

ONLINE REGISTRATION INSTRUCTIONS

Please read the instructions before registering or print them for reference as you are registering.

- Type **njcoopexam** in the browser bar.
- Select “Online Application Registration”.
- Read the instruction page and click on the bottom button to begin.
- Select “Single Student Registration” or “Multiple Students Registration”. “Multiple...” should be used to register twins or multiples using one credit card payment for all students.
- Select “Select Current 8th Grade School”. Any school name not on the drop-down list is *999.
- Students choosing an elementary school in the Archdiocese of Newark, Diocese of Paterson, or Rockland County, NY, will see the elementary school as the test site.
- Students choosing “*999, PUBLIC AND ALL OTHER”, 928 and 929, will choose three test sites (required). Most students will be assigned to the first choice test site. **Remember, these choices indicate the school at which the student would like to take the test.** It does not have to be a school to which the student is applying. Information submitted by the student on the test day will indicate the high schools to which HSPT® scores should be sent.
- Fill in all student information. Fields indicated by a red * are required fields. Phone: enter numbers only-no spaces or dashes. A valid parent email is required and will only be used to contact you if there is a question about the registration and to send HSPT® admission letters to all students. It will not be shared with anyone but school personnel directly involved with the COOP and HSPT® program.
- **Participating Catholic School 8th grade students.**
 - **Single Registration:** Click “Add Student to List”.
 - **Multiple Registrations (ex. twins):** If adding another student, repeat the process until all students have been entered.
- **ALL OTHERS choosing *999, 928, or 929 as an elementary school:**
 - **Single Registration:** Click “... Select Test Sites”. Click buttons next to schools for 1st, 2nd, and 3rd choices. Click “Select Test Sites”.
 - **Multiple Registrations (ex. twins):** Click “... Select Test Sites”. Click buttons next to test sites for 1st, 2nd, and 3rd choices. Click “Select Test Sites”. Click “Add Student to List”. If adding another student, repeat the process until all students have been entered.
- The student name(s) will be listed. Clicking on the pencil icon next to the name will allow you to edit student information. Clicking on the “X” icon will delete the student. Click the “Update Student” if changes have been made. Test sites can also be changed.
- When all information is correct, click “Proceed to Final Review”.
- Be sure all information is correct on the Final Review Screen. If not, click “Go Back and Edit”. If correct, click the “All information...” box and then the “Proceed to Payment Checkout”.
- **When the Payment Checkout page is displayed, all student data has been saved, but the student is not registered until payment has been made and the receipt has been displayed.**
- Enter all credit card information. American Express, MasterCard, Visa, and Discover are all accepted. Some gift cards may not be accepted. Click “Finalize & Process Credit Card”. Enter your email address if you want an email receipt. This is not a required field. Receipts will be sent from support@njcoopexam.org.
- If successful, you will see the receipt page (Sample on page 18 of this manual). Print for your records.
- Call the COOP Help Desk at 888-921-2667 if you experience any problems.