: Create a profile

Part 3 Create your user name and password by following the rules shown.

Create A Profile: Part 3 of 3

Items with an * are required.

**User Name and Password**

Important User Name and Password Information

User names must be between 6 and 16 characters long and may contain both letters and numbers. The user name may NOT contain any special characters like !, @, #, $ or %.

Passwords must be a minimum of 6 characters in length. The maximum is 16 characters. For added security, they must also contain three of the following four character categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numeric characters (0 through 9)
- Special characters (for example, !, @, #, $, %)

Examples of allowable passwords are:

- UMs5AB
- RTgOR125
- Ulyx42
- #HhMk

Your password is case-sensitive. For example, "HhMk" is different from "hHmk"

Only English characters are allowed and your password cannot contain your user name, first given name, or last/initial name.

* Enter a user name: [ ]
* Enter a password: [ ]
* Re-enter password: [ ]
Step 2: Create a profile

Part 4 Challenge questions.

For security reasons, select three challenge questions that are easy to remember but that others do not know.

If you forget your user name or password, you must answer one of these challenge questions to verify your identity.

<table>
<thead>
<tr>
<th>Who is your favorite author?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td>What is your favorite food?</td>
</tr>
<tr>
<td>Who is your favorite author?</td>
</tr>
<tr>
<td>What is your favorite movie?</td>
</tr>
<tr>
<td>What is your favorite sports team?</td>
</tr>
<tr>
<td>What was the name of your first pet?</td>
</tr>
<tr>
<td>What is your favorite vacation destination?</td>
</tr>
<tr>
<td>What was the color of your first car?</td>
</tr>
<tr>
<td>What is the name of the street where you grew up?</td>
</tr>
<tr>
<td>What is the name of your favorite cartoon character?</td>
</tr>
<tr>
<td>What is your father’s middle name?</td>
</tr>
</tbody>
</table>
Step 3:
Log in with your user name and password and then click “Go.”
If you forget your user name or password, click the assistance buttons to get your information.
(You can also access the registration system directly from the TOEFL home page at this link: Log In to Your TOEFL iBT Profile)

Step 4: Access your home page

After you log in, you will reach “My Home Page” where you can:
• view your order to find the address and reporting time of the test center where you are registered to test
• register for a test
• order score report services
• view past scores and orders
• update the information in your profile
Step 5:
Under “My Tests,” click the “Register for a Test/Order Score Reports” link.

Step 6:
To register, click “TOEFL Test” and then the “Continue” button.

If you want to purchase more score reports (those in addition to the four FREE score reports you get when you register for a test), select “TOEFL Services.”
Step 7:
Read the overview page carefully. To continue, click the “I Agree” button located at the bottom of the page under the Policy Agreement Statement.

Step 8: Select a Test Center Location
Each test location represents a general area, not necessarily a specific city. For example, Berlin can mean Berlin itself, or within approximately a 50-mile radius.

When searching for a test center, consider areas beyond your city, state or province. Centers listed under a different area may be closer than you think. For example, if you are searching for a city in the New York City area, search in the Northern New Jersey area as well.

Step 9: Select Test Dates
View the available test dates/test centers by selecting a date range (60 days maximum) in the “Start” and “End” date boxes. Then, click the “Search” button.

Step 10:
Select a preferred test center by clicking on its link.
If you are looking for different centers, try picking a different date.
Step 11: Confirm your registration

A Reservation Summary page appears. If the information is correct, click the “Continue” button. If incorrect, click the “Cancel” button to perform another search.

NOTE: Your reservation is not confirmed until you pay for the test.

Step 12: Select your score recipients

Part 1

You will automatically receive a free score report for your records. Additionally, you may designate up to four institutions to receive your score reports, free of charge. It is best to enter your selection now; you cannot select your score recipients at the test center.

Free score recipient selections or changes will be accepted no later than 10 p.m. (local test center time) the day before your test. After that, a charge will be imposed.

Note the instructions for searching score recipients and this example of a search.

Select from the list.
Step 12: Select your score recipients

Part 2

Verify your selected recipient and select, if applicable, a department. Then you can either choose to “add another recipient” or “continue” with the registration process.

Step 13: Score Reporting Preferences

Choose how you want to receive your scores and click “Continue.”

Step 14: Answer demographic questions

Answers to these questions are voluntary and remain anonymous. They are used for research purposes only and the information will help us better serve TOEFL test takers and score users.
Step 15: Confirm your order

Review your registration information for accuracy, and click the “Confirm Order” button.

To change any information, click the “Modify” link.

To cancel your registration, click the “Cancel” button.

Step 16: Make your payment

Choose your payment method and click the “Continue” button.
Step 17a: Credit card payment

To make a credit card payment, fill in all *required information. Note: JCB credit cards do not use a secure credit ID number.

After you submit your credit card information, a screen will appear showing that your order has been paid.
Step 17b: Voucher payment

If you purchased or were provided with a voucher, enter the voucher number.

Step 17c: Electronic check payment

Enter the *required information to pay by electronic check.
Step 18: Payment confirmation

If the payment transaction was a success, this screen appears.

Thank You For Your Order

Your order is complete. You will NOT receive an automatic confirmation by e-mail.

Registration Confirmation

View and Print your Registration Confirmation by clicking the "View and Print Registration Confirmation" link below. Your Registration Confirmation includes important information about your registration, including test date, start time, and test center address.

E-mail yourself a copy of the Registration Confirmation. Use the "E-mail" link next to "View and Print Registration Confirmation."

You can access your TOEFL®/iBT profile and registration information any time by logging back into this system. From "My Home Page," you can verify your order and confirm your test day information by using the links in the "My Test" section of My Home Page. You can update your personal and contact information with the links in the "My Profile" section.

Order Receipt

View and Print your Order Receipt by clicking the "View and Print Order Receipt" link below. Your Order Receipt shows the prices of the items you have ordered and includes the names of your score recipients.

E-mail yourself a copy of the Order Receipt. Use the "E-mail" link next to "View and Print Order Receipt.""\n
Scores

Your TOEFL®/iBT scores will be available approximately fifteen business days after you take the test. To view your scores, log into the TOEFL®/iBT home page and select the "Print Scores" link.

Test Preparation

Your order entitles you to access a free TOEFL®/iBT Sampler. You can view the Sampler now or access it from the "View Order" link in your home page at any time until the date shown below.

12/23/07
(mood/07xx)

Take one of the practice tests on TOEFL Practice Online to help predict your performance on test day. Do your BEST on the TOEFL®/iBT. Practice now.

Don’t forget to:
• Access the free TOEFL iBT Sampler
• Use the practice tests on TOEFL Practice Online
• Print your order receipt if you want confirmation of payment.
• The registration confirmation contains the time the test will be given and the exact test center address. Print out your registration confirmation and bring it with you when you test. To e-mail your confirmation, click the "E-mail" link. A confirmation will NOT be automatically e-mailed to you.
VIEW YOUR ORDER

From the “Thank You For Your Order” page (Step 18), click the “View Order” link to make sure your recent transaction was captured. Your registration is now complete.

CONTACT US

For questions about registration, test centers, score reports or the test itself:

E-mail: toefl@ets.org

Phone:
1-877-863-3546 — United States, U.S. Territories*, Canada
1-609-771-7100 — All other locations

Monday – Friday
8 a.m. – 8 p.m. New York time.

TEST TAKERS WITH DISABILITIES
1-866-387-8602 — United States, U.S. Territories*, Canada
1-609-771-7780 — all other locations

Teletypewriter (TTY) Number: 1-609-771-7714

Monday–Friday
8:30 a.m. – 5 p.m. New York time

Phones are busiest on Monday.


Fax:
1-610-290-8972

Mail:
TOEFL Services
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151, USA

Courier or Delivery Service:
TOEFL Services (25Q-310)
Distribution and Receiving Center
225 Phillips Boulevard
Ewing, NJ 08628-7435, USA

Copyright © 2007 by Educational Testing Service. All rights reserved. ETS, the ETS logo and TOEFL are registered trademarks of Educational Testing Service (ETS) in the United States of America and other countries throughout the world. 4677