

Please note:

• These instructions are for the registration site of programs in the Higher Ability Selection Test (HAST) suite offered by ACER. You will be able to complete an Ignite registration for **Aberfoyle Park High School**, **Glenunga International High School** or **The Heights School** by using this registration site.

HOW TO REGISTER YOUR CHILD

Click on the link below to register your child for Ignite and complete the application form:

URL https://higherability.acer.org

Follow the steps below to register your child:

- 1. Create a Parent Account
- 2. Complete all sections with *
- 3. Tick the box once you have read and agreed to ACER Terms and Conditions
- 4. Click Register
- 5. Email confirmation received:

Dear Parent,

Thank you for creating an account to use ACER HAST.

To log in to your account, go to https://higherability.acer.org.

Please use the email address as your username and the password you specified when creating the account to login.

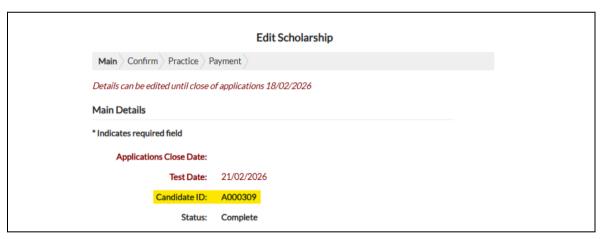
Kind regards,

ACER HAST team

- 6. Go to the HOME tab
- 7. Log in to your parent account
- 8. Add your child to your account by clicking Add Child.
- 9. You are encouraged to add a Secondary Contact at this step but please be aware that registration system communications will go to the primary contact email only. Click <u>Submit</u>
- 10. Once your child is listed on the Dashboard tab, click **Apply for HAST** in the Action column beside their name.
- 11. Enter the Ignite school in 'School and Program' (Aberfoyle Park High School, Glenunga International High School or The Heights School. You can only apply for ONE school.)
- 12. Choose school level (Level 1 is correct).
- 13. Start registration
- 14. Complete all sections with *

- 15. Click on Save & next page
- 16. 'Other Questions' answer all questions with *
- 17. Disregard the 'Practice' section. The Ignite program does not have sample questions for sale. The Ignite *Information for Students* bulletin (received after successfully completing your application) contains some example questions.
- 18. Payment Summary Click **Submit** to enter credit card details to complete the application.
 - *School Card Holders (Aberfoyle Park High School & The Heights School) please complete the application form to the payment page and then click Save for later. Contact the Ignite school you are applying to, to confirm school card holder eligibility. ACER will then complete the application on the registration site. Before the close of registrations, check into your Parent Account to confirm that the registration is 'Complete'.
- 19. Once you have paid you will receive two emails a Tax Invoice/receipt and a Registration Confirmation with an attached letter from the Ignite school that includes instructions for test day. If you do not automatically receive this, please check the junk mail for the email address used to create your parent account.
 - **Please Note:** Your registration will remain 'Incomplete' until you have made payment and received the two emails. If you don't receive either email, contact hast@acer.org
- 20. <u>To see your child's Candidate ID</u>, go to the **Dashboard** tab in your Parent Account. Your child will be listed in the **Applications** Section once you have registered for the test. Click on the Green **Edit** button in the Action column on the right hand side of their listing. This will take you to the application form where the Candidate ID is recorded.

EXAMPLE:



Need help?

If you have any queries about the online application system, please contact the ACER HAST team via hast@acer.org or call 03 9007 2037.