

Why create or update your MyACT account?

- Receive your test results 11-14 days faster than waiting for paper score reports from your school.
- Send your scores to up to 4 colleges or scholarship agencies for FREE.
 - 2 additional colleges can receive scores for a fee.
 - Information must be completed each time you test.
- Completing your profile provides insights to your potential career path.
- Opt-in to ACT's Educational Opportunity Service (EOS). It increases your chances of getting discovered by colleges and connects students to colleges and scholarship agencies for recruitment.

Completing Non-Test Information Steps in MyACT

Completing Non-Test Information can be broken down into the following steps:

1. Accessing MyACT.org
2. Accessing Existing or Creating a MyACT Account
3. Entering Student Codes
4. Completing Non-Test Information
5. Receiving Confirmation Pop-Ups
6. Completing the Interest Inventory
7. Updating Information (if needed)

Keys to Success

You will need the following to successfully complete your non-test information in MyACT:

- A computer or mobile device with internet
- Access to text or email if creating a MyACT account
- High school course and grade information
- At least 30 minutes (those creating accounts may need more than 30 minutes)
- Last name, date of birth, and student code listed on your personalized *MyACT Non-Test Instructions for Student* form
 - If you do not have this form, or if your last name or date of birth is incorrect, contact your test coordinator.
- A copy of *Taking the ACT*

Accessing MyACT.org

MyACT is accessible by going to MyACT.org. You will have the option to log in to an existing account or to create a new account. MyACT.org is accessible on a computer or mobile device.

The account you create and the non-test information you complete can provide a number of benefits, including:

- College and career planning
- Ability to update profile until the deadline on the *MyACT Non-Test Instructions for Student* form.
- Ability to update non-test information when registering for future test administrations.
- Free score reporting to up to four colleges or scholarship agencies of your choice.
 - You may select up to two additional choices at a cost, payable by credit card in MyACT.
 - Additional score reports are available for a fee after scores are released.
- Ability to receive scores in your MyACT account 11-14 days faster than those who wait for their paper score report to be provided by their school. You will receive an email notification when scores are available.



Accessing Existing or Creating MyACT Accounts

If you do not have an existing MyACT account, you will need to create one.

- You will need access to text or email for verification purposes.
- Verification emails are sent from identity-services@act.org with the subject *Action Required: Activate ACT Account*. Check spam/junk folders if you don't see it in your inbox.
 - Use your personal email address, if possible, when creating accounts.
 - Many schools have locked down email accounts, meaning that students using a school account are not able to receive emails from outside the schools.
 - If you do not have a personal email or cell phone, you may use a parent or guardian's email.
 - If a parent or guardian is assisting with account creation, the student's name and demographic data must be entered. Be careful not to use the parent or guardian's name and demographic data.
- You will have 24 hours to use the verification code.
- MyACT will time out after 60 minutes of inactivity.

Creating Accounts and Logging In to MyACT

How you create a MyACT account or log in to MyACT will vary depending on your prior access. The table below shows the potential scenarios and actions to take.

If you...	Then you should...
Are creating a new MyACT Account for the first time.	<ol style="list-style-type: none"> 1. Go to MyACT.org 2. Select Create MyACT account. 3. Select I'm new! Let's get started. 4. Enter the prompted information to create a MyACT account. 5. Use this MyACT account to enter non-test information. <p><i>Note If possible, use a personal email address instead of a school address. If not possible, make sure to update it to a personal email after graduating.</i></p>
Had a previous ACT Student web account but do not yet have a MyACT account	<ol style="list-style-type: none"> 1. Go to MyACT.org. 2. Select Create MyACT account. 3. Select I registered or tested before. 4. Select I have accessed my scores online before. 5. Enter the user ID and password from the previous account. 6. Enter the prompted information to create a MyACT account. 7. Use this MyACT account to enter non-test information
Are wanting to create an account and have scores from a previous ACT test	<ol style="list-style-type: none"> 1. Go to MyACT.org. 2. Select Create MyACT account. 3. Select I registered or tested before. 4. Select I have never accessed my scores online. 5. Enter the prompted information on the Find Your Scores screen to create a MyACT account. If you do not know your ACT ID, a school official can access this information. 6. Select Continue.
Have an existing MyACT account	<p>Check to see that the first 16 characters of the last name (excluding spaces and special characters) and date of birth on your MyACT account matches the last name on your personalized <i>MyACT Non-Test Instructions for Student</i> form.</p> <ul style="list-style-type: none"> • If so, use the existing MyACT account to log in and complete the non-test information. • If not, see the troubleshooting table below.



Entering Student Code

After logging in to your MyACT account, the next step is to enter your unique Student Code which will link scores to your MyACT account. On the right side of the home page, locate a box titled **Already testing at your school for school day testing?** and a button that says **Enter Student Code**. Enter your unique 9-digit student code provided on the *MyACT Non-Test Instructions for Student* form correctly. If the data doesn't match, you will receive an error. Please note that the Student Code is not the same as your ACT ID. Refer to the troubleshooting table below for managing errors that you may experience.

Completing Non-Test Information

After entering the student code, you will be prompted to complete these areas:

- Demographic information
- High school resume
- College plans
- Score recipients

If you are unsure about a question, you can skip it and go back to edit responses as needed. Non-test information questions are optional unless noted.

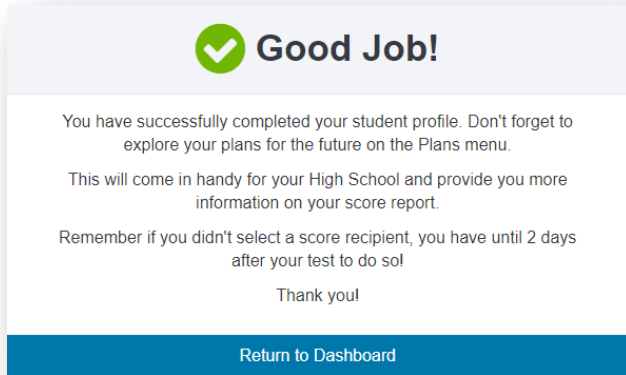
Educational Opportunity Service (EOS)

Completing the non-test information online also allows you to decide if you would like to opt into ACT's Educational Opportunity Service (EOS), a free program identifying students for college opportunities, scholarships, and financial aid. This option may not be presented to you depending on where you test.

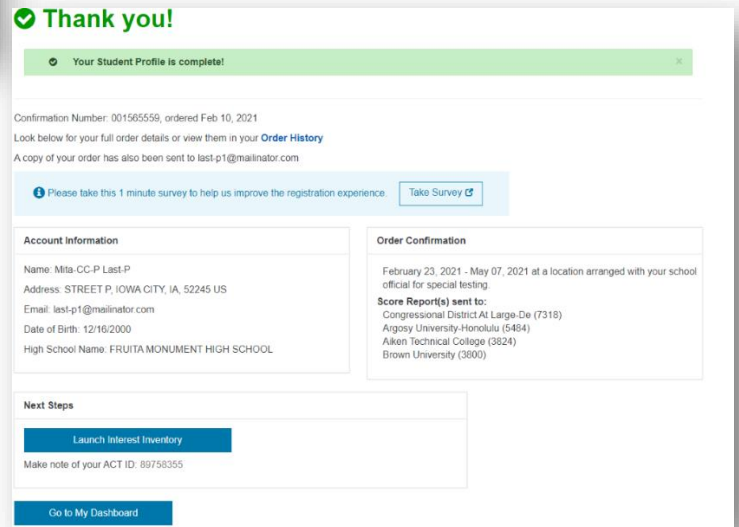
- Over 95% of students that opt in to EOS are recruited by at least one college.
- A typical senior that opts in to ACT's EOS program receives communication from an average of 20 college and/or scholarship programs that identify them as a good match.
- Choosing to participate in ACT's free EOS program provides students with an opportunity to be identified and recruited by colleges that deem them a good fit.
- Choosing to participate in EOS significantly increases a student's opportunities to be contacted by colleges so they can learn more about colleges summer bridge, admission and scholarship opportunities.

Receiving Confirmation Pop-Ups

If you complete the non-test profile portion **and did not select any college choices**, you will see the following screen. To complete the Interest Inventory, click on Plans and complete the information.



If you complete the non-test profile portion **and select college choices**, you will see the screen to the right. To complete the interest inventory, select *Launch Interest Inventory*.



Completing the Interest Inventory

After completing the non-test information section, move on to the interest inventory section. These inventories are a way to help you learn more about yourself. The results will suggest occupations and college majors that fit your interests, self-reported abilities, and/or values. These results can help you explore career options and plan for your future. You may take any or all three of these inventories presented.

Updating Information

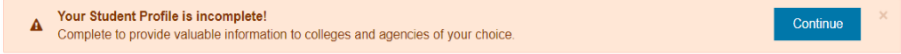
You can log out and return any time prior to the deadline of 2 days after completion of the ACT test. After the deadline, changes may not be reflected on your score report or reported to your score recipients. Once your test has been scored, you are no longer able to update the non-test questions and will be charged a fee for any scores sent to colleges. You may update their information by selecting **Update Responses or Edit Score Recipients**. After the deadline, the **Update Responses** and **Edit Score Recipients** options will be removed, and you will see the **Scores Pending** or **Scores** option.



Troubleshooting Table

Below are some scenarios that you may encounter when trying to create or access a MyACT account or enter a student code and steps to resolve them.

If you...	Then...
Enter an email address and receive the message “ <i>The email [email address] is taken</i> ”	<p>An account with that email address currently exists. If the email address belongs to you, go to the log in screen and click Forgot Password.</p> <p>If the email account belongs to someone else, you will need to use an alternative email that can be accessed for verification purposes.</p> <p>Check spam/junk folders if you do not see the email shortly.</p>
Have tested before but have not accessed a MyACT account	<p>You will need your ACT ID. It can be found:</p> <ul style="list-style-type: none"> • On your paper score report • With help from a school official • By contacting ACT using this contact us webform for students. <p><i>Note: the ACT ID is not the same as the examinee’s student code.</i></p>
Have a MyACT account but have forgotten the email address used to create the account	<p>Go to the log in screen and select Forgot e-mail. Provide your first name, last name and date of birth. If a match is found a masked email address will be displayed.</p> <p>If you do not recognize or do not have access to the email, contact ACT using this contact us webform for students.</p>
Have a MyACT account but have forgotten the password	<p>Go to the log in screen and select Forgot Password. A reset code is sent to your email address from identity-services@act.org.</p> <p>You will need access to the email to be able to reset the password. If that email address is no longer accessible, contact ACT using this contact us webform for students.</p> <p>Check your spam/junk folders if you do not see the email shortly.</p>
Did not receive the verification email	<p>Verification emails are sent from identity-services@act.org. Whitelist this address and check spam/junk folders.</p>
Already have an account in MyACT	<p>You should not need to create a second account and should use the existing MyACT account to submit non-test information. Complete step 1.a of the <i>MyACT Non-Test Instructions for Student</i> form.</p>
Used the ACT ID in the <i>Enter Student Code</i> Field	<p>You will receive an error saying the student code is not found. The student code can be found in the top right corner of the <i>MyACT Non-Test Instructions for Student</i> form.</p>
Have a last name (excluding spaces and special characters) or date of birth on your MyACT account that does not match your <i>MyACT Non-Test Instructions for Student</i> form	<ol style="list-style-type: none"> 1. If the name on the form is incorrect, contact your test coordinator to update the last name. <ul style="list-style-type: none"> • The name change will occur overnight • Once the last name matches, use this MyACT account to enter non-test information. 2. If the name on the MyACT account is incorrect (e.g. misspelling, typo): contact ACT to make an update by using this contact us webform for students.

<p>Have NOT used your Student Code</p>	<p>You may use your Student Code up until the deadline listed on your <i>MyACT Non-Test Instructions for Student</i> form. If you attempt to use student code after the deadline, you may receive the error message <i>“This student code has already been matched to your account and cannot be used twice”</i>. If you do not receive this error message, you can complete the non-test information.</p>
<p>Have ENTERED your student code but haven’t completed the non-test and college choices</p>	<p>You will see the Continue Registration banner at the top of the home page to allow you to complete non-test information.</p> <ul style="list-style-type: none"> • Continue – will take you back to where you left off. • If you submit your student code more than once, you will receive the message <i>“Student Code is Already Claimed”</i>  <p>After the non-test window closes, the Continue Registration banner will be removed, and you will see the Scores Pending or Scores option.</p>
<p>Receive the message <i>“Your MyACT account must match the name and date of birth provided by your school”</i></p>	<p>Your name and/or date of birth does not match ACT data provided by the school. Have the test coordinator compare the name and date of birth in PearsonAccess^{next} with the MyACT Non-Test Instruction Student form. If data was added or updated in PearsonAccess^{next}, wait overnight for ACT systems to update. Then try again.</p>
<p>Receive the message, <i>“Thank you for your patience! You are now in line waiting to enter MyACT”</i></p>	<p>If enough users have already logged in to MyACT, you will be placed in a queue. Every minute, the queue will allow a new group of users to proceed to the sign in screen. Please do not exit from this page as you may lose your place in the queue.</p>
<p>Receive the message, <i>“This student code has already been matched to your account and cannot be used twice”</i></p>	<p>This either means:</p> <ol style="list-style-type: none"> 1. The student code you entered has already been used. Locate and select the Continue option in the <i>Your Student Profile is Incomplete</i> banner. 2. The non-test window has closed.
<p>Receive the message <i>“Student Code is Already Claimed”</i></p>	<p>This either means:</p> <ol style="list-style-type: none"> 1. The code was used by another student. Contact ACT for assistance by using this contact us webform for students. 2. You attempted to submit the student code more than once. You should see the Continue Registration banner at the top of the home page.
<p>Receive the message <i>“Student Code Not Found”</i></p>	<p>This either means:</p> <ol style="list-style-type: none"> 1. The student code does not match ACT data. 2. The student code is not in ACT database. <p>Contact your test coordinator to see if your last name or date of birth needs to be added or updated. If data was added or updated, wait overnight for ACT systems to update, then try again.</p>
<p>Receive the message <i>“Unexpected Error, Please Try Again”</i></p>	<p>An unexpected error has occurred. Wait and try again.</p>



Want to update your score recipients prior to 2 days post test

On your MyACT homepage, select the **Continue** option in the **Your Student Profile is Incomplete** banner. If that banner is not available:

1. Select **Edit Score Recipients**.
2. Select **Proceed to Checkout** and either add or remove the appropriate score recipients.
3. Select **Save & Continue**.
4. Agree to Terms & Conditions, **Save & Continue**.
5. Then **Submit**.