STEP 1: Register and Request Password

Click here to create an ACTesting account, or to reset the password for your existing account. You must use the email address you provided to us in the NEWL Exam Application Form.

STEP 2: Create Password

You will receive an email from exams@americancouncils.org with the subject line: "ACTesting Password Setup". This contains a link to create/reset your password and registration instructions.

STEP 3: Login and Add Administrators & Examinees

Log into the Registration system using the username and password you created in Step 2. Once you are logged in, you should see the name of your school and the date(s) and time(s) of your exam administration(s). If you notice any inaccuracies, please inform us immediately so we can correct the information.

Next, click on "Add Administrators" to add personnel such as proctor(s), lab technician(s), or a teacher. Similarly, click on "Add Examinees" to add students. Your proctor and lab technician will NOT receive their instructions until you have successfully completed this step.

For more detailed instructions please follow the Registration Instructions.

Lab technicians and proctors should log in here: https://exams.actesting.org/

STEP 4: Pay For Examinees

Pay for the exam using the integrated PayPal method. You will be given the option to either "Pay Now" or "Invoice Examinees". Once a student has paid a "$" symbol will be visible next to the examinee's information.

Please contact exams@americancouncils.org if you have any questions.

Note: Should you choose to pay via other payment methods, such as a check, there is an additional 5% (of the total amount) processing fee that must be included in your payment.