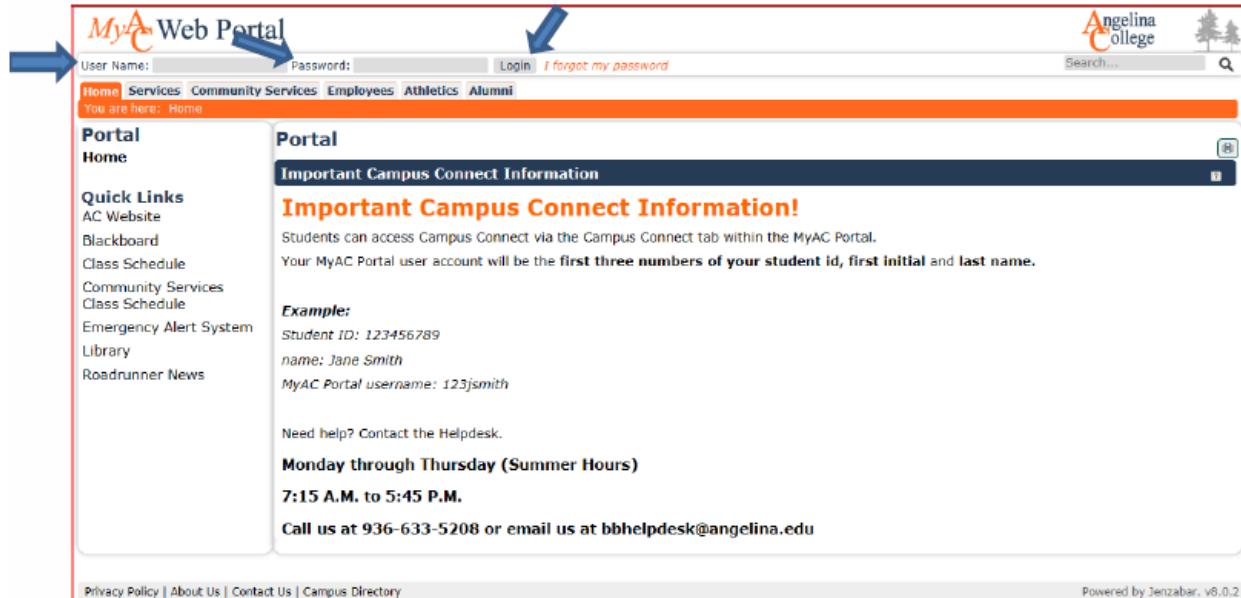


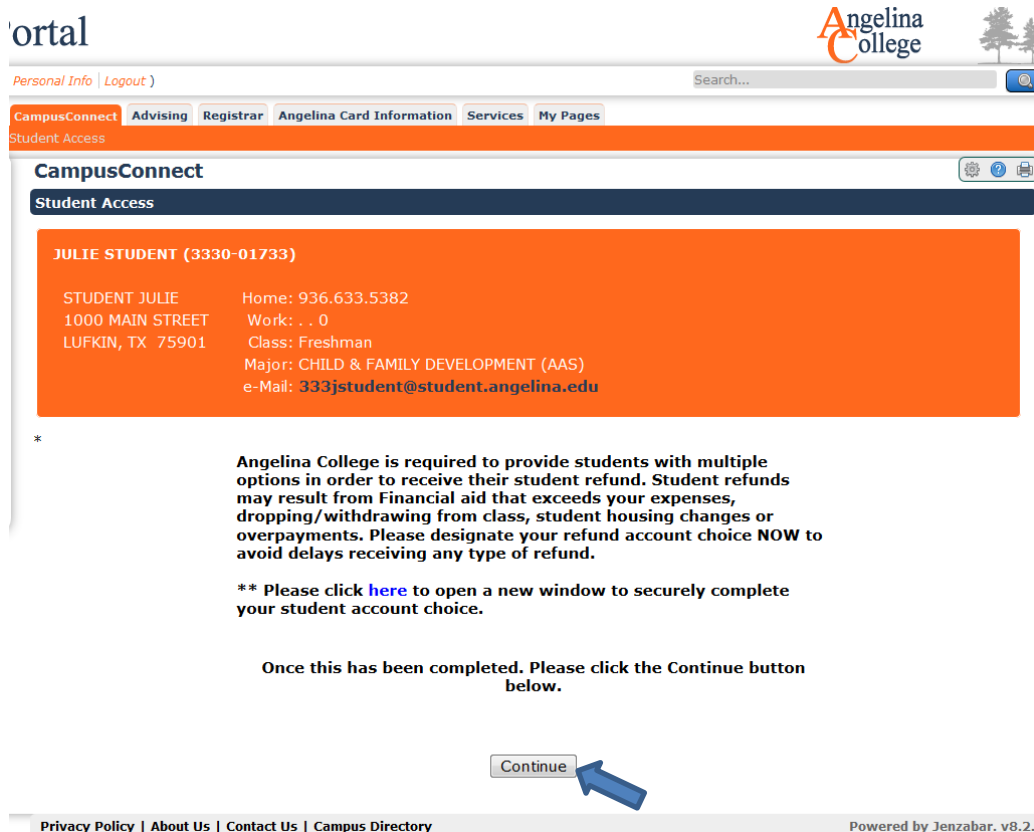
# How to Register and Pay for HVAC 608 and 609 Certification Tests via On-Line

Always use FIREFOX OR CHROME and type in <https://myac.angelina.edu/ics/>

MY AC Web Portal opens, go down to user name and type your "USERNAME" in the box (ex: 123ggarcia). Then type in your "PASSWORD" (student ID number – ex: 123ggarcia). Click "Login".



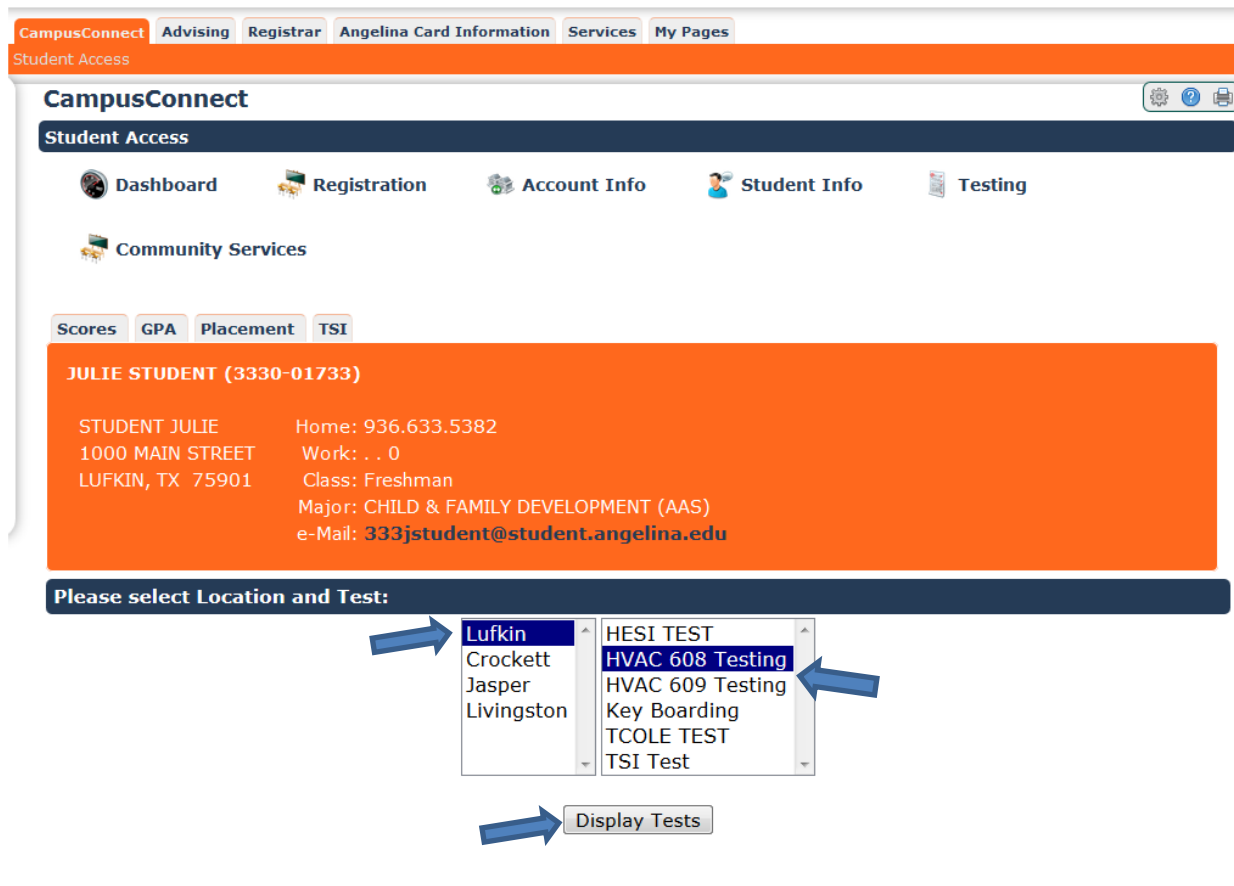
Click "Continue".



Student Access screen pulls up; go to the right hand side and move mouse to "TESTING" tab. From the Drop list click "ADD/DROP TEST"



Go down to select Location and click "Lufkin. From the scroll bar select HVAC 608 for home test or HVAC 609 for automotive test. Then click "DISPLAY TESTS".



Choose the date and time you want to test and click "ADD".

**Test Schedule:**

**▲ You are not currently enrolled in any tests.**

**Listing of available HVAC 609 Testing dates:**

Test ID	Test Fee	Title	Meeting Days	Date	Time	Location	Limit	Enrolled	
HVC9-0609 .003	\$50.00	HVAC 609 TEST	T	04/24/2018	09:00AM	SC 200D	6		Add
HVC9-0609 .004	\$50.00	HVAC 609 TEST	T	04/24/2018	01:00PM	SC 200D	6		Add



Legend:  
Scroll up to "TEST SCHEDULE" to review test selected.

**Test Schedule:**

Test ID	Test Fee	Title	Meeting Days	Date	Time	Location	
HVC9-0609 .003	\$50.00	HVAC 609 TEST	T	04/24/2018	09:00AM	SC 200	Drop



**NOTE THE DATE & TIME YOU SIGNED UP FOR!!!**

**Listing of available HVAC 609 Testing dates:**

Test ID	Test Fee	Title	Meeting Days	Date	Time	Location	Limit	Enrolled	
HVC9-0609 .003	\$50.00	HVAC 609 TEST	T	04/24/2018	09:00AM	SC 200D	6		Add
HVC9-0609 .004	\$50.00	HVAC 609 TEST	T	04/24/2018	01:00PM	SC 200D	6		Add

Move mouse back up to the TESTING tab and click "REVIEW/PAY ACCOUNT".

The screenshot shows the CampusConnect Student Access interface. The 'Testing' tab is active, and the 'Review/Pay Account' button is highlighted with a blue arrow. The page displays student information for Gina Garcia (123004567) and account balance information. The account balance is zero, and the current credit load is zero for the current term.

