

2025-26 AP Registration & Ordering System Setup Tutorial For Schools in China

2025. 08

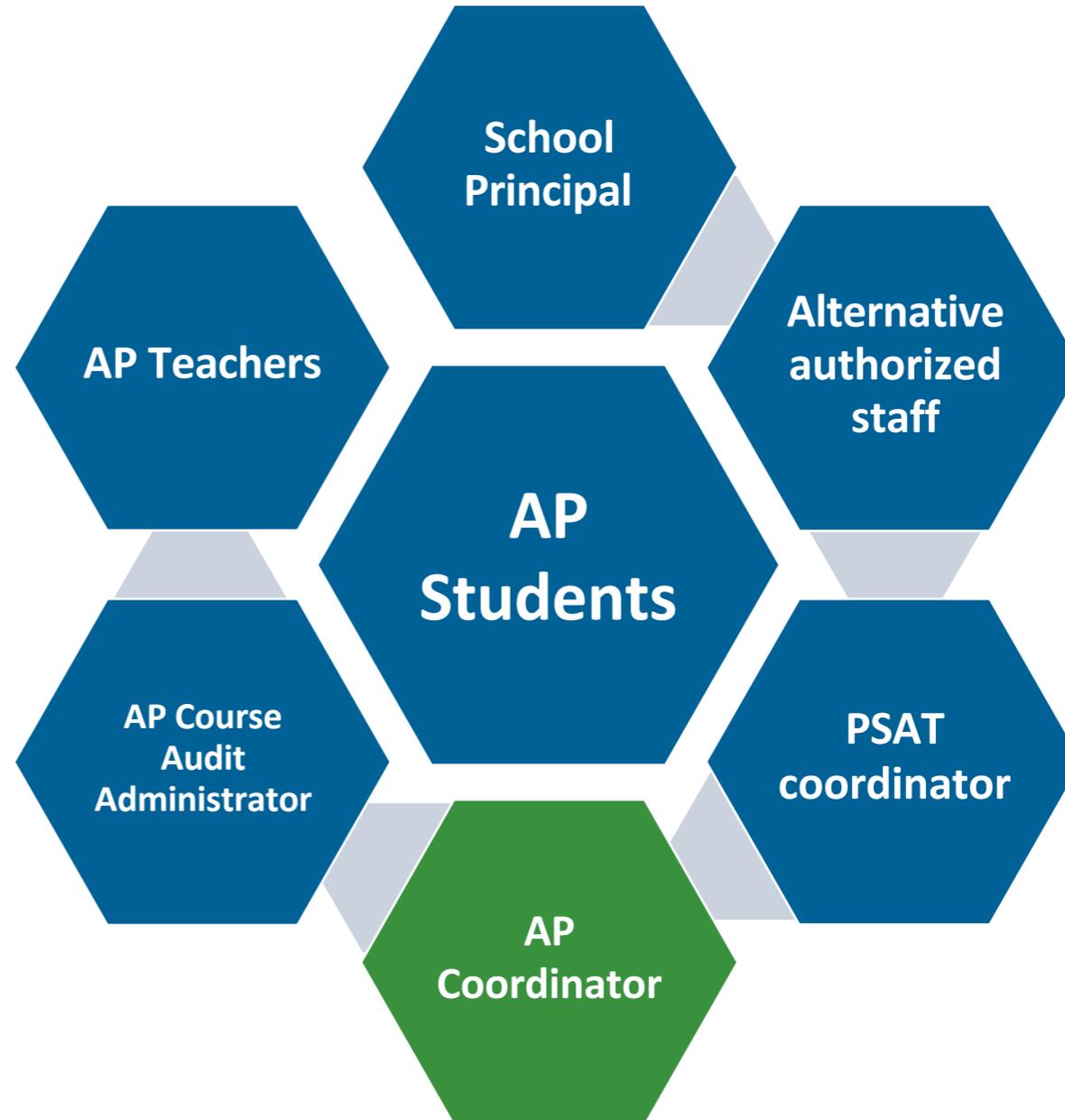
Roles at School

The success of a school's AP program is due in large part to the efforts of a dedicated AP coordinator.

Note:

AP Exam Registration with Prometric test centers in China is arranged via the AP Coordinator.

For subjects not offered by Prometric in China, the students directly register with test centers outside of China.

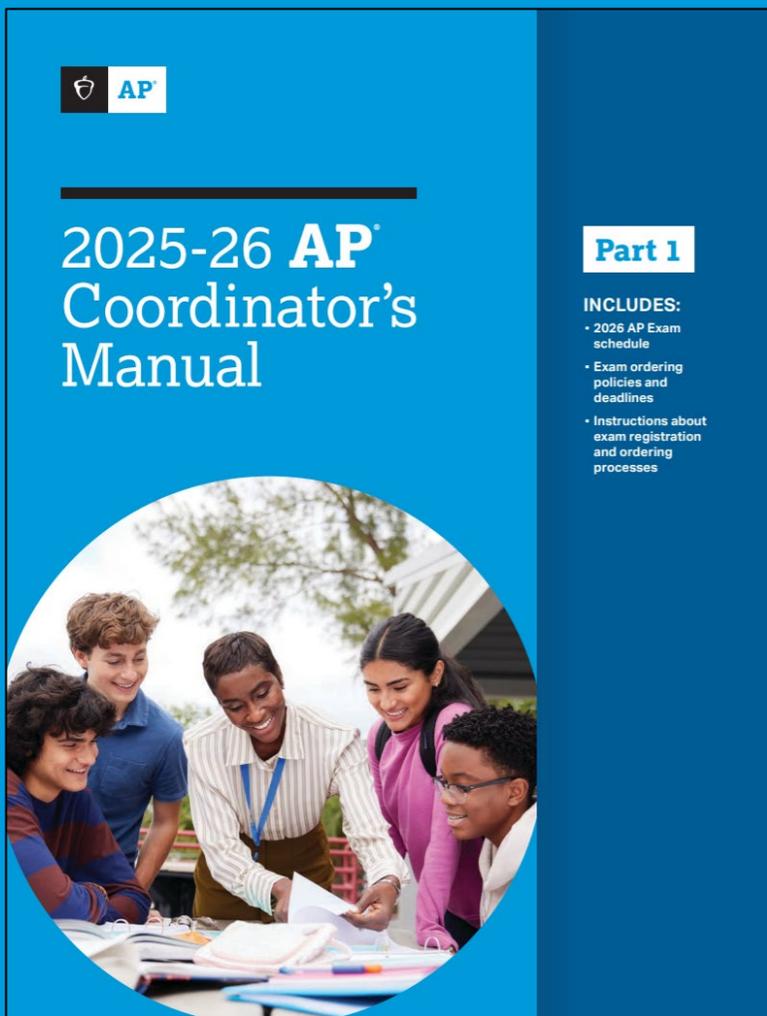


Role of the AP Coordinator

As your school's AP coordinator, you have an important role. You'll manage the **exam registration for your students.**

- The AP coordinator can be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The AP coordinator can also designate an additional authorized staff person who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator.

-excerpt taken from *AP Coordinator's Manual, Part 1*



AP Coordinator Eligibility

The AP coordinator can be:

- A full- or part-time administrator. **[YES]**
- A school counselor. **[YES]**
- A faculty member, or other school staff member who doesn't teach an AP course. **[YES]**

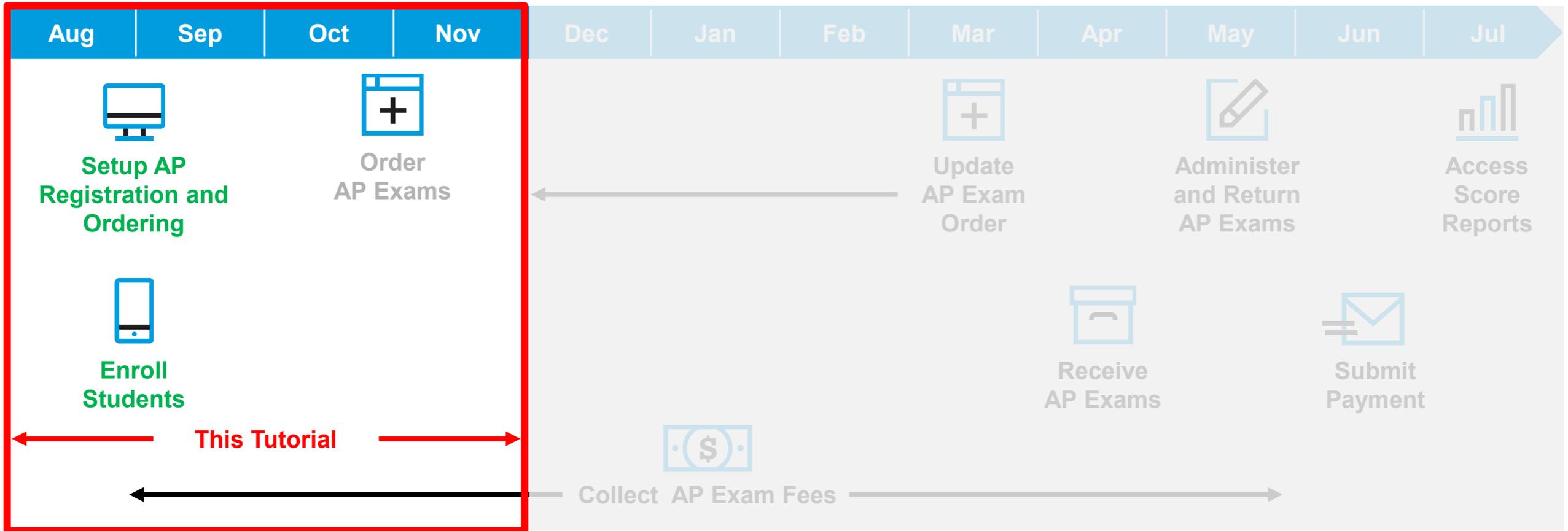
To avoid a conflict of interest, the AP coordinator **cannot**:

- Be an AP Teacher in this current school year. **[NO]**
- Be employed by a test prep company. **[NO]**
- Be someone with an immediate family or household member taking an AP Exam at the school where the coordinator works or at any other school. **[NO]**
 - Parents, sibling, children, grandparents, spouse.
 - Applies even if not residing in the same household.



School Year Timeline

← Ongoing Management of AP Registration and Ordering →



Before Getting Started

1. College Board School Code (CEEB code)

Visit <https://schoolcode.collegeboard.org/> if you don't have a 6-digit school code from College Board.

2. Create or update a College Board Professional account

Make sure to affiliate with your current school

3. AP Course Audit administrator access code

Only available for 1 administrator per school each year (must contact AP Services)

4. AP Registration and Ordering (APRO) access code

Email sent on 8/1/2025 from “Advanced Placement Program”

5. Order AP exams through Prometric

Obtain a College Board school code (ASAP)

Enables your school to receive exam scores, access My AP (AP Classroom, AP Registration and Ordering), and complete AP Course Audit

Complete before September to register for May 2026 AP Exams:

Eligibility 申请资格

- Schools must be accredited (i.e. offer education towards high school diploma.) 高中学历教育（公立、民办、国际学校）
- Only secondary schools -- not organizations, companies, nor private consultants -- may offer AP courses or promote themselves as offering AP courses. 非学历教育机构不能申请

How to request a school code 如何申请

- School principal needs to submit the school code request online 由校长在网页上提交学校代码申请
- School's license/registration 提供文件必须包含高中学历教育资质：注册证书及法人证书
- School name, address, principal information must match what's on the school website. 学校名称、地址、及校长信息必须与学校网站一致

<https://schoolcode.collegeboard.org/>

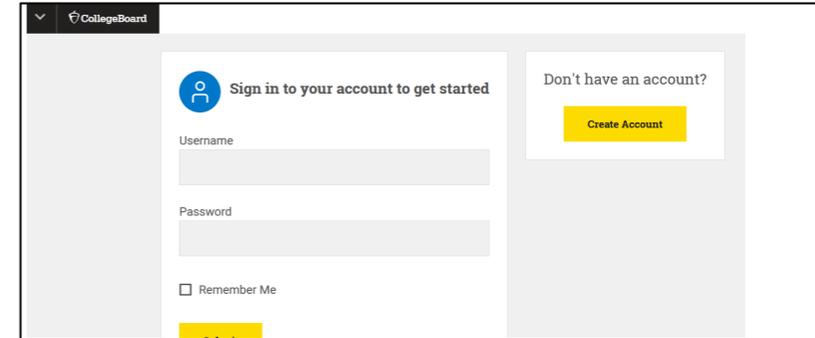
Create/Update College Board Professional Account

New AP educators must have an account and link to the correct organization; Update profile if role/school changed

- To create a CB professional account, go to <https://www.collegeboard.org/>
- Click on “Sign In” at the top
- Click on “Create Account”, then select “I’m an education professional”

- After filling in identifying information, fill out the Professional Information **and make sure to provide your school’s CEEB code.** “Where do you work?” allows us to associate your account with the correct organization so we can provide the correct access.
 - Outside the U.S.: can **leave U.S. Zip code blank.**

- **Educators who already have a College Board account but are not affiliated with their current organization or who moved to a new organization: Update Professional Information** by logging in to your Professional account and updating the information on your Profile.



Professional Information

Tell us where you work. It may be helpful to start with a ZIP code.

U.S. ZIP code of your organization:

optional, this will help refine your selection

Where do you work?

Or, enter your AI, DI or CEEB code:

My organization is not listed.

What is your primary job function?

Please Select

Important Action needed---Aug/Sep:

Task	Who	What	When
Start AP Course Audit 	AP Teacher	New AP teachers add their courses to AP course audit and complete the AP Course Audit application form for approval by AP Course Audit administrator. (Required to access AP Classroom myap.collegeboard.org)	Now
	AP Course Audit administrator	Approve new courses and renew old courses (need APCA administrator access code)	August
Access AP Registration and Ordering (APRO) System myap.collegeboard.org	AP Coordinator	Receive the APRO access code by email	Aug 1 (US) / 2 nd (China)
		Complete the initial setup steps in APRO	By 1 st week of Sept
		Complete AP Participation Form in APRO	By 1 st week of Sept
Class section setup myap.collegeboard.org	AP Teachers or AP coordinator	Set up class section for each AP course; Generate join codes	By 2 nd week of Sept
Student Enrollment myap.collegeboard.org	AP Teachers	Share a unique join code for each class	By 2 nd week of Sept
	AP Students	Enroll in their AP class sections using the join code from their AP teacher or AP coordinator	By 2 nd week of Sept
Register AP Exams	Students and AP coordinators	Details will be provided in September	September

One URL (myap.collegeboard.org) = AP Registration and Ordering (for coordinators) and AP Classroom (for teachers and students)



Access Code

Required for the initial setup of AP Registration and Ordering.

CollegeBoard AP

AP Registration and Ordering Access Information

School Name: West Windsor High School

Dear ,

The AP® Registration and Ordering system is now open. Share the access code listed below as soon as possible with your school's AP coordinator. The coordinator needs this code to log in to the system for the first time.

Your school's AP Registration and Ordering access code: 112233

- Emailed to the AP coordinator and principal (beginning Aug 1, 2025).
 - New access code each year.
- If you do not receive an Access Code:
 1. Check Junk/Spam email folders.
 2. Ask your principal.
 3. Call AP Services for Educators.

Tips:

Kindly request the school's IT team to whitelist collegeboard.org on the school server.
请联系学校的 IT 部门, 将 collegeboard.org 加入学校服务器的白名单。

Receive or obtain 2025-26 Access Code

New AP Registration and Ordering access codes are EMAILED Aug 1

- Didn't receive access code email? How to expedite request for AP Registration and Ordering access code (or AP Course Audit Administrator access code):

Principal needs to submit a request online at: cb.org/apeducatorinquiry.

Select Topic = “Registration” then “AP Registration and Ordering Access”, and provide additional information in comments, for example

Please provide new access codes to my school's authorized staff.

- AP Coordinator [name, email],
- Principal in charge of AP Program [name, email],
- AP Course Audit Administrator [name, email]



*Note: If you must use a personal email, include both your school and personal email addresses in the verification letter. Explain why personal email is necessary.

You will **receive** an auto-response confirmation email that includes an assigned **case number**.

Reply to the auto-response email from your **school*** email address to follow up if needed.

AP Course Audit

AP课程审核

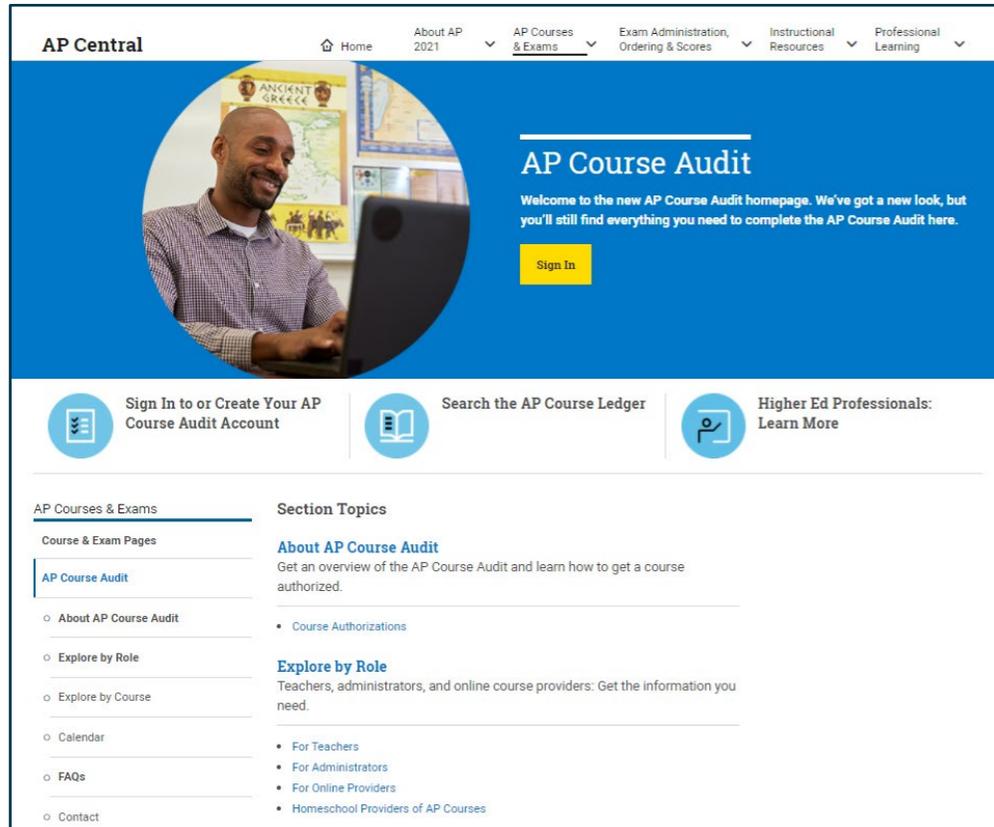
A Team Effort 团队协作

We may have additional roles and/or colleagues that help support our AP program.



**AP Course Audit
administrator**

AP Course Audit



The screenshot shows the AP Central website's AP Course Audit homepage. At the top, there is a navigation bar with links for Home, About AP 2021, AP Courses & Exams, Exam Administration, Ordering & Scores, Instructional Resources, and Professional Learning. The main header features a circular image of a man at a laptop and the text: "AP Course Audit. Welcome to the new AP Course Audit homepage. We've got a new look, but you'll still find everything you need to complete the AP Course Audit here." Below this is a yellow "Sign In" button. A secondary navigation bar includes "Sign In to or Create Your AP Course Audit Account", "Search the AP Course Ledger", and "Higher Ed Professionals: Learn More". The main content area is divided into "AP Courses & Exams" and "Section Topics". Under "AP Courses & Exams", there is a "Course & Exam Pages" section with "AP Course Audit" selected, and a list of links: "About AP Course Audit", "Explore by Role", "Explore by Course", "Calendar", "FAQs", and "Contact". Under "Section Topics", there is an "About AP Course Audit" section with a description and a "Course Authorizations" link, and an "Explore by Role" section with a description and links for "For Teachers", "For Administrators", "For Online Providers", and "Homeschool Providers of AP Courses".

AP courses are authorized by the AP Program through the AP Course Audit.

- The audit confirms the teacher’s awareness of the course scope and exam information.
- For a high school course to include transcript designation of “AP” it must be authorized.

[AP Course Audit](#)

[AP Course Audit Teacher and Administrator User Guide](#)

[AP Course Audit FAQs](#)

[Teaching AP for the First Time?](#)



AP Course Audit

AP Teacher (new to AP course)

Access AP Course Audit to submit the online AP Course Audit Form.

Teachers adopt AP unit guides or submit a course syllabus (their syllabus, a colleague's authorized syllabus, or a sample syllabus).

Deadline for submission is Jan 31.

AP Course Audit Administrator

Access AP Course Audit to approve the teacher's AP Course Audit Form.

Work with teachers if their course syllabus is not approved.

Renew courses in AP Course Audit for returning AP teachers.

Check AP Course Audit for notification emails in the platform.

AP Coordinator

Each teacher's name will appear in AP Registration and Ordering after their AP Course Audit Form is approved.

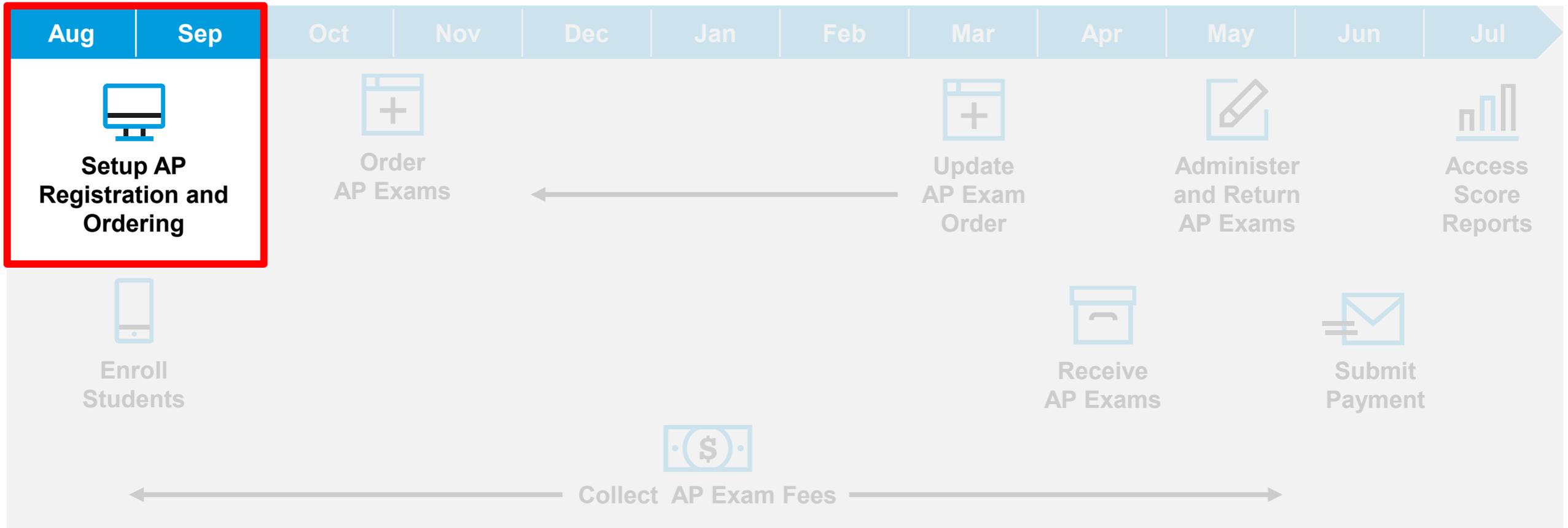
Approval is done by the school's AP Course Audit Administrator.

Required Actions in AP Course Audit

Teacher	Required Action
Returning teachers	<p>No action required.</p> <p>Returning AP teachers who are teaching the same AP subject(s) continue to be in AP Course Audit and in AP Registration and Ordering.</p>
New teachers or Existing AP teachers teaching a course for the first time	<p>Action required.</p> <p>These teachers must complete and submit the Course Audit form in AP Course Audit.</p>

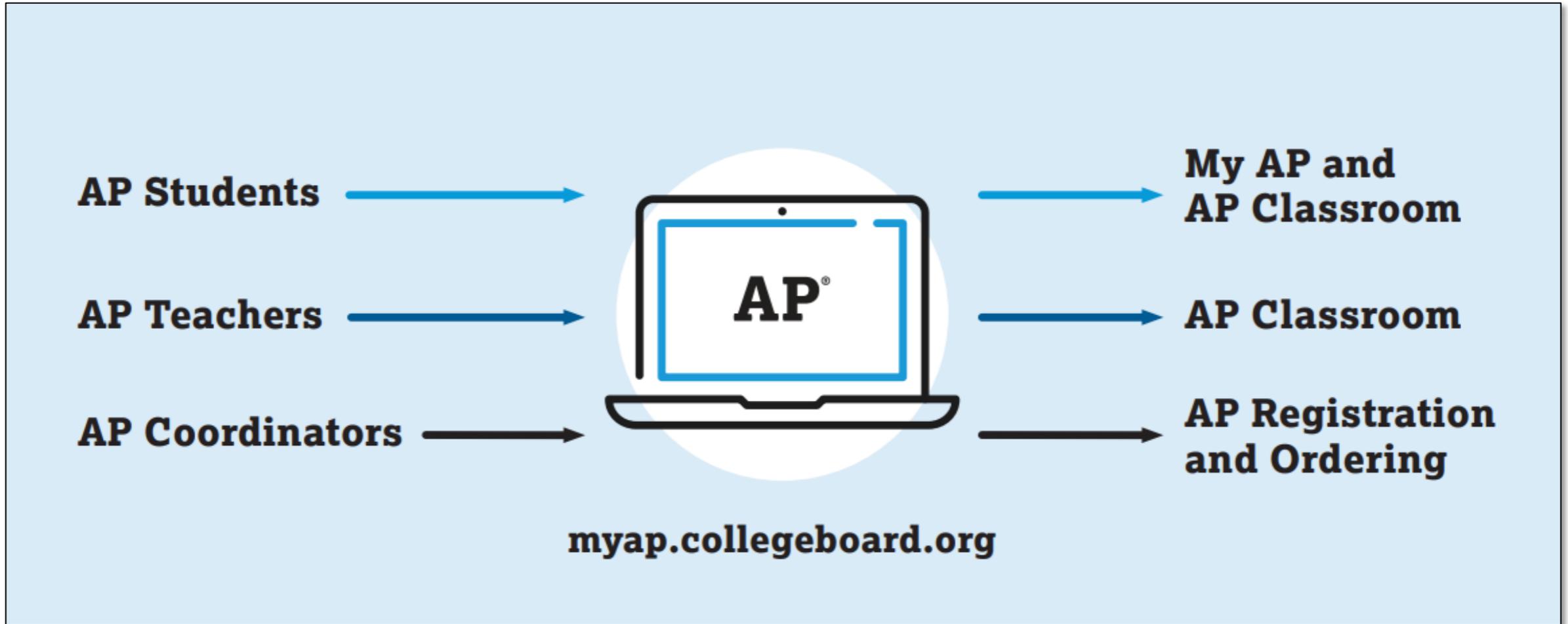
School Year Timeline

← Ongoing Management of AP Registration and Ordering →

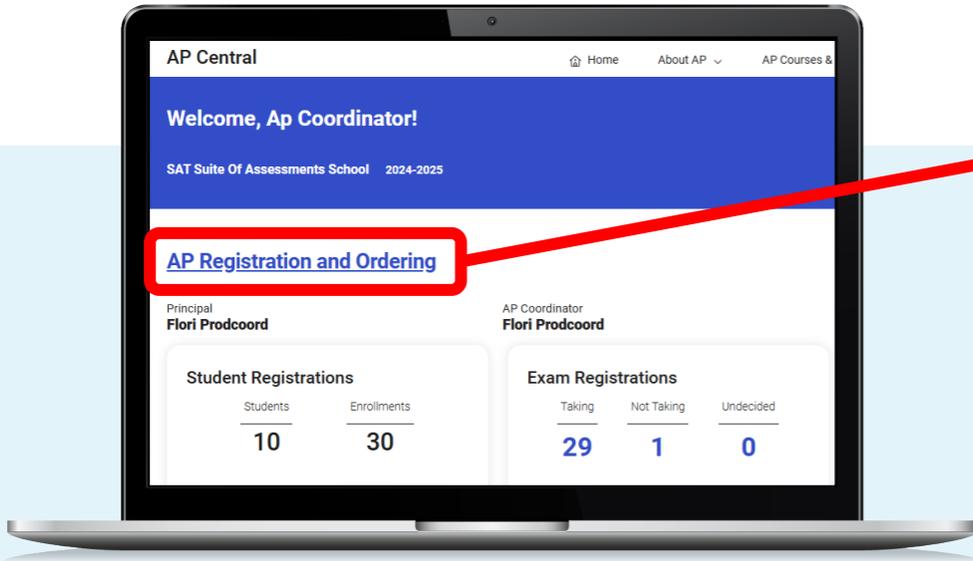


AP Registration and Ordering

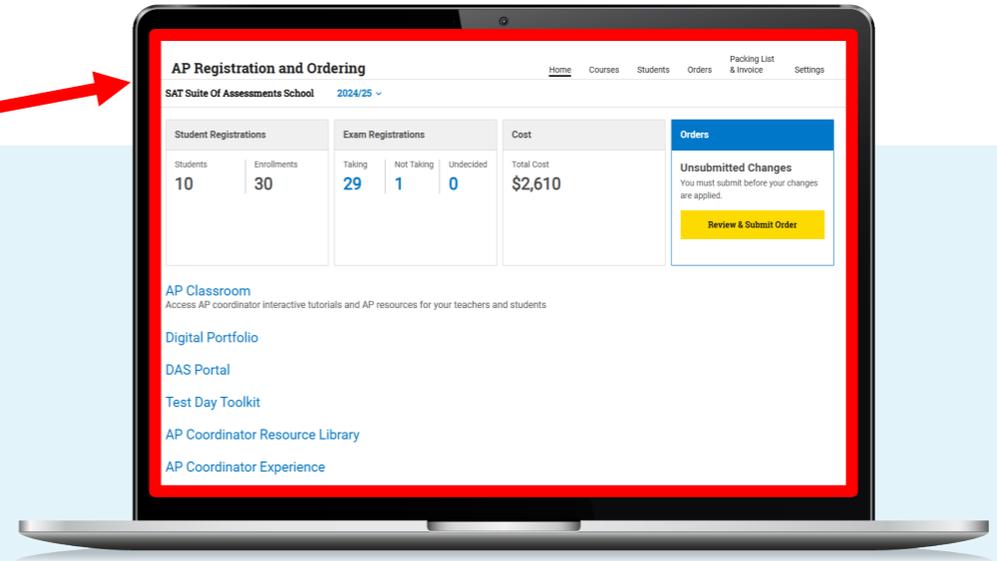
myap.collegeboard.org



Welcome to AP Registration and Ordering



After logging in to myap.collegeboard.org, click on “AP Registration and Ordering” link.



AP Registration and Ordering is where coordinators provide school-specific and program-specific information.

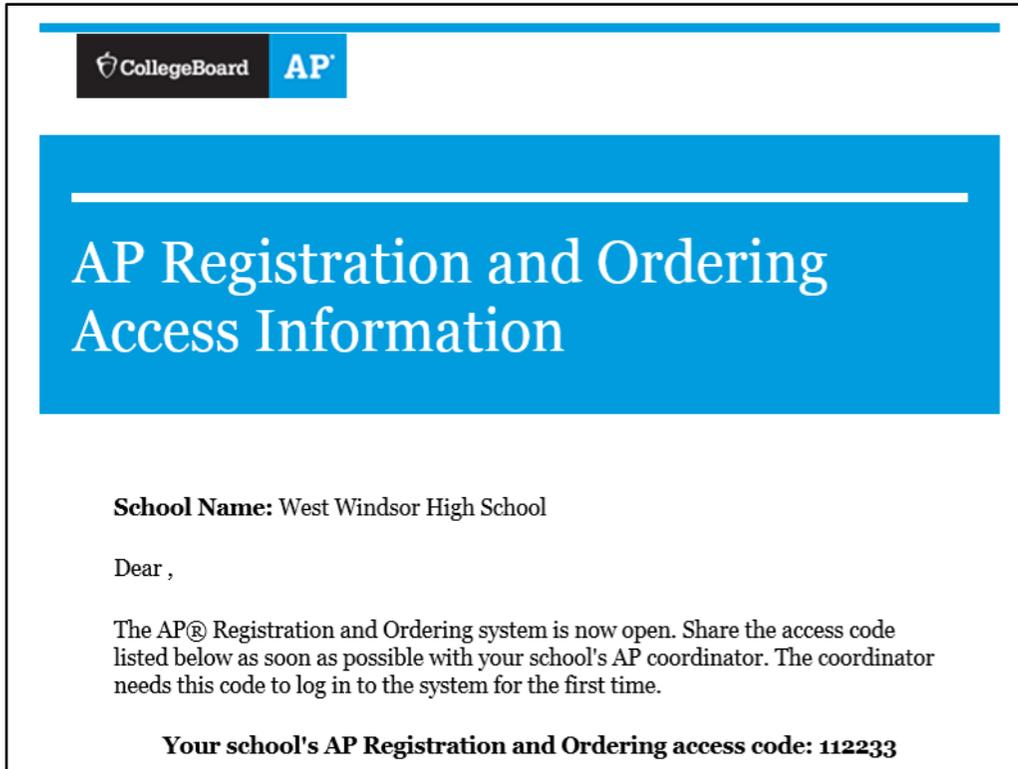
Best Practice

Complete setup all at once.



Access Code

Required for the initial setup of AP Registration and Ordering.



- Emailed to the AP coordinator and principal (beginning Aug 1, 2025).
 - New access code each year.
- If you did not receive an Access Code:
 1. Check Junk/Spam email folders.
 2. Ask your principal.
 3. Contact AP Services for Educators:
[cb.org/apeducatorinquiry](https://collegeboard.org/apeducatorinquiry)



Access Code

1

Sign in

myap.collegeboard.org

Sign in using your
College Board
professional account.

Create a new account if
needed.

Don't create multiple
accounts.

2

Indicate role

Select that you're
signing in as an AP
coordinator.

3

Verify information

Enter the [access code](#)
and your school's
name when prompted.

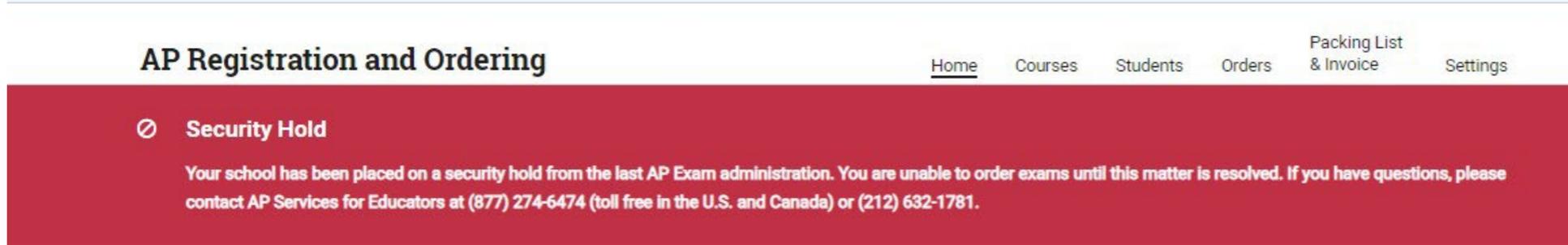
4

Review terms

Review and accept the
terms of service for
access to AP
Registration and
Ordering.

Security Hold = “ordering hold”

This is NORMAL for schools in China that are registering for AP exams with Prometric.



The screenshot shows the 'AP Registration and Ordering' page. At the top, there is a navigation bar with links for Home, Courses, Students, Orders, Packing List & Invoice, and Settings. Below the navigation bar, a red banner contains the following text:

Security Hold

Your school has been placed on a security hold from the last AP Exam administration. You are unable to order exams until this matter is resolved. If you have questions, please contact AP Services for Educators at (877) 274-6474 (toll free in the U.S. and Canada) or (212) 632-1781.

Security Hold Warning: You’ll see this after logging in. [This is normal for schools served by Prometric.](#)

This hold prevents your school from ordering exams since test centers will order for you. It does not mean your school had any testing security violations.



Schools in China do not order AP exams directly and must order AP exams with Prometric.
You will see the security hold on your school’s AP Registration and Ordering account
That is normal !



School Info Section

1. Verify school name and address
2. AP Coordinator: enter the **primary person** responsible for the AP program. Must meeting eligibility criteria. Preferably use your school email address.

(not shown on screenshot)

3. Principal: Indicate the **current school principal** (may be vice principal in charge of the AP school)
4. **Additional Authorized Staff** (your alternate AP coordinator – must also meet eligibility criteria)
5. (optional) Technology Coordinator: can be same as AP coordinator

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

Complete Required School Information

Please complete and confirm the information about your school. Unless otherwise noted, this information is required to participate in AP exam administration and ordering. By providing AP coordinator, principal and additional authorized staff email addresses below, you acknowledge and agree to receive email communications from the College Board related to the AP Program and the AP Exam administration.

School

Sample High School
123 Fake Street
Springfield, OR 97475

If there is an error in the name or address, please [click here to view instructions.](#)

AP Coordinator

First Name * MI Last Name *

John P Doe

Telephone * Fax

Student Population Section (optional)

Total number of students by

grade:

9th grade -

10th grade

11th grade

12th grade

Percent of students who qualify

for free- or reduced-price

lunch: skip; not applicable

outside U.S.

Student Population

AP Online Score Reports for Educators includes the AP Equity and Excellence Report, which helps gauge the extent to which your AP program is providing equitable and successful AP experiences to your students. In order to calculate the percentages for this score report, we need you to report the total numbers of 9th, 10th, 11th, and 12th grade students in your school, and to provide the percentage of students in your school in grades 9-12 who qualify for free- or reduced-price lunch (FRPL). **These figures should include all students in your school, not just AP students.**

If you decide not to provide these numbers for your school, the corresponding fields on your school's AP Equity and Excellence Report will be left blank. If you do not have the data available at this time, you may enter it later through the Settings tab.

Number of students by grade (including Non-AP students)

9th Grade

10th Grade

11th Grade

12th Grade

Percentage of students who qualify for free- or reduced-price lunch (including Non-AP students)

Percent of qualifying students

My school has adopted the Community Eligibility Provision (CEP) for the current academic year.

School Info Section

1. First and last days of class.
2. Average fee students pay for each AP Exam.
 - Leave as \$0 and select the second option
3. Select response applicable for your school about Grade Point Average (GPA)
4. Indicate percent of students who use a school-owned device, then indicate devices your school provides.

School Info

Indicate the first and last days of class for your seniors in 2022-23.

First day of class: * Last day of class: *

On average, how much do students pay for each AP Exam? If you don't know how much students will pay for this school year's AP administration, use the average per-exam amount from last year.

Students who **are** eligible for the College Board fee reduction: *

\$

Students who are eligible for the College Board fee reduction pay \$0.

Students who **are not** eligible for the College Board fee reduction: *

\$

Students who aren't eligible for the College Board fee reduction pay \$0.

Which best describes your school's GPA policies for AP courses? *

AP course grades receive more weight in a student's GPA than standard course grades only if the student takes the corresponding AP Exam.

AP course grades receive more weight in a student's GPA than standard course grades regardless of whether the student takes the corresponding AP Exam.

AP course grades receive the same weight in a student's GPA as standard course grades.

For completing school assignments either at home or at school, approximately what percentage of AP students regularly uses or will use a device provided by the school or district in the 2021-2022 school year? (i.e., a school-owned laptop, tablet or Chromebook) *

Which of the following devices has or will your school distribute or make available to AP students for use in the 2021-2022 school year? Select all that apply. *

	Distribute 1:1 to students for individual use	Make available to students via carts or labs
Chromebooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iPads	<input type="checkbox"/>	<input type="checkbox"/>
Mac laptops	<input type="checkbox"/>	<input type="checkbox"/>
Windows laptops	<input type="checkbox"/>	<input type="checkbox"/>
None (Exclusive)	<input type="checkbox"/>	<input type="checkbox"/>

Exam Admin Section – All schools supported by Prometric

1. Who will order exams for your students?

Select *“Our students’ AP Exams will be ordered by another school or by our district office...”*

Which school will order your exams – can be blank.

2. Which best describe your school’s AP Exam Policy? (select the answer applicable for your school)

- Top option – If taking AP course, must take AP Exam
- Middle option – Student choice to take AP Exam or not
- Select **Bottom option** – varies, some but not all AP courses require AP Exam

Provide AP Exam Administration Information

1. Please tell us about who will be ordering and administering your students' exams. Note that once you complete the setup process, you will no longer be able to edit this selection. *

My school expects to administer at least one AP Exam (inclusive of Art and Design).

Our students' AP Exams will be ordered by another school or by our district office. The school code of the other school or district office that will order our students' AP Exam is

Note: If your students' AP Exams are ordered by another school or district office, those AP Exams must be administered at a central location.

2. Which best describes your school's AP Exam Policy? *

For all courses, we require all students in the course to take the exam.

For all courses, students are given the choice of taking the AP exam.

Varies by course—for some but not all AP courses, we require all students in the course to take the exam.

All AP exam orders must meet Prometric’s deadlines, including subjects with digital portfolios only such as **AP Art & design & AP Research.**

Your school will NOT order AP exams directly, but will register students with Prometric to order AP exams.

Exam Decision Indicator Section

1. Read and acknowledge the Student Exam Decision Indicator policy on this page
2. Click **Save & Continue**

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

Student Exam Decision Indicator: Review this Information

By default, students who enter a join code are included in your exam roster and their exam order status will be set to "Yes" unless you modify it.

If you'd prefer for students to indicate their exam order status themselves, you may change the **Student Exam Decision Indicator** to the "Advanced" setting. By default, the Advanced setting sets students' exam order status to "Undecided" for all course-takers/enrollees. If you choose to use the Advanced setting, each student will be responsible for selecting an exam order status of "Yes" or "No" by the deadline you specify.

You will possess the ability to directly modify students' exam order status before you submit your order, irrespective to what students select.

To review or modify the Student Exam Decision Indicator, go to the **Settings** page after you complete setup. **You have 7 days to change the student exam decision indicator after completing setup.** After 7 days, you won't be able to change the indicator.

I have read and understand how I can change the Student Exam Decision Indicator for my school this year.

[← Back](#) **Save & Continue**

Roster Management Section

1. If you allow your teachers to add/drop/move students from their class sections, select the “**Enabled**” option. Otherwise, select “**Disabled**”.

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator **Roster Management** Participation Form

Teacher Management of Student Roster

You can determine the extent to which AP teachers can manage changes to the student roster in the system. You can adjust this feature at any time through **Settings**, even after you complete initial setup.

By default, AP teachers are able to manage changes to the student roster by dropping students from their class sections or moving students between their own class sections.

If you leave on the default enabled, work with teachers to determine a process to track changes to student enrollment in class sections to ensure the accuracy of your exam order. If you leave the default enabled, you may want to switch it off after you submit your exam order.

If you'd prefer that teachers **not** be able to drop or move students in the system, you can turn this feature **off**. *

I want to enable teachers to move and drop students from their rosters in the system

I want to disable the ability for teachers to move and drop students from their rosters in the system

[← Back](#) Save & Continue



AP Participation Form

Serves as an agreement to exam administration policies.

- Must be electronically signed and submitted by AP coordinator before submitting an exam order.
 - Available in AP Registration and Ordering on the **Settings** page.
- Once completed, a copy will be sent to the principal.

 **AP**

AP Participation Form 2025-26

This Participation Form is supplemental to the AP[®] Services Terms and Conditions your school agreed to, and serves to summarize some of the more critical details found in the *AP Coordinator's Manual* (Parts 1 and 2).

An authorized school representative is required to sign this form on behalf of the school to reactnowledge your school's review and acceptance of the information contained herein. By signing this form, you represent that you have the authority to bind your school to this agreement.

Your school will not receive a paper copy of this form, but you may print a copy of this digital form for your records.

Read all sections, and add your initials and signature where indicated. You can save the form and return to it at a later point, but completion of this form is required to enable AP Exam ordering in **AP Registration and Ordering**. Exam orders must be submitted by **November 14, 2025, 11:59 p.m. ET**. (Step 5: 2025-26 AP Registration and Ordering Policies lists key policies.)

Best Practice

Avoid adding extra steps by completing the AP Participation Form during initial setup.

Participation Form Section

1. Review and click “**Continue to Dashboard**”
2. You are almost done with the setup.

The screenshot displays the 'AP Registration and Ordering Setup' progress bar with five steps: School Information, Exam Administration, Exam Decision Indicator, Roster Management, and Participation Form. The first four steps are marked with checkmarks, while the fifth step, 'Participation Form', is marked with a target icon. Below the progress bar, the 'Participation Form' section contains a paragraph of text explaining that a 2020-2021 AP Participation Form has been generated and emailed to the AP Coordinator. It also provides instructions on how to access and sign the form. At the bottom of the page, there is a blue '← Back' link on the left, a yellow 'Continue to Dashboard' button on the right, and a yellow 'Top ^' button in the bottom right corner.

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

Participation Form

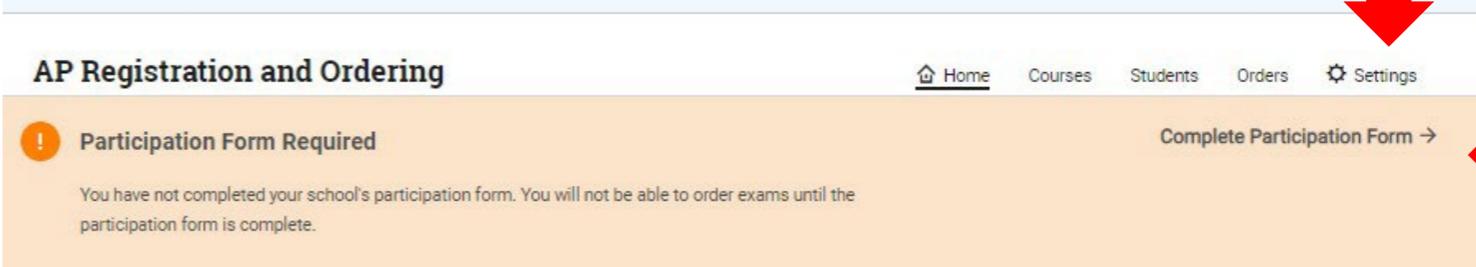
Using the information you provided, we have generated the *2020-2021 AP Participation Form*. This form will require your electronic signature before you can submit your school's exam orders. We have emailed a signature request to the AP Coordinator listed in the School Information section of this setup. Please note that it may take a few minutes for you to receive this email. You can also access and sign the Participation Form from the School Information and Participation Contacts section on the Settings page.

Click on the **Continue to Dashboard** button to go to the AP Registration and Ordering.

[← Back](#) [Continue to Dashboard](#) [Top ^](#)

Review and E-sign Participation Form (AP coordinator)

1. You'll receive an email when your school's participation form is ready to sign. To ensure you receive the email notification about your AP Participation Form, please add @docuSign.net to your address book. You are almost done with the setup.
2. Or go to **Settings** to access your AP Participation Form
3. Or click the **Complete Participation Form** link



The screenshot shows the 'AP Registration and Ordering' page. At the top right, there is a navigation menu with links for Home, Courses, Students, Orders, and Settings. A red arrow points to the Settings link. Below the navigation menu, there is an orange notification banner with a warning icon and the text 'Participation Form Required'. The notification text reads: 'You have not completed your school's participation form. You will not be able to order exams until the participation form is complete.' To the right of the notification, there is a link that says 'Complete Participation Form →'. A red arrow points to this link.

Review and E-sign Participation Form (AP coordinator)

1. From Settings: Click “+” to expand the [School Information and Participation Contacts](#) section
2. Click [Sign Now](#). Sign this even if not ordering exams.
3. You’ll receive a confirmation email once you’ve completed the AP Participation Form and setup.

AP Registration and Ordering Home Courses Students Orders **Settings**

Settings

[School Information and Participation Contacts](#) Incomplete +

CB School Code 829951	Participation Status Not participating	
School Address Trevor Packer High School 1919 M Street NW Suite 300 New York, NY 10281 (edit)	Billing Contact Joe Coordinator jcoordinator.trevorpackerhs@testschool.org 1919 M Street NW Suite 300 New York, NY 10281 (edit)	Purchase Order Number (edit)
AP Coordinator Joe Coordinator jcoordinator.trevorpackerhs@testschool.org (646) 555-1212 (edit)	Principal jane principal jprincipal.trevorpackerhs@testschool.org (edit)	Additional Authorized Staff (edit)
Signature Status Awaiting signature	Signature Status No signature required	Technology Coordinator elon techie etechie.trevorpackerhs@testschool.org (edit)

 [Sign Now](#)

What if your school AP contacts change?

During the school year, you can update your school's AP contacts yourself, without contacting AP Services.

Go to the **Settings** tab to:

- Add someone new
- Update existing contact's info



If you're transitioning your AP role to someone else, give them the **APRO access code** so they can log in and add themselves as the new AP contact.

For security purposes, only the **AP coordinator**, **principal** and **alternate contacts** designated in APRO can obtain information about your school's AP account from AP Services.

Class Sections: Assigning AP Teachers

Teacher	AP Registration and Ordering
Returning Teachers	Returning AP teachers who are teaching the same AP subject(s) will continue to be options in the dropdown menu when creating class sections in AP Registration and Ordering.
New Teachers or Existing AP teachers teaching a course for the first time	These teachers must complete and submit the Course Audit form in AP Course Audit. In AP Course Audit, the AP Course Audit Administrator approves the form. This allows the teacher to be an option in the dropdown menu when creating class sections in AP Registration and Ordering.

Class Sections

What Is a Class Section?

- Where students enroll to gain access to AP Classroom instructional resources.
- Student enrollment in Class Sections allows the AP coordinator to order AP Exams.
- Class Sections often mirrors a school's master schedule of AP courses, teachers, and periods.

When Should Class Sections Be Created?

- As early as possible. Preferably, before the school year begins to allow students immediate access to AP Classroom.

Who Creates Class Sections?

- AP coordinators or AP teachers.

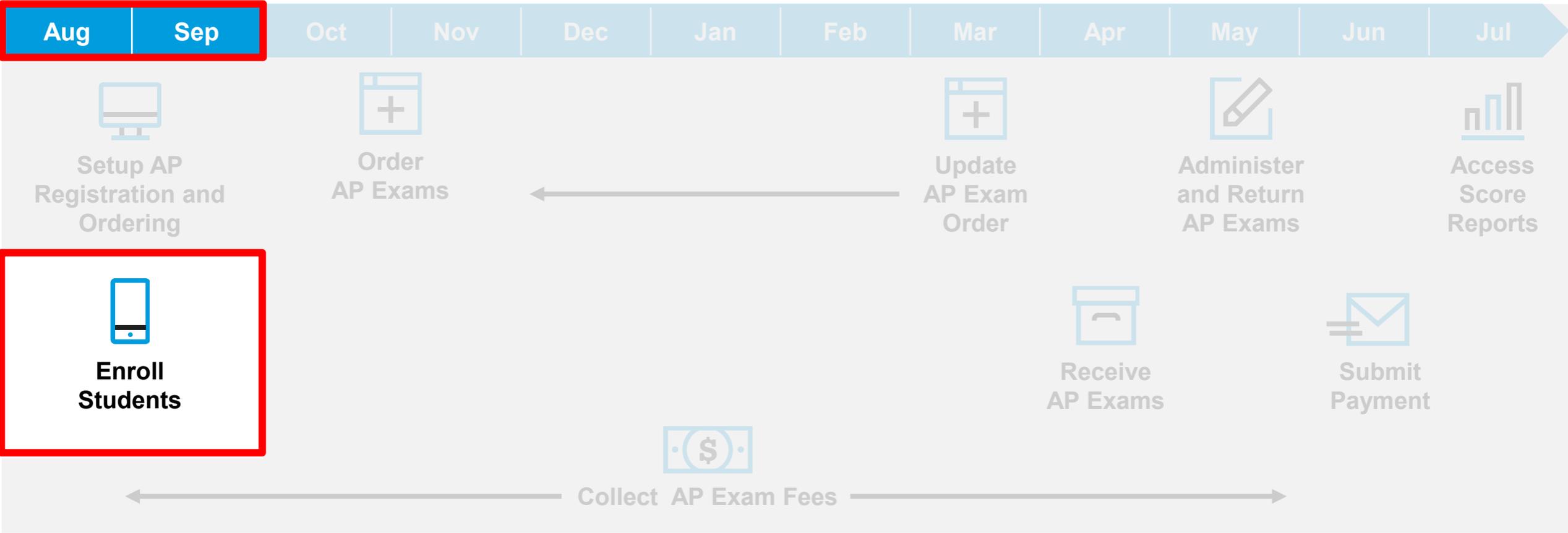
Course Name ^	Section	Teacher
AP 2-D Art and Design	2 Sections ^ + Add Section	
	Period 1	Frida Kahlo
	Period 2	Pablo Picasso
AP 3-D Art and Design	2 Sections ^ + Add Section	
	② Period 2	Pablo Picasso
	② Period 5	Frida Kahlo

**Do NOT create any
“Exam Only” section in
your school account**

Student Enrollment

School Year Timeline

← Ongoing Management of AP Registration and Ordering →



Courses & Assignments



AP 2-D Art and Design
Period 1 with Frida Kahlo
[Go to AP Classroom](#)

Exam Day See submission deadline
Registered for Assessment given by [SAT Suite Of Assessments School](#)
[Go to Course & Exam pages](#) →
[Go to Digital Portfolio](#) →



AP English Literature and Composition
Period 2 with William Shakespeare
[Go to AP Classroom](#)

[Course Guide](#) → [Assignments](#) →
Exam Day May 19, 12:00 PM
Registered for Exam given by [SAT Suite Of Assessments School](#)
[Go to Course & Exam pages](#) →



AP Spanish Language and Culture
Period 3 with Pablo Picasso
[Go to AP Classroom](#)

[Course Guide](#) → [Assignments](#) →
Exam Day May 15, 8:00 AM
Registered for Exam given by [SAT Suite Of Assessments School](#)
[Go to Course & Exam pages](#) →



AP Statistics
Period 6 with Isaac Newton
[Go to AP Classroom](#)

[Course Guide](#) → [Assignments](#) →
Exam Day May 8, 8:00 AM
Registered for Exam given by [SAT Suite Of Assessments School](#)
[Go to Course & Exam pages](#) →

Student Accounts

Why is a student account needed?

College Board student accounts allow students to ...

- Enroll in a class section for their AP course.
- Indicate desire to register for AP Exams (Advanced Decision indicator, only). **School account always set to No; Prometric will set Yes).**
- Access instructional resources in AP Classroom throughout the school year.
- Access AP ID (consistent year over year).
- Access AP scores.
- College Board student accounts allow students to request a free AP Score Report to be sent to a college/university.
 - One free score report each year. Deadline to request or change: June 20, 2026.

College Board Student Account Help

About Your Sign Up Information

Why do I need to supply this information?

Why am I asked for both student and parent information?

Why can I enter information about only one parent?

Creating and Managing Your Account

Why should I create a College Board account?

How do I create a College Board account?

Should I create more than one account?

How do I close my account, delete my account, or update my account?

How do I change my password?

Student Accounts

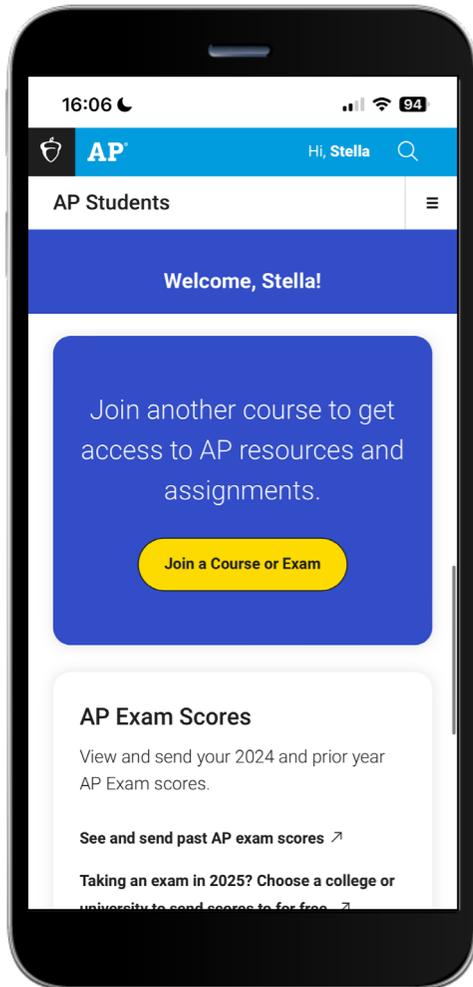
Students should ...

- Use a single College Board account (**do not create a second account or multiple accounts**).
- Use their **full legal name** as printed on government-issued ID.
 - **No nicknames!** (王大伟 => ✓ Wang, Dawei. ✗ Wang, David.)
 - Family name = Last Name 姓; Given name = First Name 名.
- Keep account information confidential. (Do not share with others.)
- Use the [Account Help](#) page to resolve a majority of student account challenges.
 - Students can often resolve challenges without a phone call.
 - Coordinators cannot access or edit student accounts.



Join Codes

A unique, alphanumeric code automatically generated for each class section.



Distribution

- Coordinators or teachers distribute Join Codes to AP students.
- Do not share Join Codes outside of your school (for example: posted on a school website).

Usage

- All students in an AP course should enroll in a class section using a corresponding Join Code.
- To access AP Classroom, students must enroll even if they're unsure about or do not plan on taking the AP Exam.

Join Codes

AP Registration and Ordering					
Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP Chemistry	2 Sections ^ + Add Section		2/60	2/2	
	Period 1	Marie Curie	2/20	2/2	Actions ▾
	Period 3	Marie Curie	0/40	0/0	Actions ▾

Edit Section
Delete Section
See Join Code
See Transfer Code

Join Code ✕

AP Chemistry - Period 3

No students have signed up yet. Share this code so students can sign in and enroll in this section.

3GGYZD

<https://myap.collegeboard.org/>

Print Code **Expire Code**

Print an info sheet to post or hand out. Deactivate the current join code and generate a new one.

Join Your AP Class Section



[View on YouTube](#)



Student Enrollment Guides

AP STUDENTS

Joining Your AP Class Section

Use a phone, tablet, or computer to join your AP® courses online, so you can get feedback on your progress and register for AP Exams.

Write your join code(s) here:

Course _____ Code _____

Course _____ Code _____

Course _____ Code _____

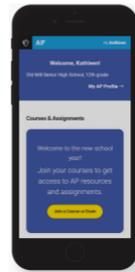
Course _____ Code _____

1 SIGN IN



Sign in to myap.collegeboard.org with your College Board account. This is the same login you use to access your AP scores, PSAT/NMSQT® scores, or register for the SAT®. If you don't have a student account, click the **Create Account** link.

2 JOIN A COURSE



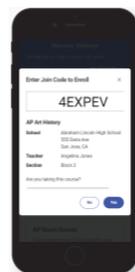
Click the **Join a Course or Exam** button. Before you do this, make sure you have the six-character join code from your teacher. You'll need it to join a class section.

3 SUBMIT YOUR JOIN CODE



Enter the join code your teacher gave you. Click **Submit**.

4 VERIFY COURSE INFORMATION



Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.

AP Students

AP TEACHERS

Helping Students Join Your AP Class Section

At the start of the 2024-25 school year, your students take five minutes to join your class section online and access AP resources.

Before classes start

Find the six-character join code for each of your class sections.

1 SIGN IN

Sign in to myap.collegeboard.org using your College Board login. This is the login you use to access AP course audit, the online teacher community, and score reports.



2 GET JOIN CODE(S)

You'll see a card for each course you're approved through AP Course Audit to teach, with quick access to AP resources for you and your students. If you're teaching a new course this year, submit your course audit form for approval by your course audit administrator first.

Click **View Join Code +** for the join code students will use to join this year's section in your course card(s). Don't distribute last year's join code. If you don't see your section, click **Add Section +**. Check with your AP coordinator about your school's naming convention for sections.



On the first day of class

- Distribute the "join code" assignment to students.
- Download the assignment, *Joining Your AP Class Section*, at cb.org/joinapclass.
- Share your join code with your class, and encourage students to write it on their assignment or save it. Review the assignment together. Tell students to sign in to myap.collegeboard.org and join your class section before the next class.

On the second day of class

- Sign in to myap.collegeboard.org, click **View Join Code +** and then **Go to My Classes**. Check your class roster(s) to see which students still need to join.
- If any students aren't on your class roster, take a few minutes to have them sign in with their College Board login and join your class section.
- Click **Go to AP Classroom** to begin using AP Classroom resources with students!

Write your join codes here:

Course _____ Code _____

Section _____ Code _____

AP Teachers



Enrolling Students at Your School

Sometimes students need two join codes.



Teaching School

Creates a **regular Class** Section

Distributes Join Code.

Student enrolls.

AP coordinator **sets Order Exam? to No.**

Student accesses instructional resources assigned by the AP teacher.

Prometric Testing Centers

Creates Exam Only Class Sections.

Import student rosters from schools

Students confirm exams and payments

Order Exams

Prometric submits exam orders for the students.

Contact Us

Have the following information ready:

- CB School code
- School name
- Your name/position
- Your Email
- Issue Summary
- Case number (find in Online Form auto-reply)



Programs	Educators	Students/Parents
AP Services	<p>Live Chat on AP Central</p> <p>Online form: cb.org/apeducatorinquiry</p> <p>Phone: +1-212-632-1781</p>	<p>Online form: cb.org/apstudentinquiry</p> <p>Phone: +1 212 632 1780</p>
SAT	<p>sateducator@collegeboard.org</p> <p>+1-212-520-8600</p>	<p>Online form: https://form.collegeboard.org/f/contact-sat</p> <p>+1-212-713-7789</p>
PSAT	<p>psatexams-intl@info.collegeboard.org</p> <p>Live Chat +1-212-237-1335</p>	<p>psathelp@info.collegeboard.org</p> <p>+1-212-713-8105</p>
School needs a CEEB code	https://schoolcode.collegeboard.org/	Contact School Administrators
Prometric registration	<p>https://www.prometric.com.cn/apchina (opening in late September)</p>	

AP Exam Registration at Prometric Test Centers in China

<https://www.prometric.com.cn/apchina>



首页 报名须知 报名流程 考点名录 考生须知 联系我们
Home Registration Timeline Exam Location Notice Contact Us

欢迎参加AP考试 Welcome

大学理事会College Board举办的Advanced Placement课程(AP)是一项获得国际认可, 在全球范围内广泛提供的课程和考试。全球的高中在由AP授权后可以选择开设大学程度的AP课程并参加每年一次的全球统一考试。在本学年, College Board将与Prometric合作管理AP考试的整体注册和管理。 College Board将直接通知中国有AP授权的学校有关AP考试注册的信息。

The College Board's **Advanced Placement (AP)** is an internationally recognized program and assessment offered widely around the world. It consists of college-level courses that AP-authorized high schools can choose to offer, and corresponding exams that are administered once a year. For this school year, the College Board will partner with **Prometric** to manage overall AP Exam registration and administration in China. AP-authorized schools in China will be notified directly by the College Board regarding AP Exam registration.

扫码关注College Board公众号



Thank You!