



CTD Above Level Registration for Caroline D. Bradley Affiliates

1. Create an account or log into an existing family account at
<https://my.ctd.northwestern.edu/myctd/s/>
2. Ensure the student is added to the account.
3. Select the “Courses” tab at the top of the page.
4. Scroll down to select “Assessments” under the **Subject Area Tab**
5. **Type “Caroline” “ into the Search Box**
6. Locate the Caroline Bradley Affiliates options in results, choose your desired date
7. Click onto the + in the top corner of the box to expand the description.
8. Select “Apply Now”
9. Select Student name-Click next-verify student information-Click next
10. Complete the Course Enrollment information **ignore the T-shirt size question**-Click Next
11. Click Next on the transcript page
12. Answer the CTD questions
13. Terms and Conditions: add signature, click the “I agree” box and click next
14. Select Next Step-select “Pay for one or more applications’-click next
15. Then select “New Course Payment”
16. Select the course you are paying for
17. In the drop down “Do you want to apply for need-based Financial Aid?--**select NO (there is no financial aid for assessments)**
18. Select yes or no for a donation
19. **If you do not have a Fee Waiver code verified and administered by CDB Staff, just click next** *Waiver codes are provided for families who have financial need and*

*documentation to demonstrate need must be submitted. Accepted proof includes state issued Medicaid or State Aid card for the student, family tax returns or other government issued support documents. Free and Reduced lunch qualification letters from schools will be accepted only if a school district does not have a 100% FRL designation** Contact CDB Staff for more details.*

20. Enter your credit card information and submit