# ACCEPT AP & CLEP CREDIT

1. Go to the ASAP homepage: https://asap.utsa.edu

2. Enter your myUTSA ID (abc123) and passphrase.

3. At the Main Menu screen, CLICK on the "Student Services" tab.

4. CLICK on the "Student Records" link.

5. CLICK on the "Accept Credit By Exam" link.

6. Read the disclosure statement about accepting credit.

7. UTSA strongly recommends that students meet with an academic advisor to review the policies regarding acceptance of credits and how this may affect tuition rebates or your specific graduation plan.

8. Choose the statement that best describes your meeting with an advisor.

9. Click the checkbox(es) under the "Accept Credit" column to select the available credit(s) you want to accept. Once selected, click the "Update Credit" button at the bottom of the page to have your credit awarded.

   *Note:* Credits containing messages in red under the "Credit Available" column are not available for acceptance.

   **\*\*\*If you do not see a credit available that you believe should be available, please contact your advisor.\*\*\***