



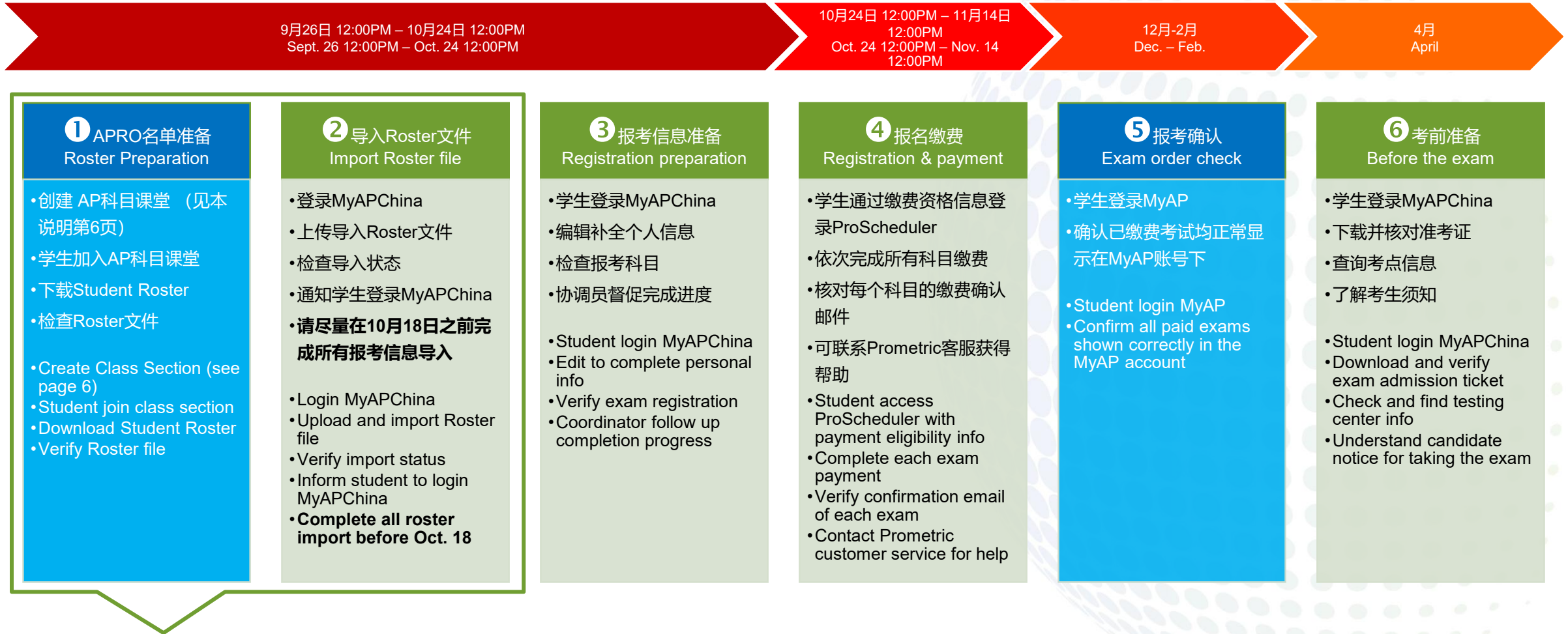
# 2025-26 AP学校考试报名指导 AP School Exam Registration Instruction

Sept. 25, 2025

# 重要说明 Important Reminder

- **College Board system:** <https://myap.collegeboard.org>
  - **AP Registration and Ordering (APRO): AP教学及学生管理系统**
    - AP schools must complete the following steps BEFORE Prometric exam registration 所有AP学校必须在考试报名前完成以下步骤:
      1. Complete APRO initial setup for the school 完成学校APRO系统初始设置
      2. Create class sections 创建科目班级
      3. Enroll students 登记学生加入科目班级
    - All students must be enrolled in classes under the school account in APRO before registering with Prometric. 所有学生必须先在校的APRO账号中登记课程, 然后才能通过学校报名考试。
    - 以上操作请见 [2025-26 APRO Setup Tutorial.pdf](#)
- **Prometric Systems**
  - AP exam China information website. 普尔文中国的AP信息网站  
<https://www.prometric.com.cn/apchina>
  - AP exam registration system for China. 普尔文中国的AP考务管理系统 MyAPChina
    - **AP管理员:** <https://www.theportal.cn/myapchina>
    - **学生:** <https://myapchina.prometric.com.cn>
  - Students' exam payment and confirmation system. 学生在此进行缴费和报名确认。  
AP学生使用: **ProScheduler:** <https://proscheduler.prometric.com>

# 报名流程 Registration flow



## 1 APRO名单准备 Roster Preparation

- 创建 AP科目课堂 (见本说明第6页)
- 学生加入AP科目课堂
- 下载Student Roster
- 检查Roster文件
- Create Class Section (see page 6)
- Student join class section
- Download Student Roster
- Verify Roster file

## 2 导入Roster文件 Import Roster file

- 登录MyAPChina
- 上传导入Roster文件
- 检查导入状态
- 通知学生登录MyAPChina
- **请尽量在10月18日之前完成所有报考信息导入**
- Login MyAPChina
- Upload and import Roster file
- Verify import status
- Inform student to login MyAPChina
- **Complete all roster import before Oct. 18**

## 3 报考信息准备 Registration preparation

- 学生登录MyAPChina
- 编辑补全个人信息
- 检查报考科目
- 协调员督促完成进度
- Student login MyAPChina
- Edit to complete personal info
- Verify exam registration
- Coordinator follow up completion progress

## 4 报名缴费 Registration & payment

- 学生通过缴费资格信息登录ProScheduler
- 依次完成所有科目缴费
- 核对每个科目的缴费确认邮件
- 可联系Prometric客服获得帮助
- Student access ProScheduler with payment eligibility info
- Complete each exam payment
- Verify confirmation email of each exam
- Contact Prometric customer service for help

## 5 报考确认 Exam order check

- 学生登录MyAP
- 确认已缴费考试均正常显示在MyAP账号下
- Student login MyAP
- Confirm all paid exams shown correctly in the MyAP account

## 6 考前准备 Before the exam

- 学生登录MyAPChina
- 下载并核对准考证
- 查询考点信息
- 了解考生须知
- Student login MyAPChina
- Download and verify exam admission ticket
- Check and find testing center info
- Understand candidate notice for taking the exam

本指导仅包含以上流程的①和②的内容，其他内容请见学生指导。

This instruction only includes ① and ② of the above flow, refer to student instruction for the rest.



# APRO名单准备 Roster Preparation

# 创建学校APRO账号 Create School APRO account

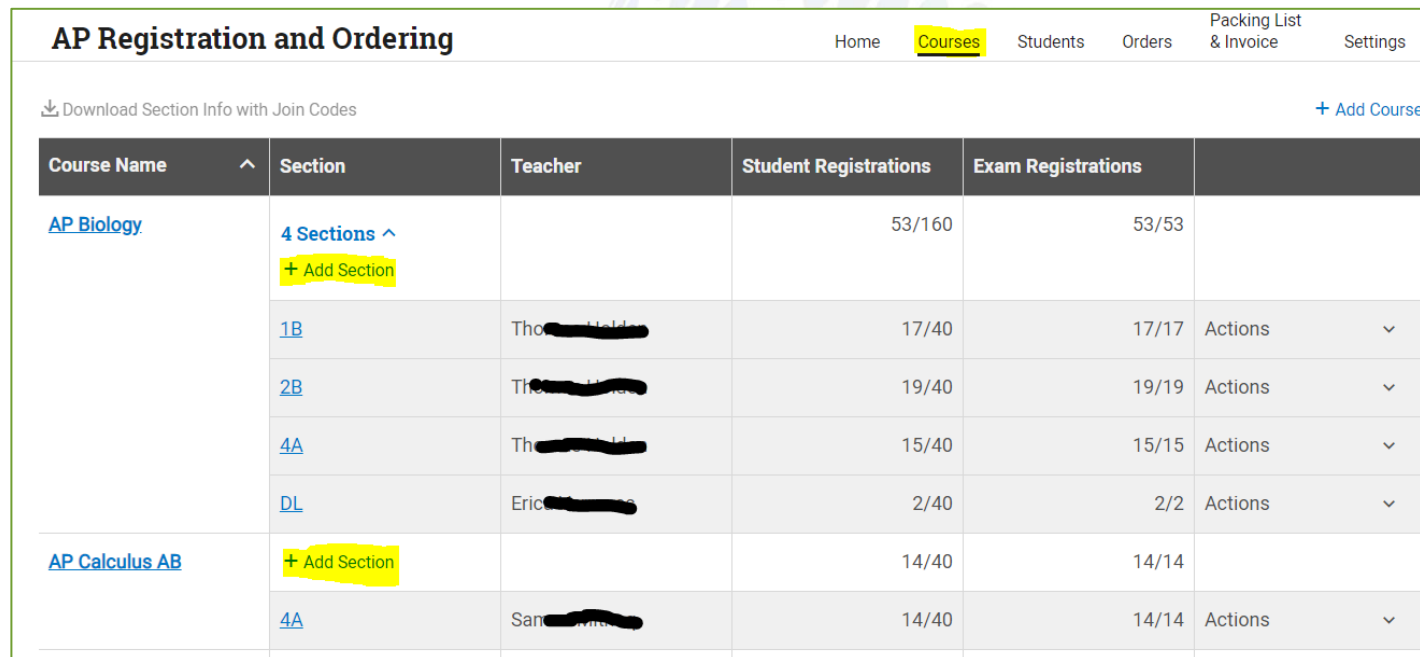
- 请登录到AP注册和预定系统（APRO）完成设置和签署AP项目参与表格。
- 设置过程需要您将重要信息输入到年度参与表格中，而且您的学校必须签署该表格，才能参加AP考试。
- 完成设置和确认参与后，如需变更，AP协调员或校长可以随时更新联系人信息。
- Log in to AP Registration and Ordering (APRO) and complete setup and sign participation form.
- The Setup process will help you complete important information that will be entered on the annual Participation Form your school must sign in order to participate in AP.
- The AP Coordinator or Principal can update the contacts at any time after completing setup and participation.
- **APRO Setup Question** – if school made mistake during APRO setup and selected they will order their own exams, leave as is for this year; no need to contact AP Services to change. Your school cannot order with the security hold.
- 重点说明，您的学校需确定并提供联系人信息。 APRO缺少联系人信息则无法报名考试。
  - AP协调员：非常重要-直接负责AP考试报名工作，课程设置和AP项目协调工作的人员。
  - 校长： AP项目整体主管
  - 其他授权人员：可以是参与AP项目日常管理的其他人，也可以是需要接收AP项目信息的有关校领导。
- IT IS IMPORTANT WE HAVE THE RIGHT CONTACTS FOR YOUR SCHOOL. NOT ENTERING THE CORRECT CONTACT INFO MAY DELAY YOUR SCHOOL'S ORDER PROCESSING.
  - AP COORDINATOR: Crucial - list the person who will be working day to day on AP registration, class setup, and other AP activities.
  - PRINCIPAL: can be the overall AP Program director
  - ADDITIONAL AUTHORIZED STAFF: This can be one other person who works closely on AP program activities or can be a school-wide principal or director who can receive information about the program.

The screenshot shows the 'AP Registration and Ordering' system's 'Settings' page. The page title is 'AP Registration and Ordering' with navigation links for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. The main heading is 'Settings'. Below it, there is a section for 'School Information and Participation Contacts' with an 'Incomplete' status indicator. The page is divided into two columns: 'CB School Code' and 'Participation Status'. Under 'CB School Code', there are fields for 'School Address (edit)', 'AP Coordinator (edit)', and 'Additional Authorized Staff (edit)'. Under 'Participation Status', there are fields for 'Billing Contact (edit)', 'Principal (edit)', and 'Purchase Order Number (add)'.

# 创建AP科目课堂 Create Class Sections

- AP管理员为已通过AP课程审核，或提交了课程审核表格的老师创建AP学科课堂，包括学校未开设但允许学生报考的科目（都以AP科目课堂创建，不要建立“exam only”课堂）。
- AP管理员只会看到已获得课程授权的教师的科目。新任AP老师/课程需要先提交AP课程审核表。
- 非AP班学生获学校批准后可参加AP考试，可以创建单独的AP课堂，例如：AP Chemistry –Extra, **但不要建立 exam only 课堂。**
- Create class sections for each of the AP subjects for which your students are taking classes and exams. Do NOT create "exam only" class sections.
- You will only see subjects for teachers that have been authorized by AP Course Audit. New teachers/courses need to complete the AP course audit form.
- For non-AP students at your school, create separate AP class sections for them, e.g., AP Chemistry – Extra. **Do NOT create "exam only" class sections.**

\* 非AP班学生注册，请参考第10页。 See page 10 about other students



The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses (highlighted), Students, Orders, Packing List & Invoice, and Settings. Below the navigation is a link to 'Download Section Info with Join Codes' and a '+ Add Course' button. The main content is a table with the following columns: Course Name, Section, Teacher, Student Registrations, Exam Registrations, and Actions.

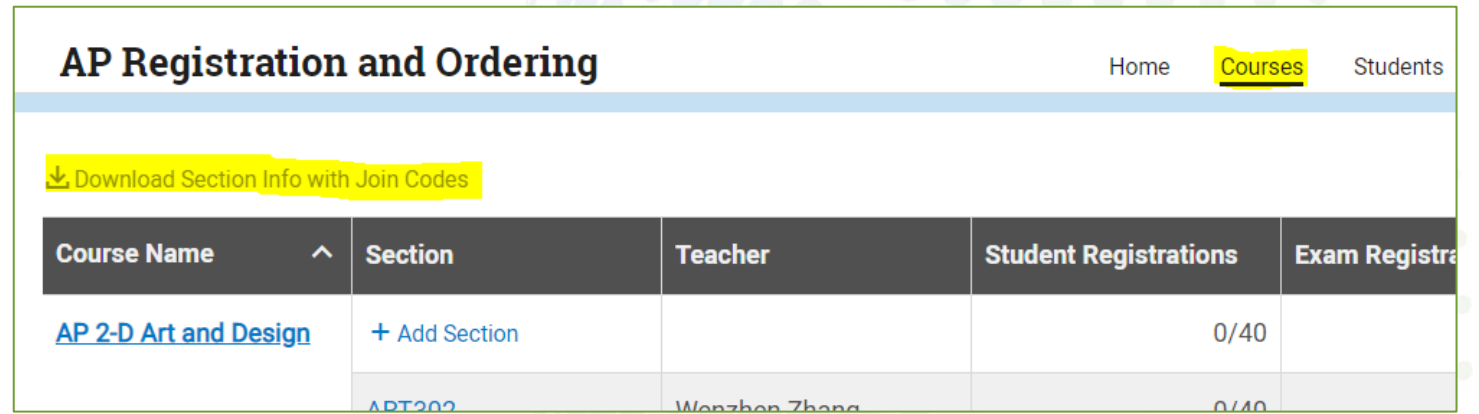
Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
AP Biology	4 Sections ^ + Add Section		53/160	53/53	
	1B	Th...	17/40	17/17	Actions
	2B	Th...	19/40	19/19	Actions
	4A	Th...	15/40	15/15	Actions
	DL	Eric...	2/40	2/2	Actions
AP Calculus AB	+ Add Section		14/40	14/14	
	4A	San...	14/40	14/14	Actions

可参考手册第62页的“[How to Create a Class Section](#)”  
See “[How to Create a Class Section](#)” on page 62 of the  
[2025-26 AP Coordinator’s Manual](#), Part 1

# 分配 Join Code

- AP管理员或AP老师均可生成并向学生分配每个AP课堂的加入代码，以便他们进入AP课堂。每个学校的每个科目/班级都有一个唯一的加入代码。
- 您可以下载学校加入代码的完整列表。
- AP Coordinator or AP teachers can distribute join codes for each class section to their students so they can enroll in their class sections. There is one unique join code per class section per school.
- You can download a full list of your schools' join codes.

- 在“课程”选项卡中，单击“下载带有加入代码的部分信息”
- From Courses tab, click Download Section Info with Join Codes



The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links for 'Home', 'Courses' (highlighted), and 'Students'. Below the navigation, there is a button labeled 'Download Section Info with Join Codes'. The main content is a table with the following structure:

Course Name ^	Section	Teacher	Student Registrations	Exam Registrations
<a href="#">AP 2-D Art and Design</a>	<a href="#">+ Add Section</a>		0/40	
	APT202	Wenzhen Zhang	0/40	

# 指导学生加入课程 Join Class

- 指导学生使用任课老师对应的科目加入代码进入AP课堂。
- 学生必须在开学2周内加入老师的课堂。
- Instruct students to go to My AP to enroll in AP class sections using join codes from their teachers.
- Students must enroll in their teacher's class sections within 1st two weeks of school.
- 遵循学生操作指导：
  - Follow student instructions:
    - [Sign In to Your College Board Account – AP Students\\*](#)
    - [Join Your AP Class Section Online – AP Students \(collegeboard.org\)](#)
  - **注意 Attention**
    - 确定学生的账号的Profile姓名必须是真实姓名，与政府颁发的证件一致。对于中国学生，必须使用和身份证上的中文姓名相符的拼音。不能使用昵称或非法定的英文名，如：James、Jennifer，这样会因为证件上的姓名和考试签到信息不符而被拒考。
    - APC协调员 – 您不能更改学生名单上错误的或昵称名字。学生必须联系AP客服申请姓名更正。
    - Tell your students that their College Board account profile name must be their legal name (for Chinese student, it must be its corresponding Pinyin), same as printed on their government ID. If Students use nicknames (for Chinese students, English names e.g., James, Jennifer) for their College Board account, the student's name cannot be verified by Prometric by matching up the ID and they will not be admitted on exam day.
    - APC Coordinator – if you see nicknames on the student roster, you cannot change it. Only the student can contact AP Services for Students to request name changes.
  - 姓 = LAST Name
  - 名 = FIRST Name

# 下载APRO名单 Download APRO Roster

- AP管理员在APRO系统里下载学生及课程名单，确认学生姓名和科目信息后，在截止日期之前提交学生报考名单给Prometric。只有在学校提交的报考名单上学生和科目才有资格报名参加考试。
- Prepare your student eligibility roster. This roster must be provided to Prometric before deadline. Only students and subjects on the roster are eligible to register.
- 登入APRO系统，Students学生名单，名单上的所有学生的Order Exam一项都必须设定为“**No**”。
  - 和其他所有科目一样，学校需要通过Prometric注册订购艺术与amp;设计：2D、3D、绘画或专题研究以便学生获得AP成绩。
- Review the “Order Exam?” status on the Students tab in APRO – this column should be blank and uneditable (if school selected “another school is ordering my exams” during APRO setup) or “**No**” (if school mistakenly chose “we’re ordering”)
  - Schools must register for Art and Design: 2D, 3D, Drawing or AP Research with Prometric, same as all other exams. Prometric must order these exams for students to receive an AP score.

The screenshot shows a table with columns: Student Name, Course Name, Exam Date, Order Exam?, and Reduced Fee. A row is highlighted with a yellow background, showing 'student name', 'AP Calculus BC', 'Standard', '5/09 8 AM', 'No', and a checkbox. A green checkmark is placed over the 'No' in the 'Order Exam?' column.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee
student name	AP Calculus BC	Standard 5/09 8 AM	No	<input type="checkbox"/>
	AP English Language and Com...	Standard 5/10 8 AM	No	<input type="checkbox"/>

- 从 “Students” 选项标签中单击 “Download Student Roster”
- Click Download Student Roster from the Students tab

The screenshot shows the 'AP Registration and Ordering' page with the 'Students' tab selected. The 'Download Student Roster' button is highlighted in yellow.

Student Name	Course Name	Exam Date	Order Exam?
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# 增加考生或科目 Add students or subjects

- 增加考生：AP管理员必须将所有需要报考的学生加入AP课堂，非AP班的学生经学校允许可以考试，可以为他们另设课堂，**区别命名班级**，例如：AP Chemistry –Extra. **请勿手动在下载的名称中添加学生报名信息，请单独下载追加的报名信息（利用APRO的筛选功能）。**
- 增加科目：如果学校因故有部分科目暂时没能开设，但同意让学生参加考试挑战自己，学校仍须提交AP course audit form创建这些科目的课堂。
- 非本校学生不能加入报名表。
- **请勿创建任何 Exam Only Section。**
- Add students: All students must be enrolled in class sections before registering for the exams. Non-AP class students can take the exams with the school's permission. AP coordinator need to add them to existing AP class sections, or create new class sections for them, e.g., AP Chemistry – Extra. **Do NOT manually add exams into downloaded roster file, please download any newly joined exams separately (using filter function in APRO).**
- Add Subjects: for AP subjects that are not offered at your school this year, if the school permits the students to take the exams, AP coordinator must create new class sections for those subjects after submitting AP Audit forms.
- Students who do not attend your school should not be included in your school's AP exam roster.
- **Do not create any "Exam Only" sections.**

# APRO Student Roster CSV 文件再次确认

Student First Name	Student Last Name	School Code	Grade	Email Address	AP ID	Student ID	Course Enrolled In	Class Section Name	Class Section Type	Teacher Name(s)	Fee Status	Order Exam?	Testing W
C	Zhou	6	12th grade 2	@qq.com	Y	7U	AP Microeconomics	AP Microeconomics	S		Standard	No	Standard
C	Zhou	6	12th grade 2	@qq.com	Y	7U	AP Calculus BC	AP Calculus BC	S		Standard	No	Standard
V	Zhao	6	11th grade a	@gmail.com	2	73	AP Physics 1	AP Physics 1	S		Standard	No	Standard
V	Zhao	6	11th grade a	@gmail.com	2	73	AP Chemistry	AP Chemistry	S		Standard	No	Standard
V	Zhao	6	11th grade a	@gmail.com	2	73	AP Calculus AB	AP Calculus AB	S		Standard	No	Standard
V	Zhao	6	11th grade a	@gmail.com	2	73	AP Calculus BC	AP Calculus BC	S		Standard	No	Standard

- 请勿直接修改已下载的学生名单CSV文件。
- 如有必要，先在APRO中修改后，再重新下载。
- Do not change any data on the downloaded Student Roster CSV file.
- Make changes in APRO and then download the Student Roster again if necessary.

1. 请留意是否有额外的表头。通常是下载名单时使用了名单筛选。  
Note the additional lines in the table header. It normally comes from roster filter before download.
2. 确保关键字段（高亮标记）的数据准确并完整。  
Make sure all key columns data are accurate and complete.
3. 姓和名必须和有效证件相符（符合身份证上名字的拼写规则）。否则请务必联系College Board客服修改，然后重新下载Student Roster文件。  
Last name and first name must be the same as them on the legal government ID. Otherwise, must contact College Board customer service to make correction, then download the Student Roster file again.
4. 同一个学生的Email地址必须完全相同，不同学生不能共用一个Email。  
Email address in different rows must be the same for one same student, different students must not share one same email address.
5. AP ID不能为空并且同一个学生的AP ID须相同。  
AP ID must not be blank and must be the same for one same student.
6. 考试科目名字必须和APRO系统中的完全匹配。如果科目与报考意愿不符(如打算报考微积分AB而不是BC)，在APRO中修改后，再重新下载。  
Exam name must be the exact same as it in APRO system. If wrong subject (Calc AB instead of BC), must login to APRO to correct, then download the Student Roster file again.
7. Order Exam? 必须为“No”。否则请务必先联系Prometric客服进行反馈以便修正，然后重新下载，切勿直接在文件中修改。  
Order Exam? column must be “No”. Otherwise, must contact Prometric customer service to escalate and fix, then download again, do NOT edit in the file directly.
8. 清除最后一行之后的所有空白行。  
Clear or delete all empty rows after last data row.

CSV文件格式科普  
CSV (逗号分隔值文件格式) 百度百科 (baidu.com)

# 提交报考名单给Prometric Submit Roster file to Prometric System (MyAPChina)

完成时间：9月26日-10月24日

September 26 - October 24



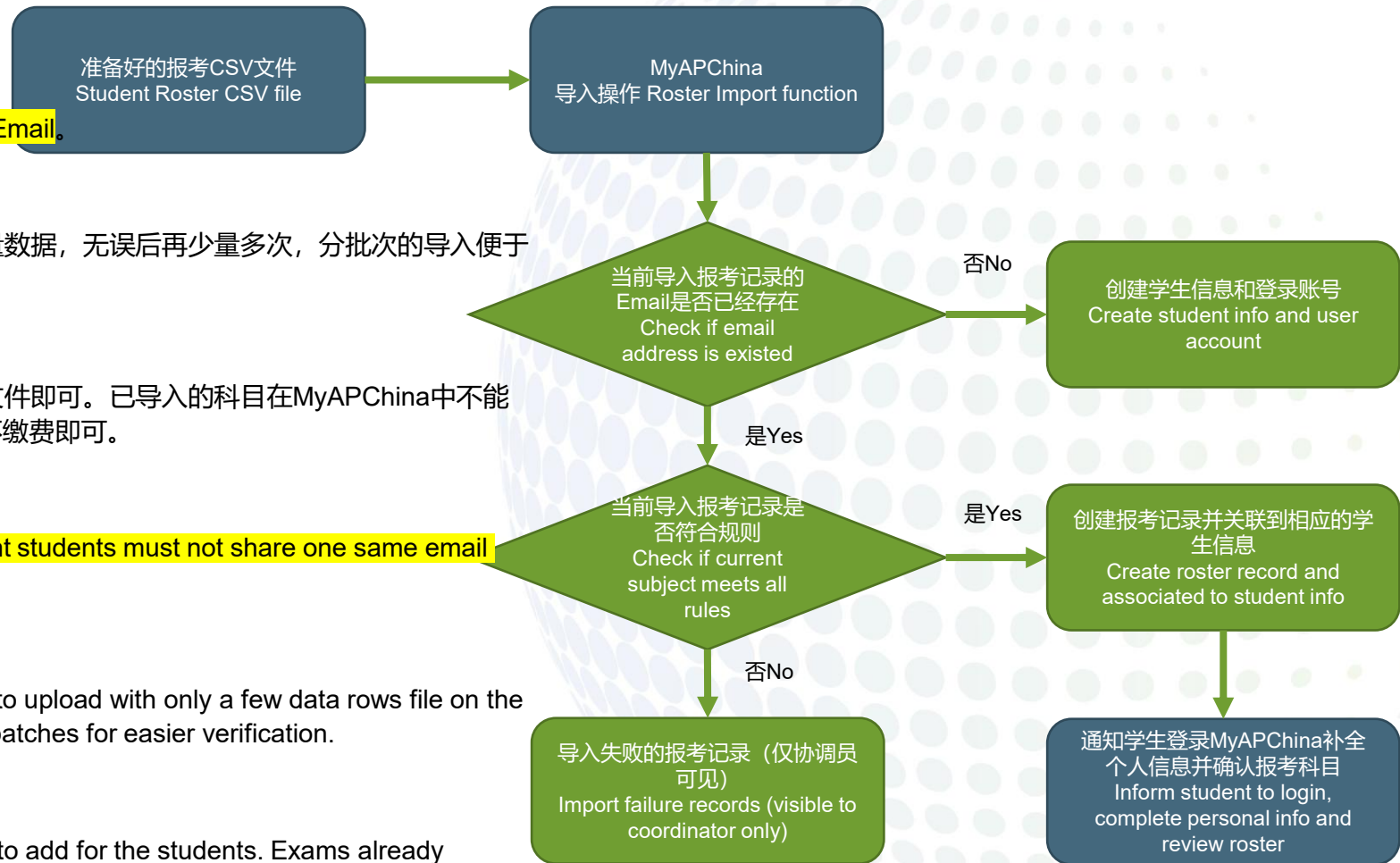
# 提交报考名单规则 Rules of roster submission

Research - 学术论文	04月30日 星期四 23:00
Biology - 生物学	05月04日 星期一 07:50
Microeconomics - 微观经济学	05月04日 星期一 12:40
Chemistry - 化学	05月05日 星期二 07:50
English Literature and Composition - 英语文学与写作	05月06日 星期三 07:50
Physics 1: Algebra-Based - 物理 1	05月06日 星期三 12:40
Physics 2: Algebra-Based - 物理 2	05月07日 星期四 07:50
Statistics - 统计学	05月07日 星期四 12:40
Macroeconomics - 宏观经济学	05月08日 星期五 12:40
Drawing - 绘画	05月08日 星期五 20:00
3-D Art and Design - 3-D艺术与设计	05月08日 星期五 20:00
2-D Art and Design - 2-D艺术与设计	05月08日 星期五 20:00
Calculus AB - 微积分 AB	05月11日 星期一 07:50
Calculus BC - 微积分 BC	05月11日 星期一 07:50
Seminar - 专题研究	05月11日 星期一 12:40
Precalculus - 初级微积分	05月12日 星期二 07:50
Psychology - 心理学	05月12日 星期二 12:40
English Language and Composition - 英语语言与写作	05月13日 星期三 07:50
Physics C: Mechanics - 物理C: 力学	05月13日 星期三 12:40
Art History - 艺术史	05月14日 星期四 07:50
Computer Science Principles - 计算机原理	05月14日 星期四 12:40
Physics C: Electricity and Magnetism - 物理C: 电磁	05月14日 星期四 12:40
Environmental Science - 环境科学	05月15日 星期五 07:50
Computer Science A - 计算机科学 A	05月15日 星期五 12:40
Computer Science Principles (Late) - 计算机原理	05月21日 星期四 07:50

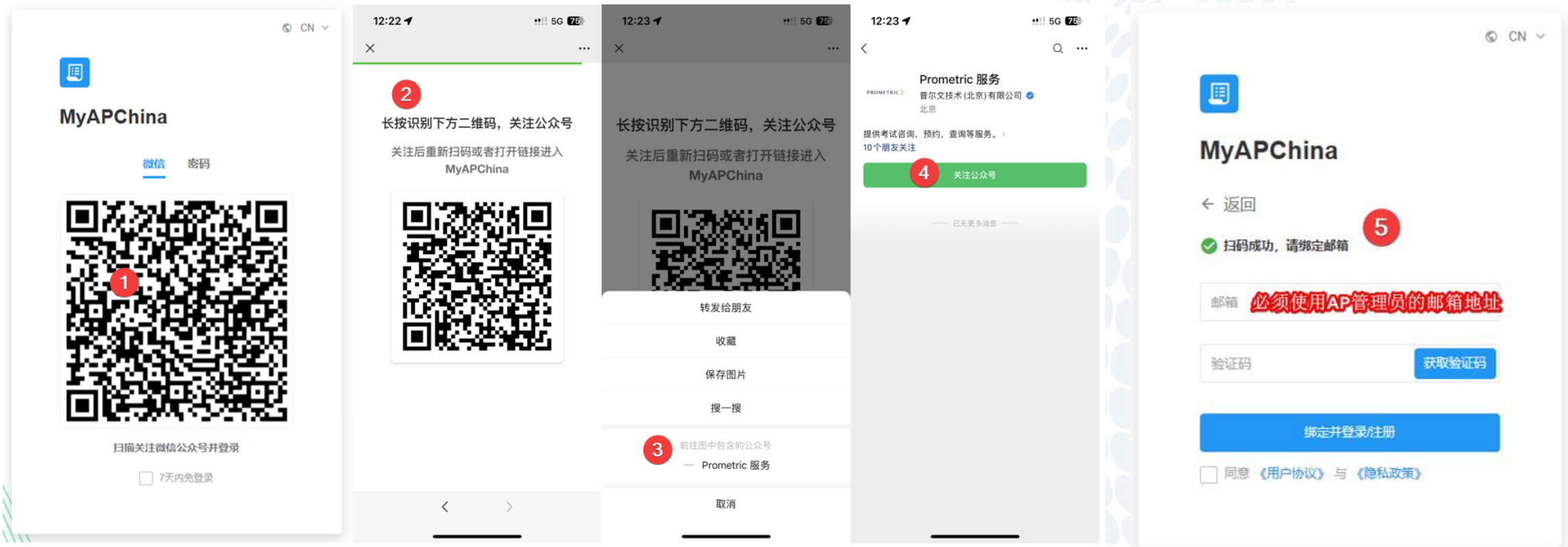
- 只需提交Prometric提供的考试科目名单，请勿导入不在此科目列表中的的考试。
- 所有通过Prometric报考的AP科目，在学校自己的APRO系统里Order Exam一栏的状态必须设为No。如果这些科目标记为Yes，请务必先联系Prometric客服进行反馈以便修正，否则将无法完成在Prometric的报名。
- 上传导入之前，请先确保学生的名字、报考科目等信息在APRO中是准确的并和法定名字相符。然后再从APRO下载并导入MyAPChina。
- 学生只能报考Calculus AB或BC的其中一科。导入名单后，如需变更，请参考本手册第26页的说明。
- 报考Physics C: Electricity and Magnetism和Computer Science Principles同日举行的考试科目时，Computer Science Principles自动设置为后期加试日期。
- Research和Art and Design的科目仅通过Prometric报名缴费，学生仍需要登录MyAP，在截止日期之前上传作品集。
- Please do not import any exam subject that's not in the list.
- AP schools that are served by Prometric must set the Order Exam field to be No in the school's APRO account. If you see Yes, must contact Prometric customer service to escalate and change from Yes to No for that subject and student. Then re-download the roster. The student will not be registered by Prometric for any exam marked Yes on your school roster.
- All changes and correction should be made in APRO first before importing the APRO Student Roster to MyAPChina.
- Students can only register either Calculus AB or Calculus BC. If change is needed, go back to APRO and follow instructions to switch AP Calculus exams on page 85 of the [AP Coordinator's Manual, Part 1](#). Then re-download the Student Roster and re-import to replace. For example, Calculus BC was imported before, to change by importing new CSV roster file with Calculus AB record and vice versa.
- When import subjects with the same exam date, e.g., Physics C: Electricity and Magnetism and Computer Science Principles, Computer Science Principles will be automatically scheduled to Late Testing exam dates.
- For Research and Art and Design exams, only registration and payment will be done through Prometric, students still need to login their MyAP to upload exam portfolio before the deadline.

# 报名信息提交流程 Roster Submission Steps

- 同一个学生的Email地址必须完全相同，不同学生不能共用一个Email。
- 导入前务必确认文件为CSV格式，并且格式正确。
- 报考数据CSV文件可分批多次导入。第一次尝试时尽量使用少量数据，无误后再少量多次，分批次的导入便于进行核对。
- 数据导入后，学生Email不能改变。
- 如需为学生增加新的科目，请导入仅包含新的科目的名单CSV文件即可。已导入的科目在MyAPChina中不能移除，学生可在缴费阶段再决定是否报考。如果确定不报考，不缴费即可。
- 报考数据CSV文件名可随意命名。
- Email address must be the same for one same student, different students must not share one same email address.
- Make sure the file is CSV format with correct data.
- Roster CSV file can be imported multiple times in batches. Try to upload with only a few data rows file on the first attempt. If no importing error, then import multiple smaller batches for easier verification.
- After a record is imported, student email cannot be updated.
- Please import another roster CSV file with only exam subjects to add for the students. Exams already imported cannot be removed from MyAPChina, students can decide during payment step. They can choose not to pay if they won't take that exam.
- Any file name can be used for Roster CSV file.



# AP管理员登录 Login MyAPChina <https://www.theportal.cn/myapchina>



- **关联微信注册**: 1-使用微信扫码, 2-识别公众号二维码, 3-点击Prometric 服务, 4-点击关注公众号。
- **5 - 必须使用College Board系统的AP管理员的邮箱地址** (否则不能被授权登录), 点击获取验证码。
- Subscribe WeChat account: 1-Use WeChat to scan, 2-Press to OCR the QR code, 3-Click Prometric 服务, 4-Click to subscribe public account.
- **5 - Must use AP Coordinator email address from College Board system** (otherwise, login cannot be granted), click to get verification code.

使用微信为可选项。如果不想使用, 请跳转到下一页。  
Using WeChat is optional. If you do not want to use, skip to next page.

# AP管理员登录 Login MyAPChina <https://www.theportal.cn/myapchina>

必须使用AP管理员的邮箱地址

MyAPChina

微信 密码

邮箱 wu.....m

密码 .....

忘记密码

登录/注册

同意 《用户协议》 与 《隐私政策》

7天内免登录

MyAPChina

微信 密码

邮箱 wu.....m

验证码 获取验证码

新密码 .....

忘记密码

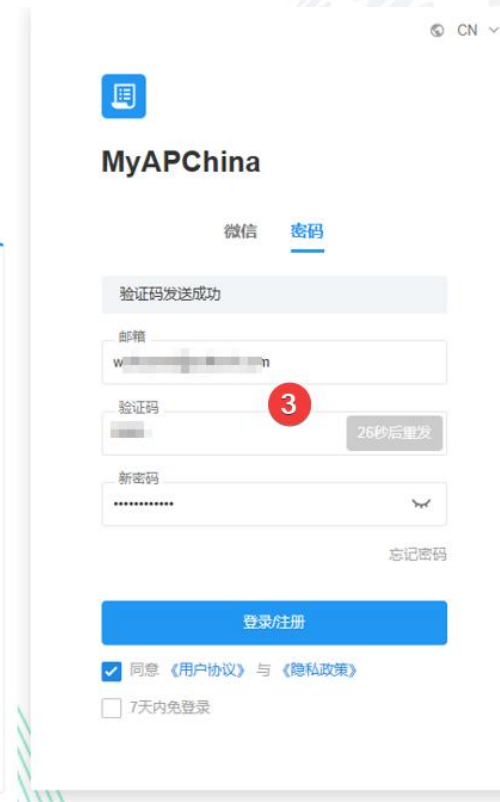
登录/注册

同意 《用户协议》 与 《隐私政策》

7天内免登录

- 不关联微信，直接使用邮箱注册，选择密码选项。
- 必须使用College Board系统的AP管理员的邮箱地址（否则不能被授权登录）。
- 1-输入邮箱地址和密码。
- 2-如为首次登录，点击获取验证码，以便进行注册，请牢记密码。
- Use email to register directly, choose password option.
- Must use AP Coordinator email address from College Board system (otherwise, login cannot be granted).
- 1-input email and password.
- 2-click to get verification code to register, please remember your password.

# AP管理员登录 Login MyAPChina <https://www.theportal.cn/myapchina>



- 1-安全验证, 2-在AP管理员邮箱中获取验证码, 3-输入验证码。完成用户注册。
- 1-Security check, 2-Find the verification code in AP Coordinator email box, 3-Input verification code. Complete new user registration.

# AP管理员登录 Login MyAPChina <https://www.theportal.cn/myapchina>

**请继续完善信息**

• 姓名  
A.../u 1

• 手机  
13...788 2

• 学校代码  
694000 3

• 学校名称  
北京AP学校 4

提交

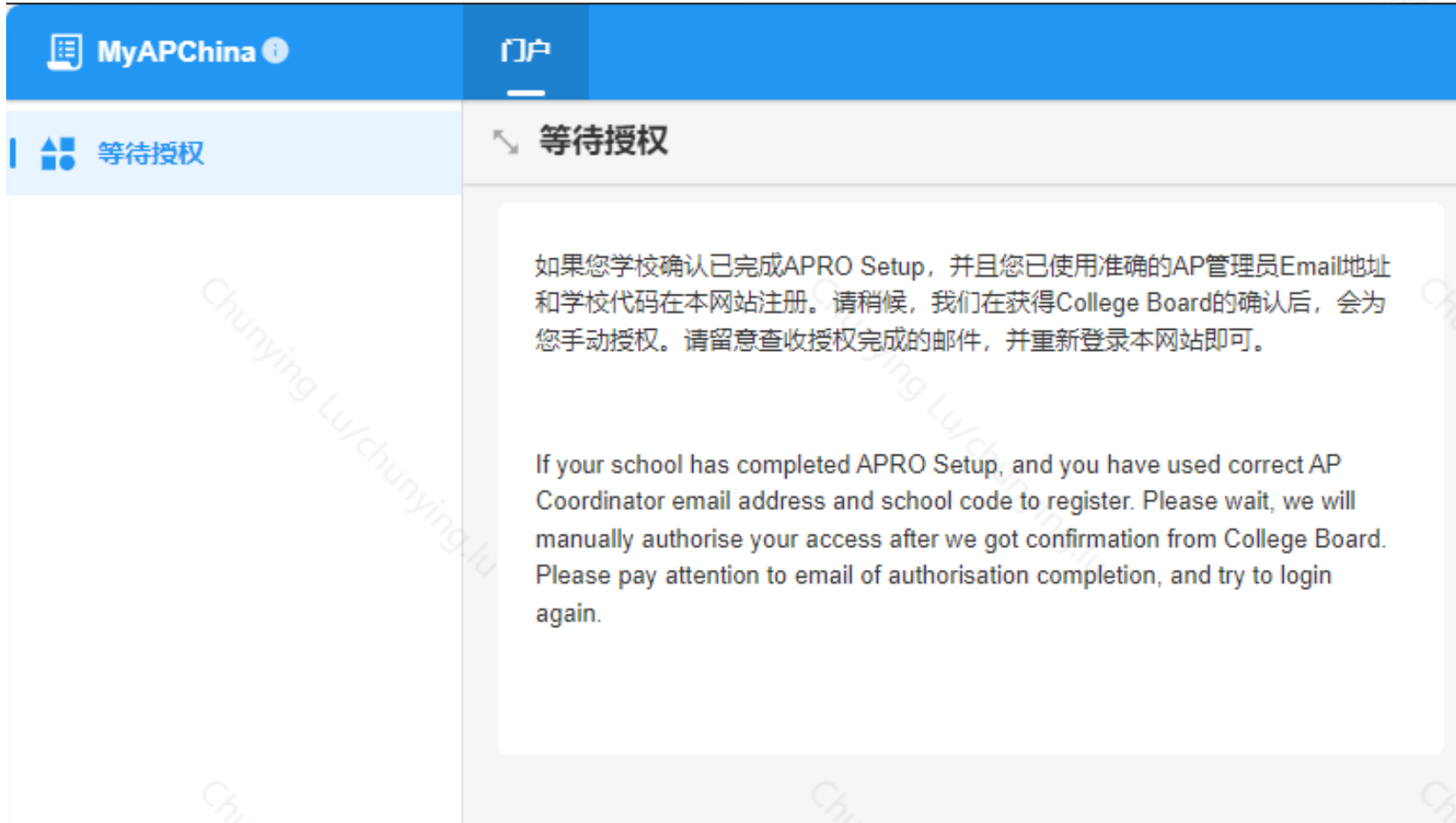
## • 完善账户信息

1. AP管理员姓名
2. AP管理员手机号
3. AP学校代码 (务必准确, 否则不能授权)
4. AP学校名称

## • Complete user info

1. AP Coordinator name
2. AP Coordinator mobile number
3. AP School Code (must be accurate, otherwise authorization will be failed)
4. AP School name

# AP管理员登录 Login MyAPChina <https://www.theportal.cn/myapchina>



The screenshot shows the MyAPChina login interface. The top navigation bar is blue with the MyAPChina logo and a '门户' (Portal) link. Below the navigation bar, there is a light blue sidebar with a '等待授权' (Waiting Authorization) icon and text. The main content area is titled '等待授权' and contains a message in Chinese and English. The Chinese message states: '如果您学校确认已完成APRO Setup, 并且您已使用准确的AP管理员Email地址和学校代码在本网站注册。请稍候, 我们在获得College Board确认后, 会为您手动授权。请留意查收授权完成的邮件, 并重新登录本网站即可。' The English message states: 'If your school has completed APRO Setup, and you have used correct AP Coordinator email address and school code to register. Please wait, we will manually authorise your access after we got confirmation from College Board. Please pay attention to email of authorisation completion, and try to login again.'

- 登录后, 如果显示等待授权, 我们将在获得College Board确认后, 手动进行授权。请稍后查收授权完成邮件通知。
- After login, if it shows Pending Authorization, we will manually authorize your access after got confirmation from College Board. Please check email of authorization notice.

# 开始导入 Start import

MyAPChina 门户

AP学生

AP报名

1 名单导入

AP管理员看板

工单

名单导入 ...

AP管理员

共2行, 1/1页

导入记录	处理进度	处理完成	导入成功	导入失败
1	6940			
2	6940			

新增名单导入

导入记录	是否有未处理完的导入	处理完成	处理进度
694000-	-	-	-
处理完成时间	处理时长	导入成功	导入失败
-	-	-	-

单次导入最大仅支持1000条, 如超过1000条请分多次导入!

AP报名

3 导入数据

导入状态	导入备注	Student First Name	Student Last Name	School

提交

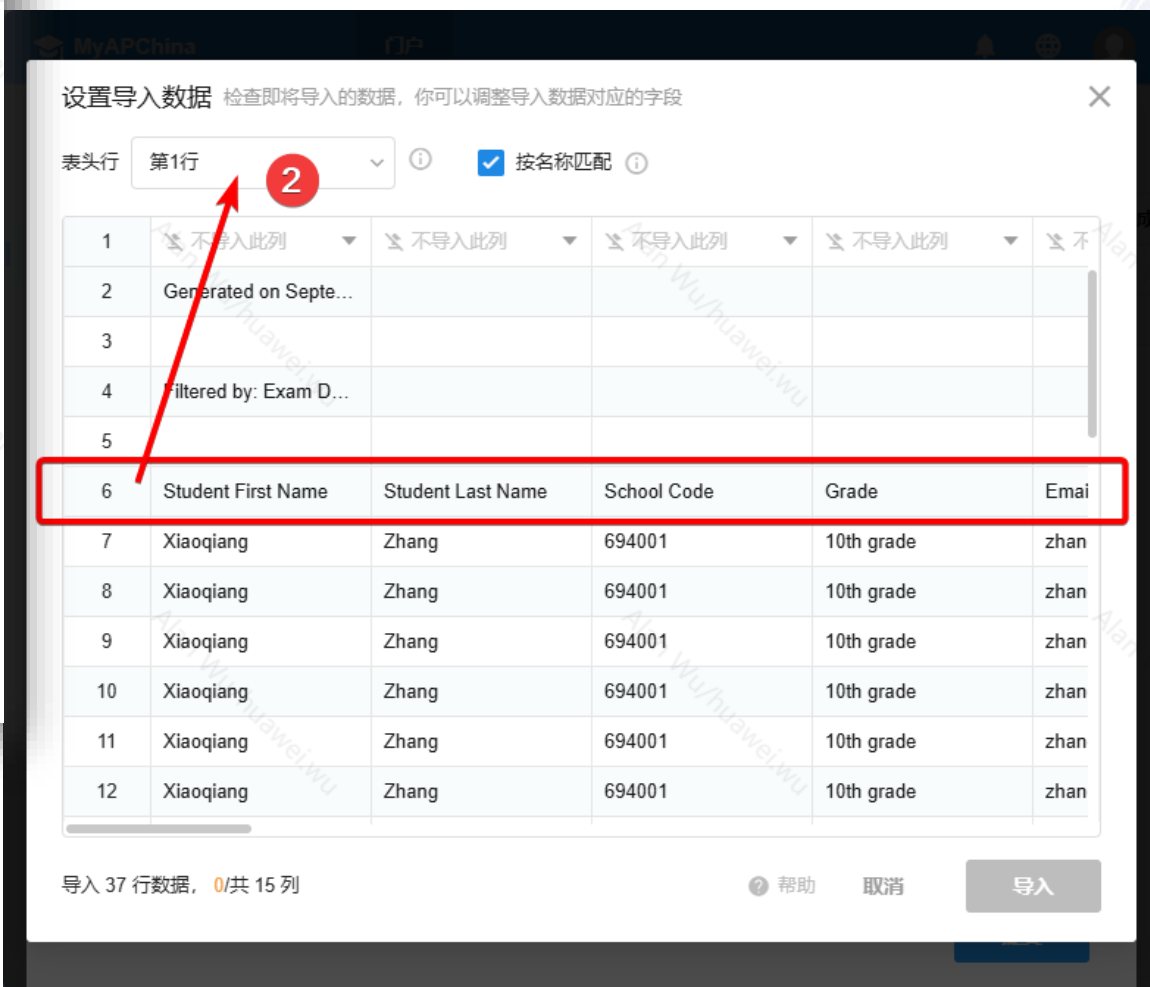
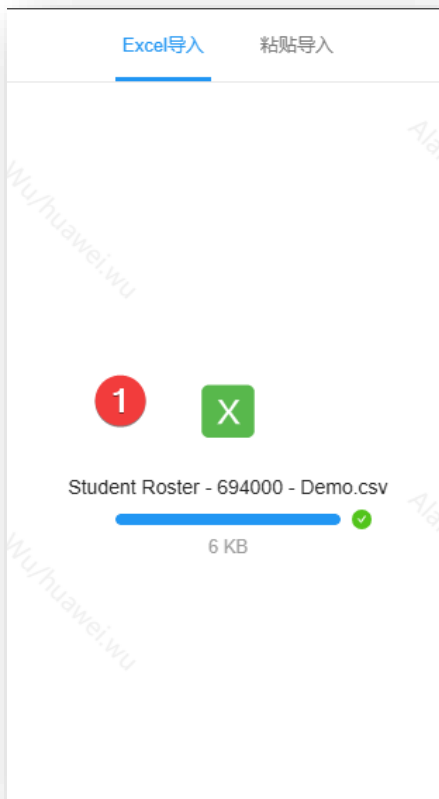
## • 导入APRO名单

1. 登录后从左侧菜单选择【名单导入】。
2. 点击【名单导入】按钮。
3. 在弹出窗口中点击【导入数据】按钮。

## • Import APRO roster file

1. After login, select [Roster Import] on the left side menu.
2. Click [Roster Import] button.
3. Click [Import Data] button on the pop-up window.

# 导入第一步 Import Step 1



## • 选择文件

1. 选择或将APRO名单拖入Excel导入窗口。
2. 如果名单文件包含筛选行, 请选择正确的表头行。如图示例为第6行。

## • Choose file

1. Select or drag & drop APRO roster file into Excel import window
2. If the roster file contains filter lines, please select the correct header line. It is line 6 shown on the sample.

# 导入第二步 Import Step 2

设置导入数据 检查即将导入的数据, 你可以调整导入数据对应的字段

表头行 第6行

6	A Student First Name	A Student Last Name	A School Code	A Grade	A Email Address	A AP ID
7	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
8	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
9	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
10	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
11	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
12	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
13	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
14	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
15	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
16	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001
17	Xiaoming	Wang	694000	10th grade	wangxiaoming@sch...	APID0001

2

导入 32 行数据, 13/共 13 列

帮助 取消 导入

设置导入数据 检查即将导入的数据, 你可以调整导入数据对应的字段

表头行 第6行

6	A Course Enrolled In	A Class Section Name	A Class Section Type	A Teacher Name(s)	A Fee Status	A Order Exam
7	AP Chemistry	Class Demo	Standard Full Year		Standard	No
8	AP Art History	Class Demo	Standard Full Year		Standard	No
9	AP Microeconomics	Class Demo	Standard Full Year		Standard	No
10	AP Seminar	Class Demo	Standard Full Year		Standard	No
11	AP Statistics	Class Demo	Standard Full Year		Standard	No
12	AP English Literatur...	Class Demo	Standard Full Year		Standard	No
13	AP Computer Scien...	Class Demo	Standard Full Year		Standard	No
14	AP Environmental S...	Class Demo	Standard Full Year		Standard	No
15	AP Psychology	Class Demo	Standard Full Year		Standard	No
16	AP Macroeconomics	Class Demo	Standard Full Year		Standard	No
17	AP Calculus AB	Class Demo	Standard Full Year		Standard	No

3

导入 32 行数据, 13/共 13 列

帮助 取消 导入

**重要!**  
**Important!**

- 预览并确认
  1. 先确认如图所示红框内的5个数据列是否和显示的内容匹配。
  2. 向右滚动。
  3. 再确认如图所示红框内的2个数据列是否和显示的内容匹配。
- Preview and confirm
  1. Confirm if the 5 data columns marked in red frame match the content.
  2. Scroll to the right.
  3. Confirm if the 2 data columns marked in red frame match the content.

# 导入第三步 Import Step 3

The screenshot displays the 'Import Step 3' interface. On the left, there is a sidebar with a table containing 'Fee Status' and 'Order Exam' columns. The main area features a table with columns: '导入状态' (Import Status), '导入备注' (Import Remark), 'Student First Name', 'Student Last Name', 'School Code', 'Grade', and 'Email'. The table contains 15 rows of student data, all with '待更新' (Pending Update) status. At the bottom right, a blue '提交' (Submit) button is highlighted with a red circle and the number '2'. At the bottom left, a blue '导入' (Import) button is highlighted with a red circle and the number '1'.

导入状态	导入备注	Student First Name	Student Last Name	School Code	Grade	Email
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar
待更新		Xiaoqiang	Zhang	694001	10th grade	zhar

## 提交文件导入

1. 确认字段匹配无误后, 点击【导入】按钮。
2. 可再次确认后, 点击【提交】按钮完成名单导入。

## Submit file import

1. After columns matching confirmed, click [Import] button.
2. Can once again confirm, click [Submit] button to finish roster import.

# 导入第四步 Import Step 4



导入记录	处理进度	处理完成	导入成功	导入失败	AP报名	最近修改人
1 694000-2024-09-23 12:19:06	0/32	0	0	0	32	Alan Wu



导入记录	处理进度	处理完成	导入成功	导入失败	AP报名	最近修改人
1 694000-2024-09-23 12:19:06	32/32	32	26	6	32	Alan Wu

- 名单导入提交后，可查看本次导入的进度、成功和失败的数量。
- **请等候3-5分钟以便导入全部完成。**
- After roster import submitted, may check the import progress, successful and failed number.
- **Please wait for import completion in 3-5 minutes.**

# 查看AP报名信息 Check AP Roster info

AP科目	AP学生	考试时间 (显示)	付款状态	付款确认号	订单状态	AP ID
1 Calculus BC - 微积分 BC	/Liu,Xiaohua	05月12日 星期一 08:00	待付款			APID0002
2 Environmental Science - 环境科学	/Liu,Xiaohua	05月13日 星期二 12:50	待付款			APID0002
3 Computer Science Principles - 计算机原理	/Liu,Xiaohua	05月15日 星期四 12:50	待付款			APID0002
4 Research - 学术论文	/Wang,Xiaoming	04月30日 星期三 23:00	待付款			APID0001
5 Biology - 生物学	/Wang,Xiaoming	05月05日 星期一 08:00	待付款			APID0001

## • AP报名表单

1. 选择AP报名菜单项
2. 在【报名列表】视图查看导入成功的报名信息，可通过预设条件查询。
3. 也可通过全文搜索和自定义筛选功能进行查询。
4. 在【导入失败】视图查看导入失败的名单和失败原因。

创建时间	备注	Student First Name	Student Last Name	Course Enrolled In	Order Exam	AP ID
1 2024-09-23 13:58:59	E1:不提供此考试科目或科目名称错误。Exam subject not available or name error.	Xiaohua	Liu	AP World History: Modern	No	APIE
2 2024-09-23 13:58:59	E1:不提供此考试科目或科目名称错误。Exam subject not available or name error.	Xiaohua	Liu	AP Music Theory	No	APIE
3 2024-09-23 13:58:59	E1:不提供此考试科目或科目名称错误。Exam subject not available or name error.	Xiaohua	Liu	AP Human Geography	No	APIE
4 2024-09-23 13:58:59	E2:如需通过Prometric注册考试，请先从本校或其他机构Drop后再重新导入。	Xiaohua	Liu	AP Statistics	Yes	APIE
5 2024-09-23 13:58:59	E2:如需通过Prometric注册考试，请先从本校或其他机构Drop后再重新导入。	Xiaohua	Liu	AP Microeconomics	No (other)	APIE
6 2024-09-23 13:58:59	E4:重复科目 (微积分)。Duplicated subject.	Xiaoming	Wang	AP Calculus BC	No	APIE

## • AP Roster table

1. Select AP Roster menu item
2. On [Roster List] view, to check successfully imported roster info, and use pre-defined search options.
3. Can also use text search and customizable filter function to find records.
4. On [Import Failure] view, to check failed imported roster info and reason of failure.

### 导入无效原因 Reason of import failure

- E1:不提供此考试科目或科目名称错误。Exam subject not available or name error.
- E2:如需通过Prometric注册考试，请先从本校或其他机构Drop后再重新导入。To register exam via Prometric, must drop from your school exam only section or other providers.
- E3:无效APID。Invalid APID.
- E4:重复科目 (微积分)。Duplicated subject.

# 变更微积分科目 Change Calculus subject

- 点击要变更的微积分科目记录行
- 在弹出窗口上方点击【更改科目】按钮
- 选择要变更的科目
- 点确定按钮完成变更
- Click the line of the Calculus to change
- Click [Change subject] button on top of the pop-up window
- Select the subject to change to
- Click OK button to submit the change

The screenshot shows the MyAPChina AP registration interface. On the left, a sidebar contains 'AP学生', 'AP报名', and '工单'. The main area displays a table of AP subjects. A red arrow points to the '更改科目' button at the top of the pop-up window. Another red arrow points to the '待付款' button in the '付款状态' section. A third red arrow points to the search dropdown in the '更改科目' pop-up window. A fourth red arrow points to the '确定' button at the bottom right of the pop-up window. A text box states: '只有待付款的科目可变更 Only payment pending subject can be changed'.

当前AP科目	AP学生	考试日期
1 Calculus AB - 微积分 AB	刘,小华/Liu,Xiaohua	05月1
2 Environmental Science - 环境科学	刘,小华/Liu,Xiaohua	05月1
3 Computer Science Principles - 计算机原理	刘,小华/Liu,Xiaohua	05月1

更改科目

当前AP科目  
Calculus AB - 微积分 AB

\* 更换后AP科目  
搜索名称  
Calculus BC - 微积分 BC  
AP Calculus BC | 2025-05-12 08:00 |

付款状态  
待付款

订单状态

取消 确定

# 导出AP报名数据 Export AP Roster data

- 点击【报名列表】视图，导出记录到Excel文件。
- Click [Roster List] view, to export records to Excel file.

The screenshot shows the MyAPChina web interface. The left sidebar contains navigation items: AP学生, AP报名 (selected), 工单, AP管理, and 名单导入. The main content area displays the 'AP报名' section with a '报名列表' view selected. A red arrow points to the '导出' (Export) button in the top right of the main area. A dropdown menu is open, showing '导出记录 (Excel, CSV)'. A hand cursor is pointing at this option. Below this, a dialog box titled '将视图下数据导出为 Excel' is displayed. The dialog has the following options:

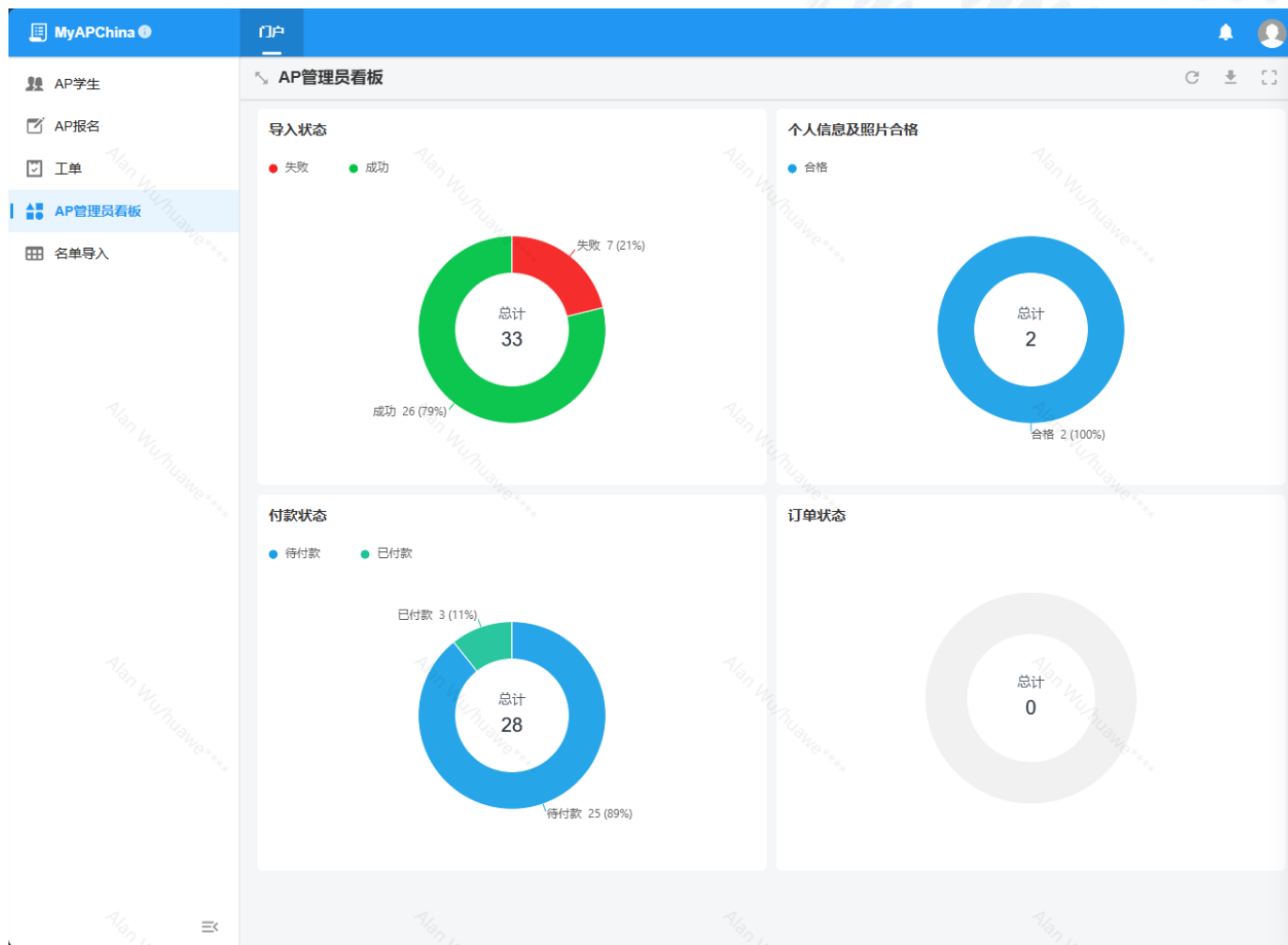
- 导出当前表格显示列的字段
- 导出所有字段
- 其他
  - 列统计结果
  - 在其他sheet导出关联数据
  - 加速导出 ⓘ
- 导出格式
  - Excel文件 (.xlsx)
  - CSV文件 (.csv)
  - 导出为Excel数值类型 ⓘ

At the bottom of the dialog, there are '取消' (Cancel) and '导出' (Export) buttons. A red arrow points to the '导出' button. In the background, a table is visible with columns 'AP科目' and 'AP学生'.

AP科目	AP学生	考
	/Liu,Xiaohua	05
	/Liu,Xiaohua	05
	/Liu,Xiaohua	05

# AP管理员看板 AP Coordinator Dashboard

- 使用管理员看板实时查看报名进度。
- Use coordinator dashboard to monitor progress.



# 联系我们 Contact for support

- [APExamChina@prometric.com](mailto:APExamChina@prometric.com)
  - 如果不能登录MyAPChina网站，请发邮件到此地址获得帮助。  
Please send to email above if there is an issue login MyAPChina.
- 提交工单 Submit Work Order
  - 其他系统内操作问题，请提交工单。  
For other issue, please submit Work Order.
  - 工单处理完成后，系统发送邮件通知。  
Email notification will be sent after Work Order has been completed.

The screenshot displays the MyAPChina user interface. On the left sidebar, the '工单' (Work Order) menu item is highlighted with a red arrow. The main content area shows a '工单列表' (Work Order List) with a table containing one entry: a '新建' (New) status work order with ID 'Y25-0005' created on '2024-09-23'. A red arrow points to the '+ 提交工单' (Submit Work Order) button in the top right corner. Below the table, an email notification is visible with the subject 'AP-工单#000009处理完成-Work Order Completed'. On the right side, a '创建提交工单' (Create and Submit Work Order) form is open, showing fields for '工单编号' (Work Order ID), '反馈简述' (Brief description of feedback), '主题' (Subject), '导入名单' (Import list), '问题描述' (Issue description), '附件' (Attachments), and '学生' (Student).

# 2025-26 AP考试报名准备会录播

[Zoom Webinar Recording](#)



AP China Exam Registration Prep Webinar for AP schools