CollegeBoard

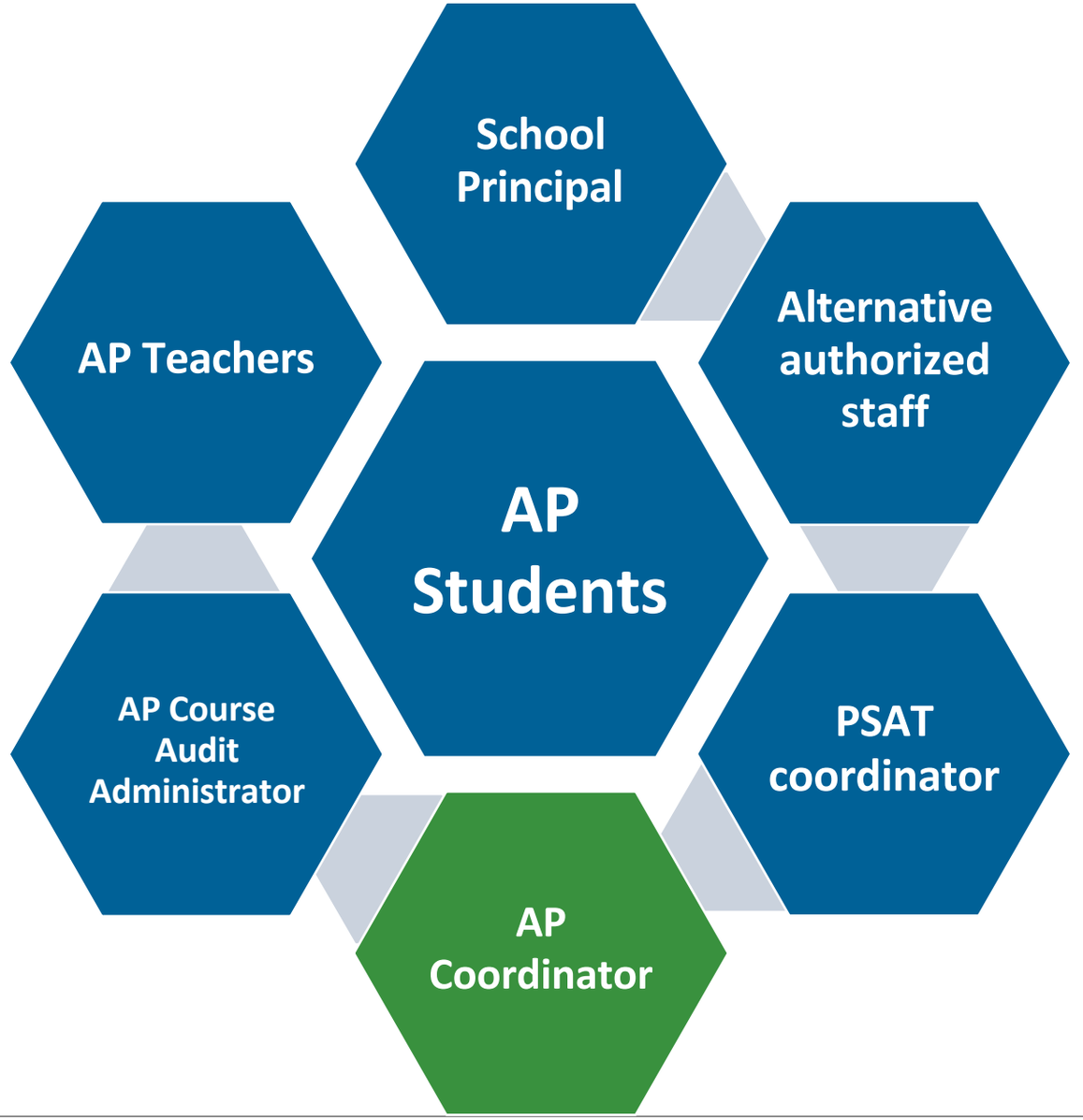
2025-26 AP Registration & Ordering System Setup Tutorial For Schools in China

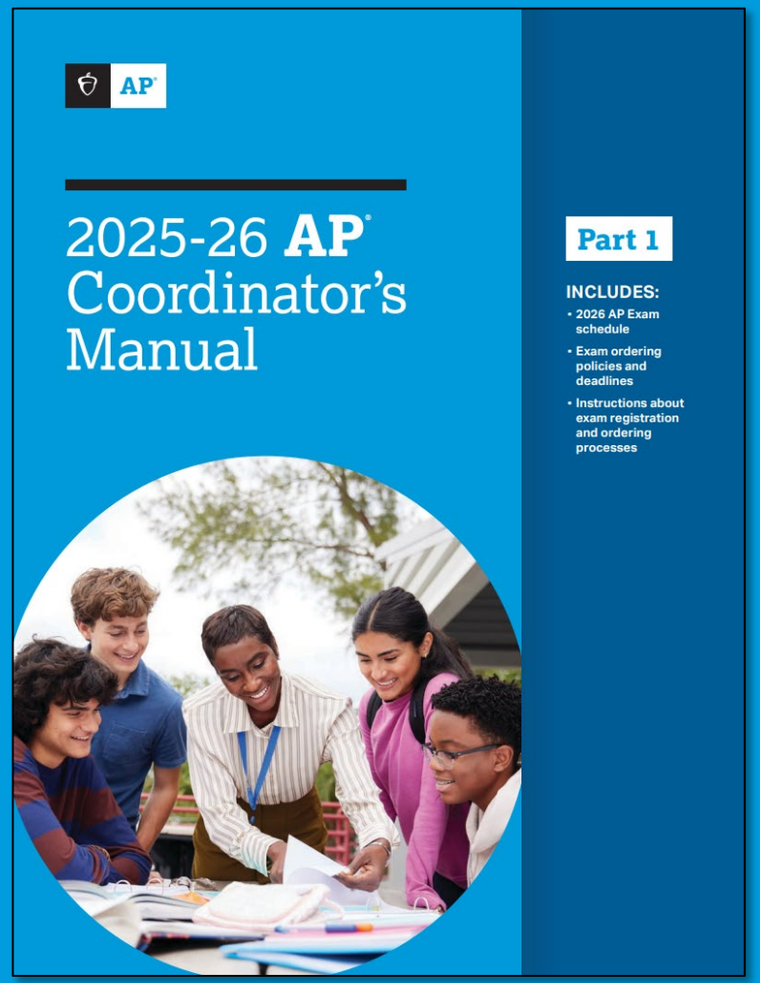
2025. 08

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.





AP Coordinator's Manual, Part 1

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

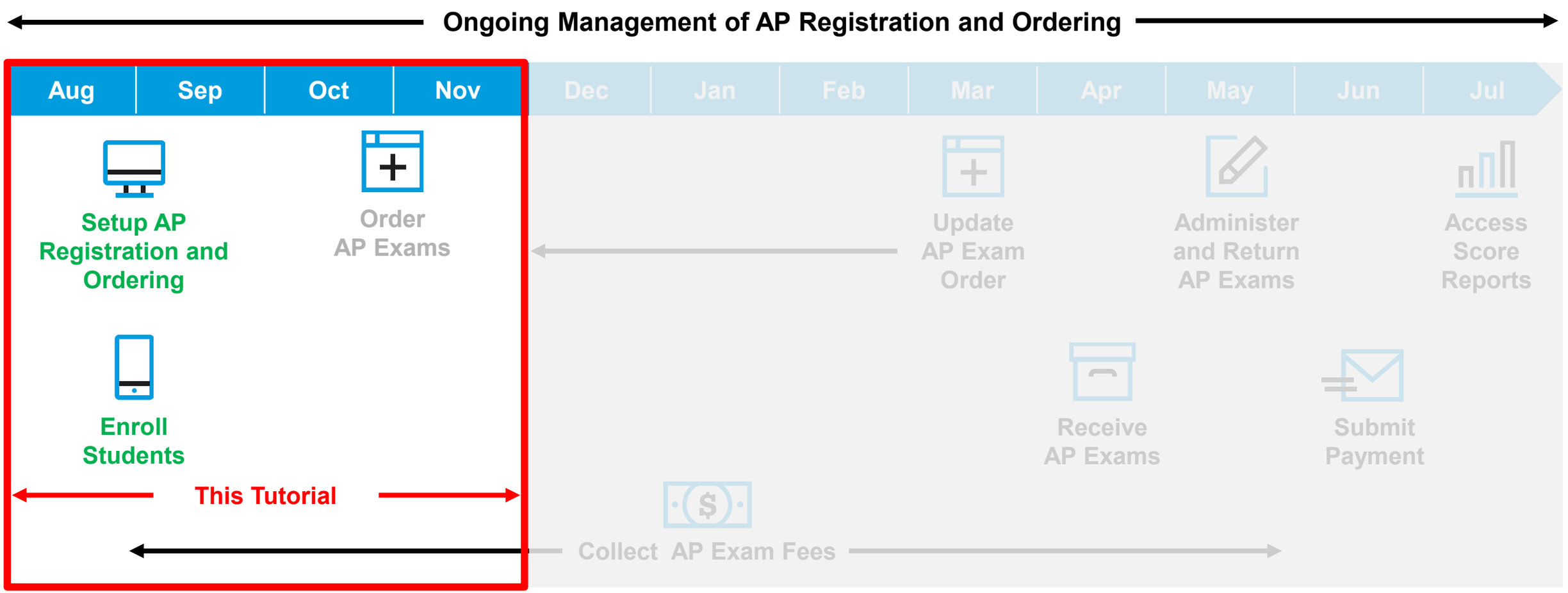
The AP coordinator can be:

- 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



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

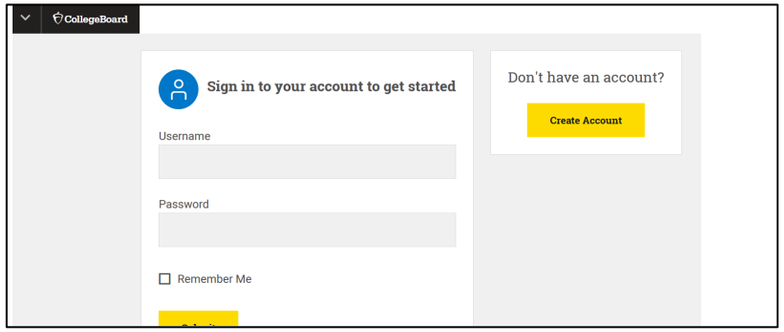
- School principal needs to submit the school code request online 由校长在网页上提交学校代码申请
- School's license/registration 提供文件必须包含高中学历教育资制：注册证书及法人证书
- School name, address, principal information must match what's on the school website. 学校名称、地址、及校长信息必须与学校网站一致

https://schoolcode.collegeboard.org/

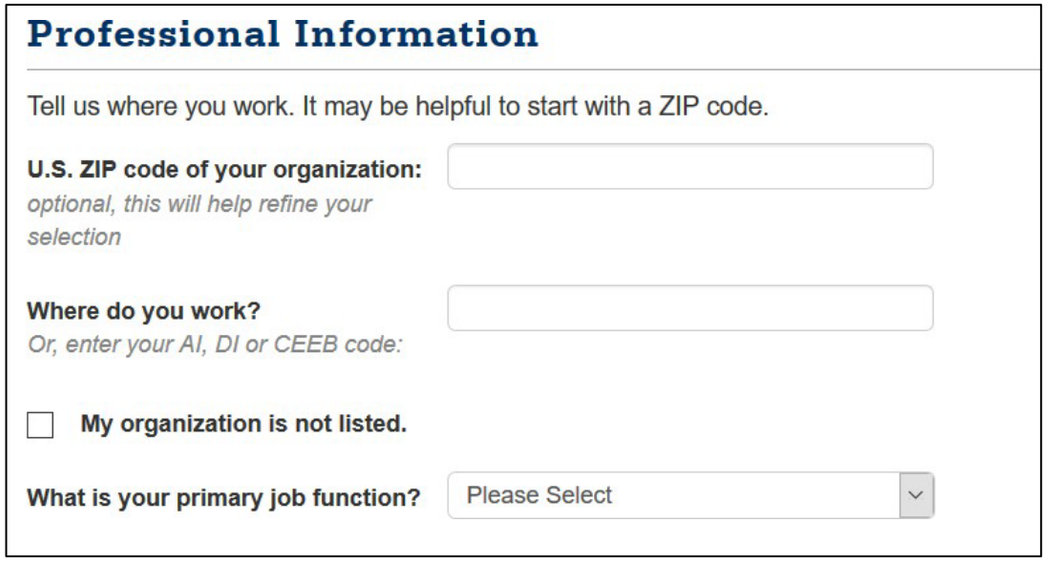
Create/Update College Board Professional Account

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.



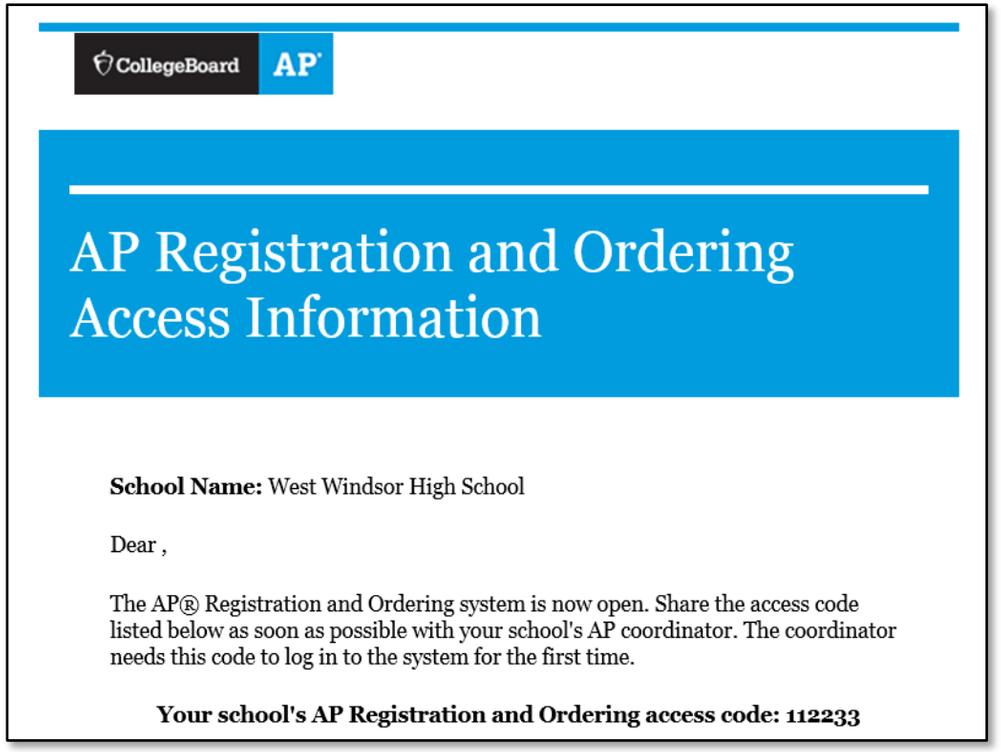
- **Educators who already have a College Board account but are not affiliated with their current organization or who moved to a new organization:** Update Professional Information by logging in to your Professional account and updating the information on your Profile.

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) / 2rd (China)
		Complete the initial setup steps in APRO	By 1st week of Sept
		Complete AP Participation Form in APRO	By 1st 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 2nd week of Sept
Student Enrollment myap.collegeboard.org	AP Teachers	Share a unique join code for each class	By 2nd week of Sept
	AP Students	Enroll in their AP class sections using the join code from their AP teacher or AP coordinator	By 2nd 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.

CollegeBoard

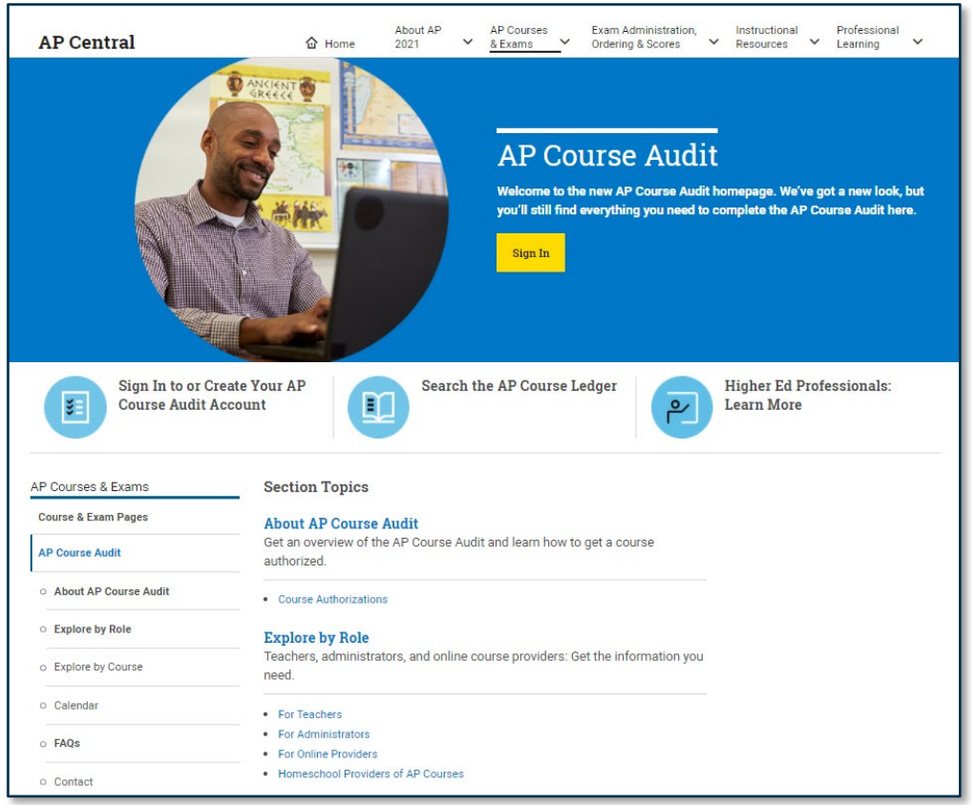
AP Course Audit
AP课程审核

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



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?]

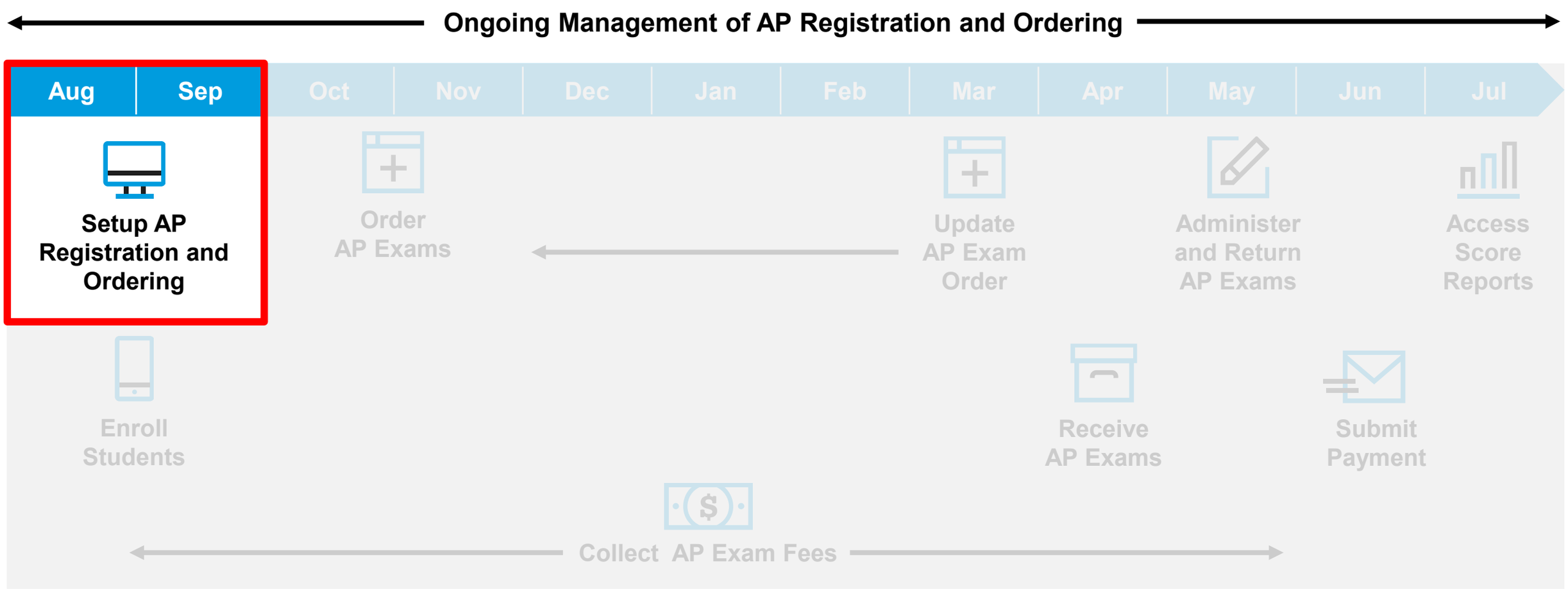
AP Course Audit

AP Teacher (new to AP course)	AP Course Audit Administrator	AP Coordinator
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.	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.	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

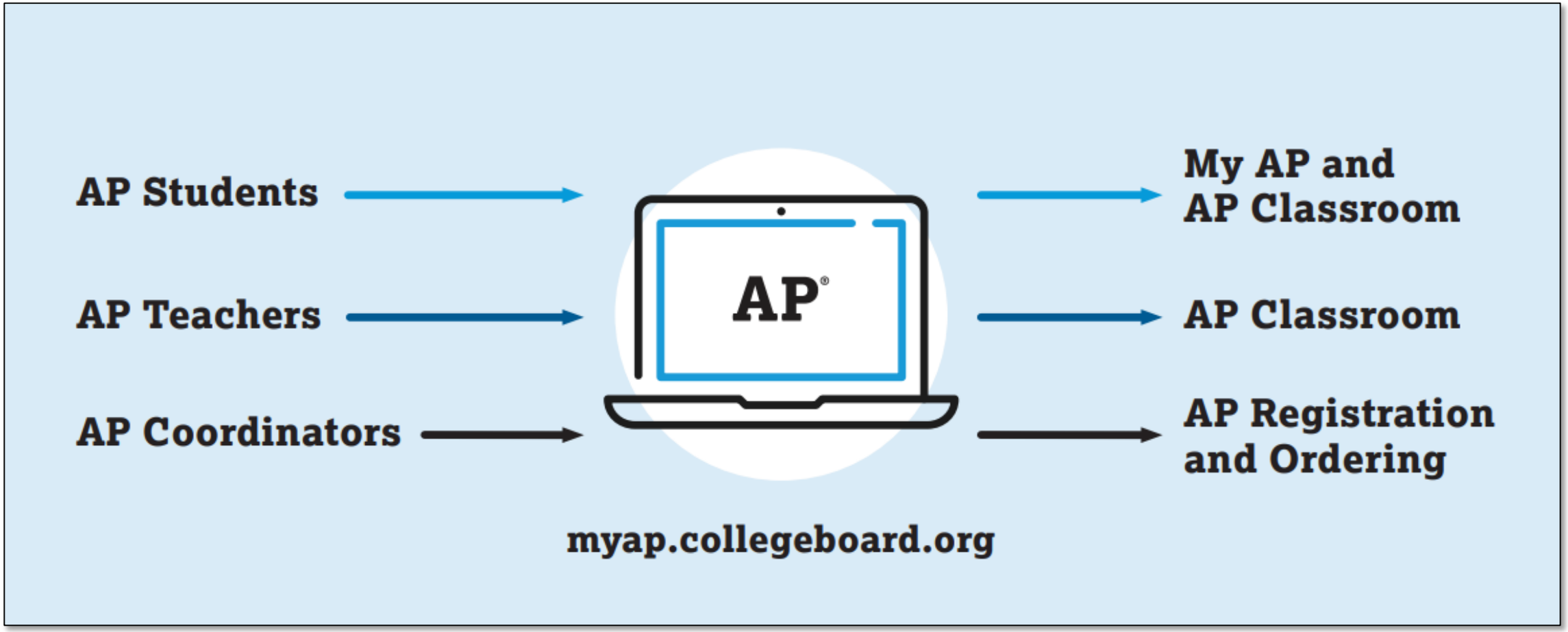
Teacher	Required Action
Returning teachers	**No action required.** Returning AP teachers who are teaching the same AP subject(s) continue to be in AP Course Audit and in AP Registration and Ordering.
New teachers or Existing AP teachers teaching a course for the first time	**Action required.** These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

School Year Timeline

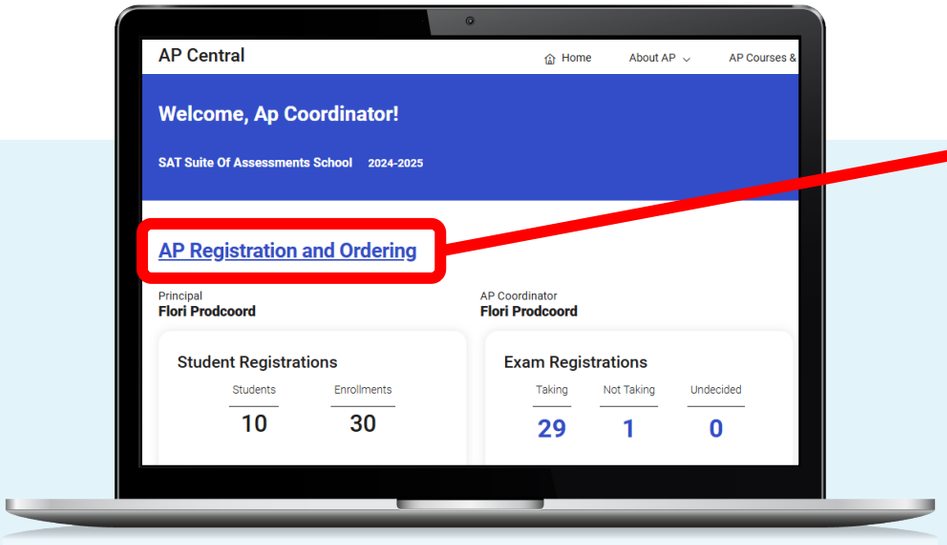


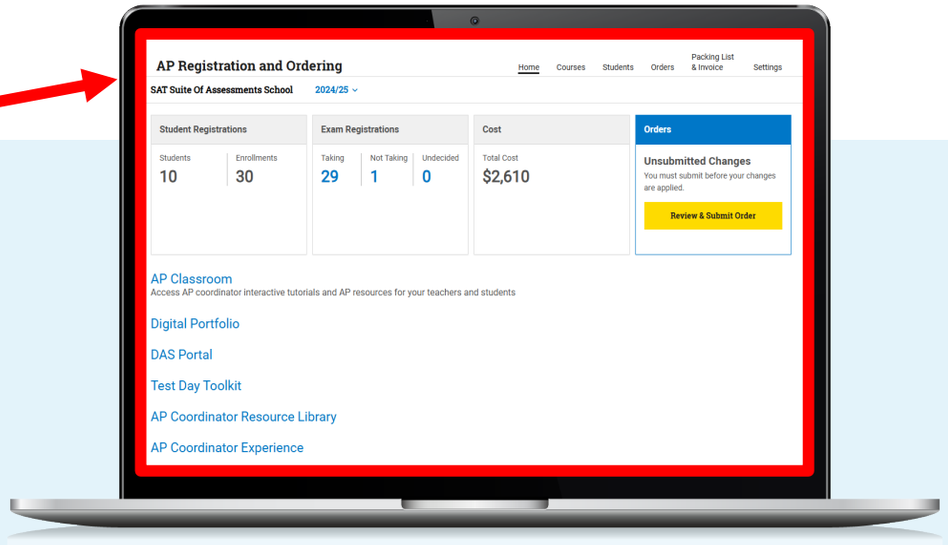
AP Registration and Ordering

myap.collegeboard.org



Welcome to AP Registration and Ordering





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

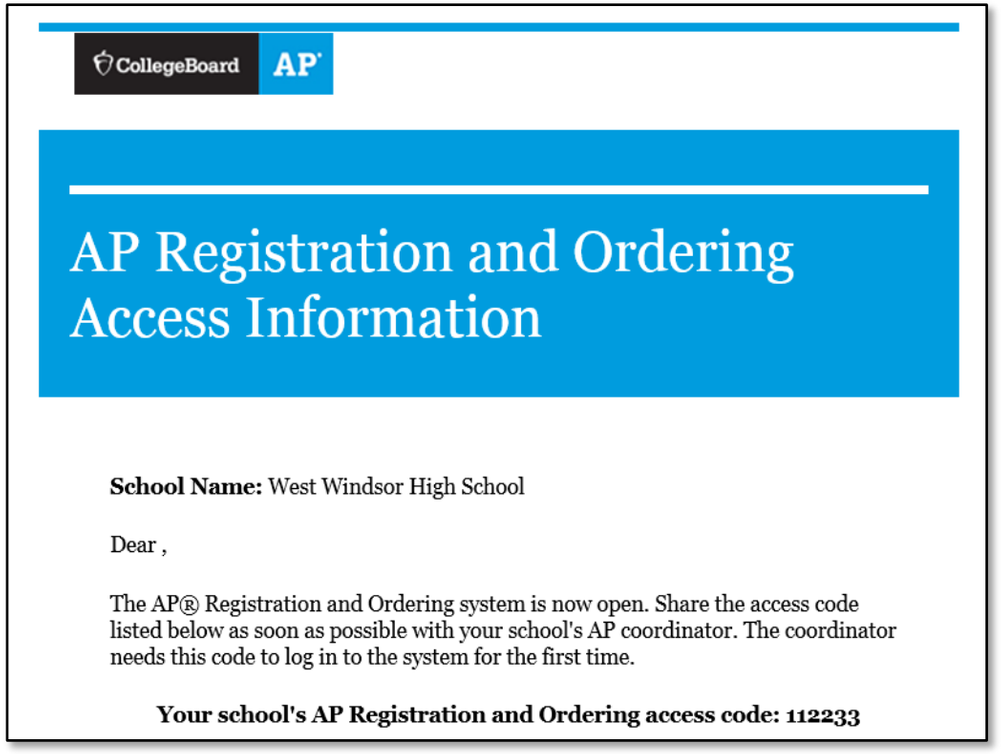
AP Registration and Ordering is where coordinators provide school-specific and program-specific information.

Best Practice

Complete setup all at once.

Access Code

Required for the initial setup of AP Registration and Ordering.



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  3. Contact AP Services for Educators:
     cb.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

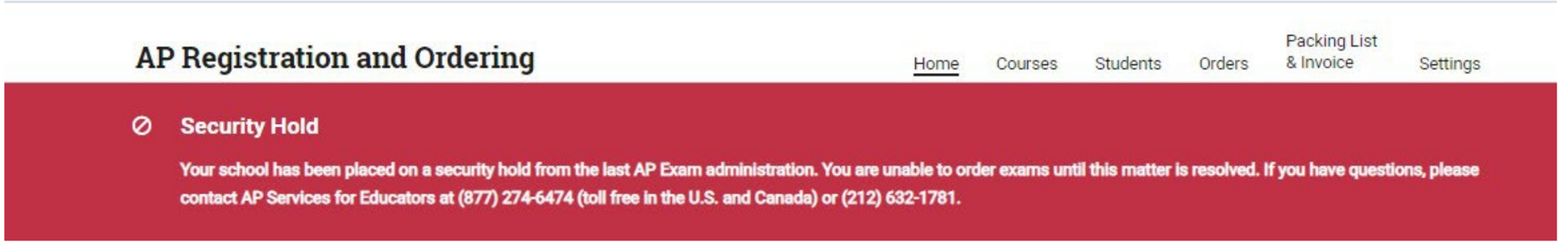
Enter the access code and your school's name when prompted.

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.



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

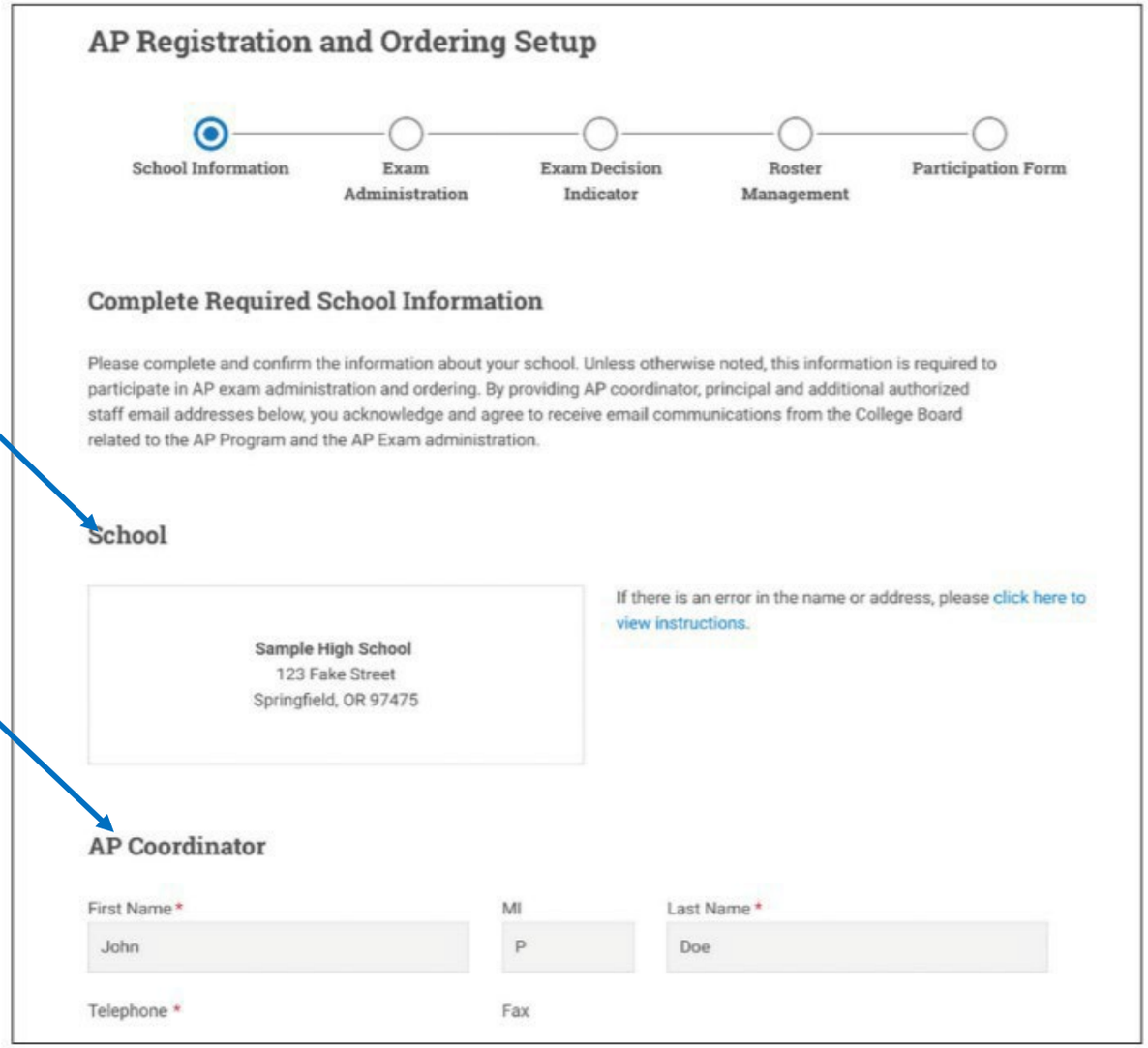
2. AP Coordinator: enter the primary person responsible for the AP program. Must meeting eligibility criteria. Preferably use your school email address.

(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

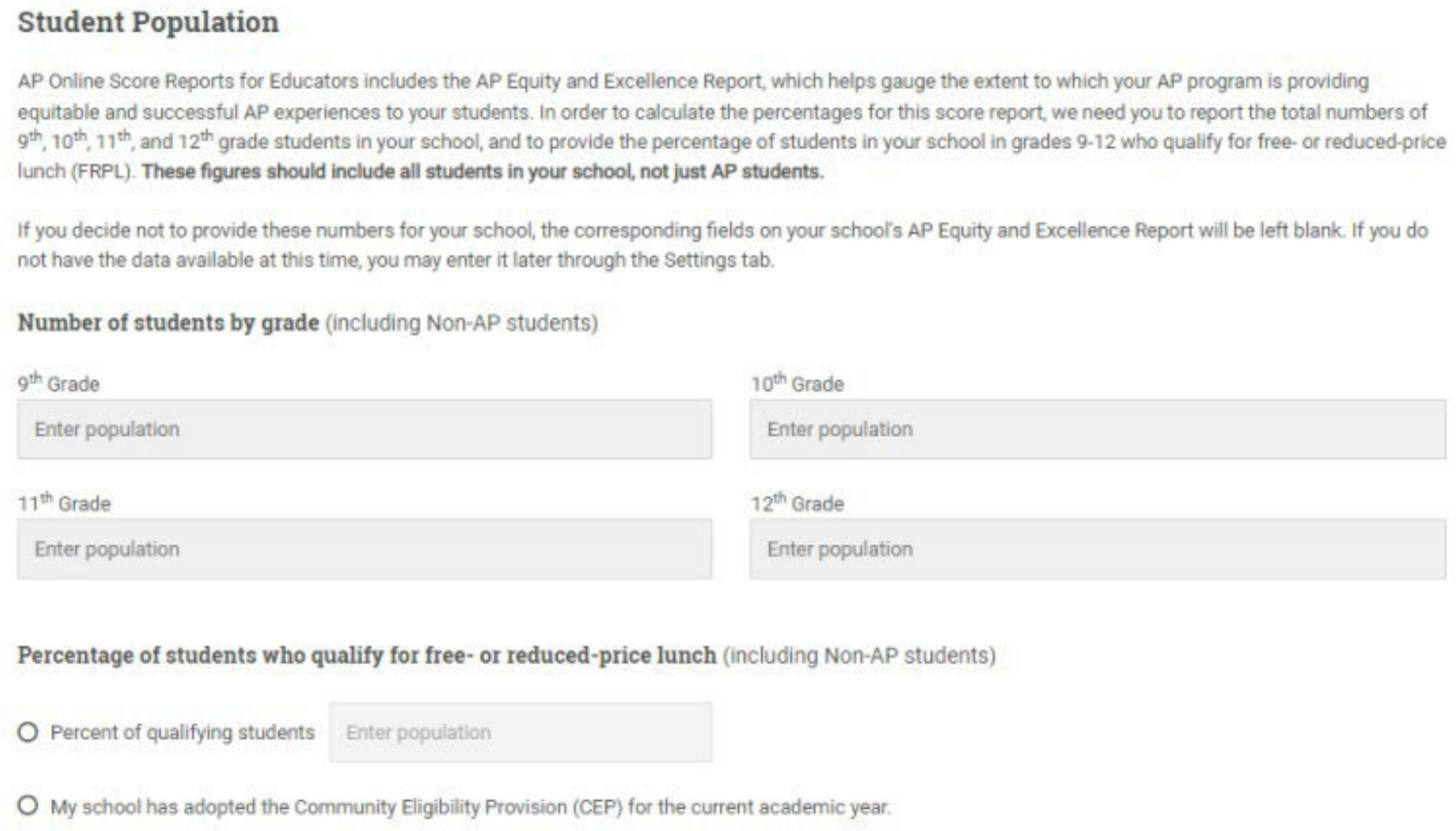
5. (optional) Technology Coordinator: can be same as AP coordinator



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.



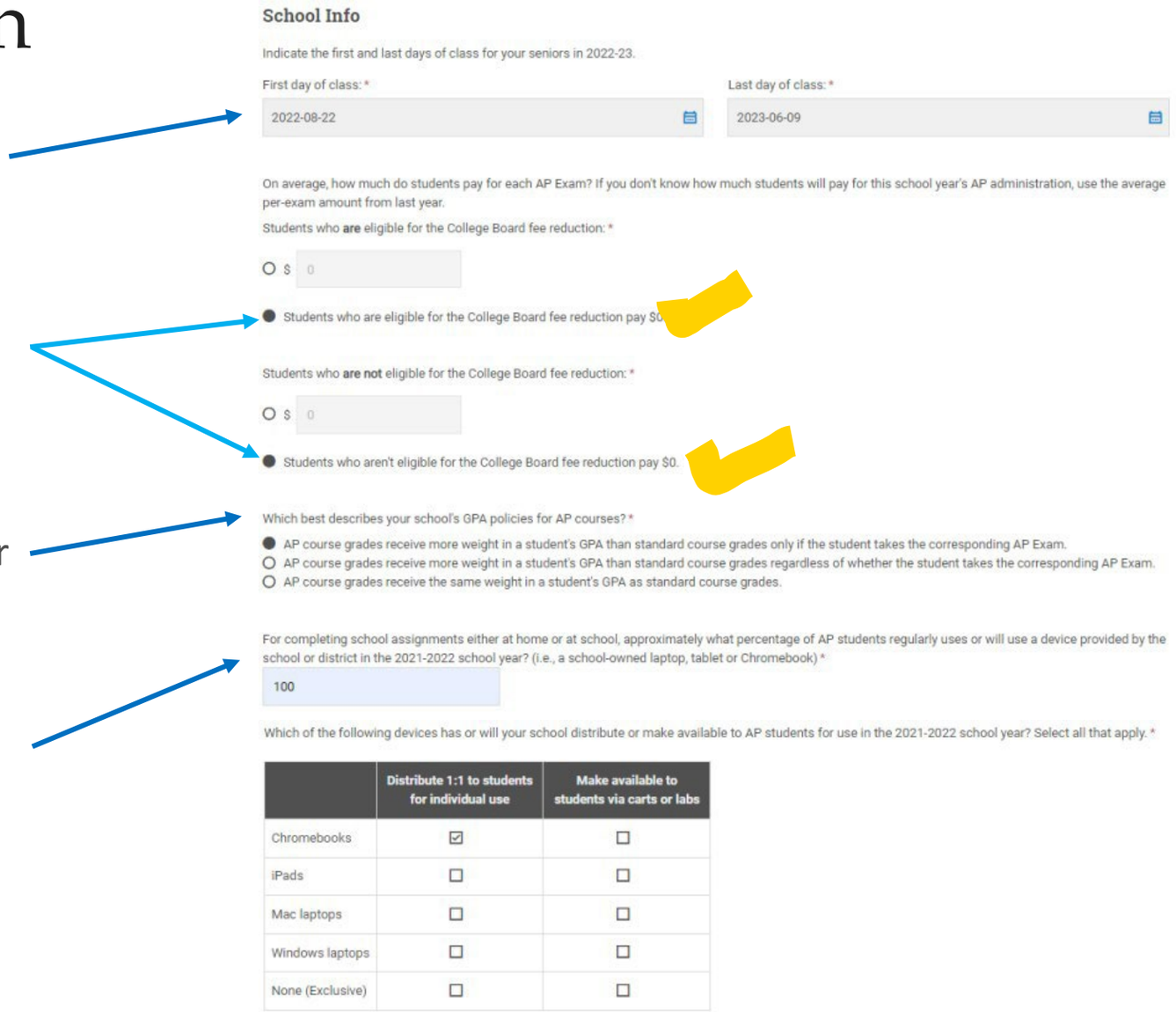
School Info Section

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: *

2022-08-22

Last day of class: *

2023-06-09

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: *

○ $ 0

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

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

○ $ 0

● 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) *

100

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	☑	☐
iPads	☐	☐
Mac laptops	☐	☐
Windows laptops	☐	☐
None (Exclusive)	☐	☐

Exam Admin Section – All schools supported by Prometric

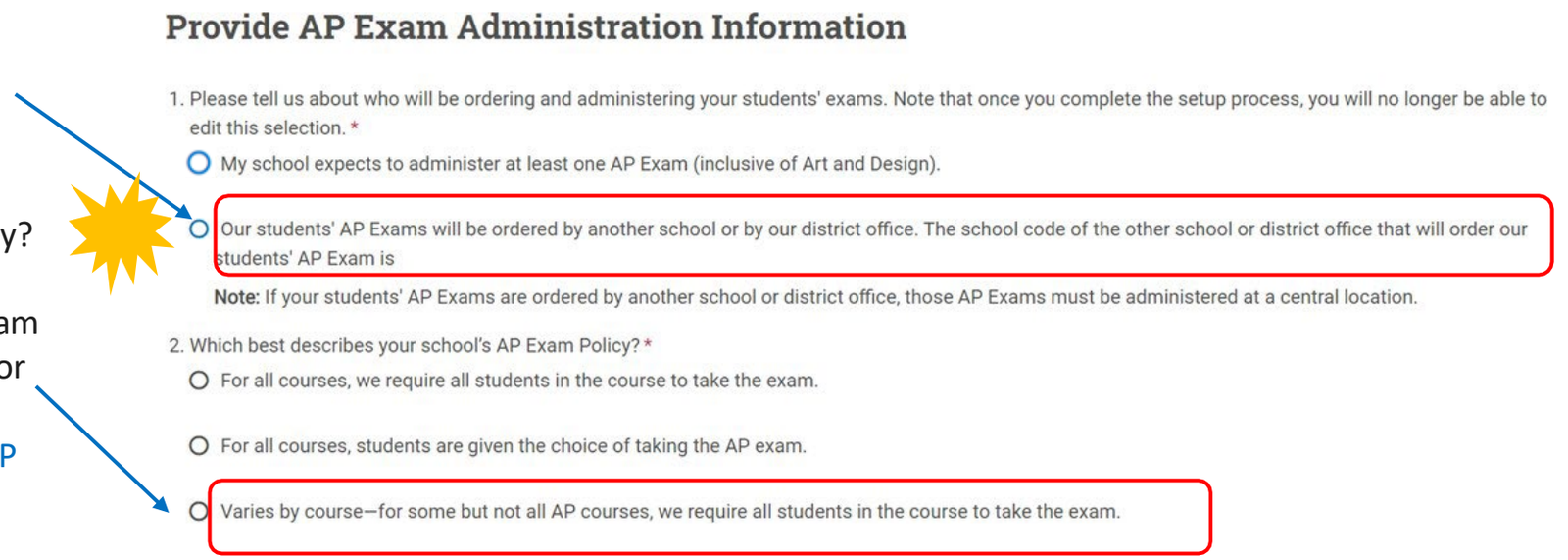
1. Who will order exams for your students?

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

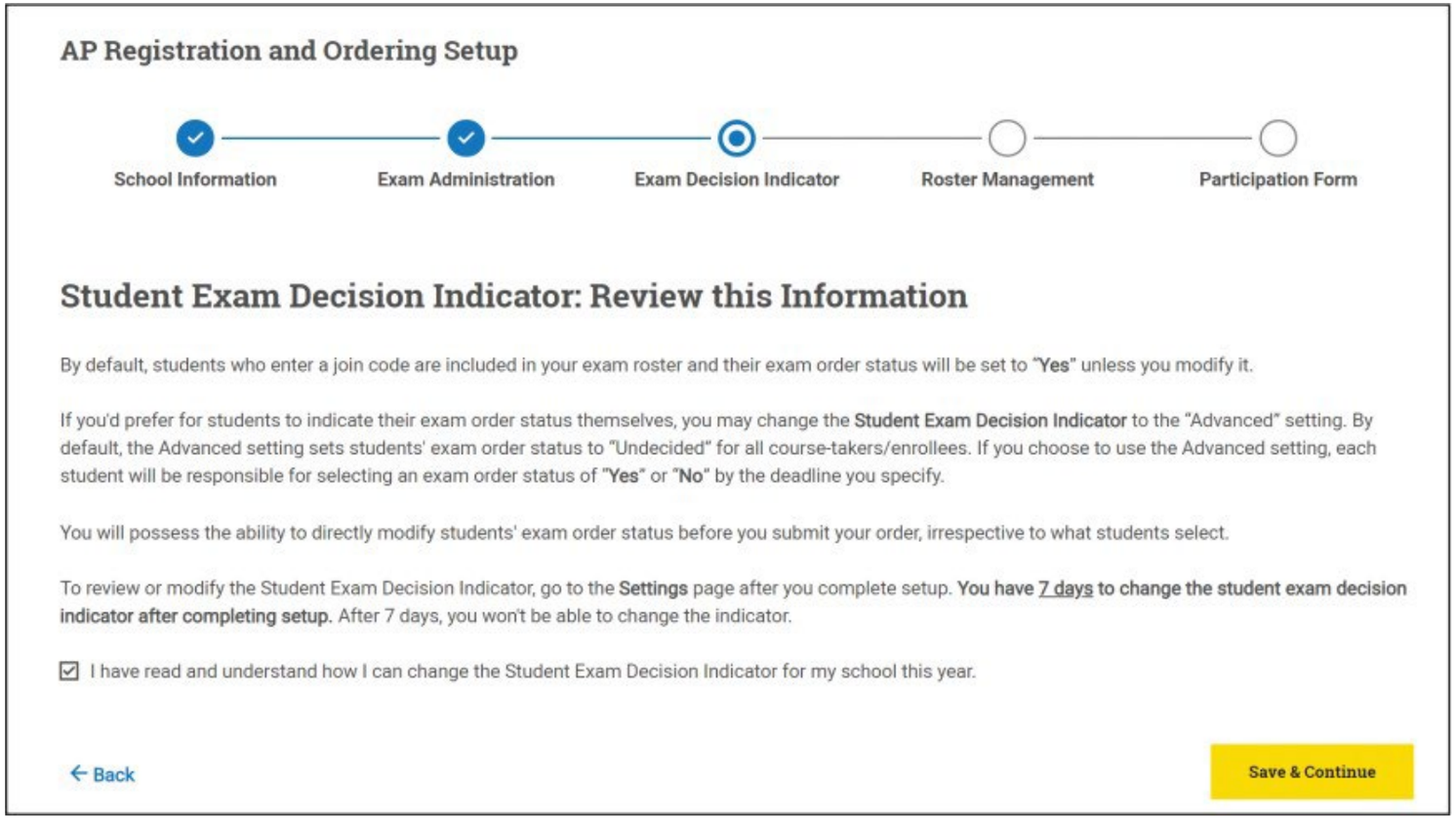


- All AP exam orders must meet Prometric's deadlines, including subjects with digital portfolios only such as **AP Art & design** & **AP Research**.
- Your school will NOT order AP exams directly, but will register students with Prometric to order AP exams.

Exam Decision Indicator Section

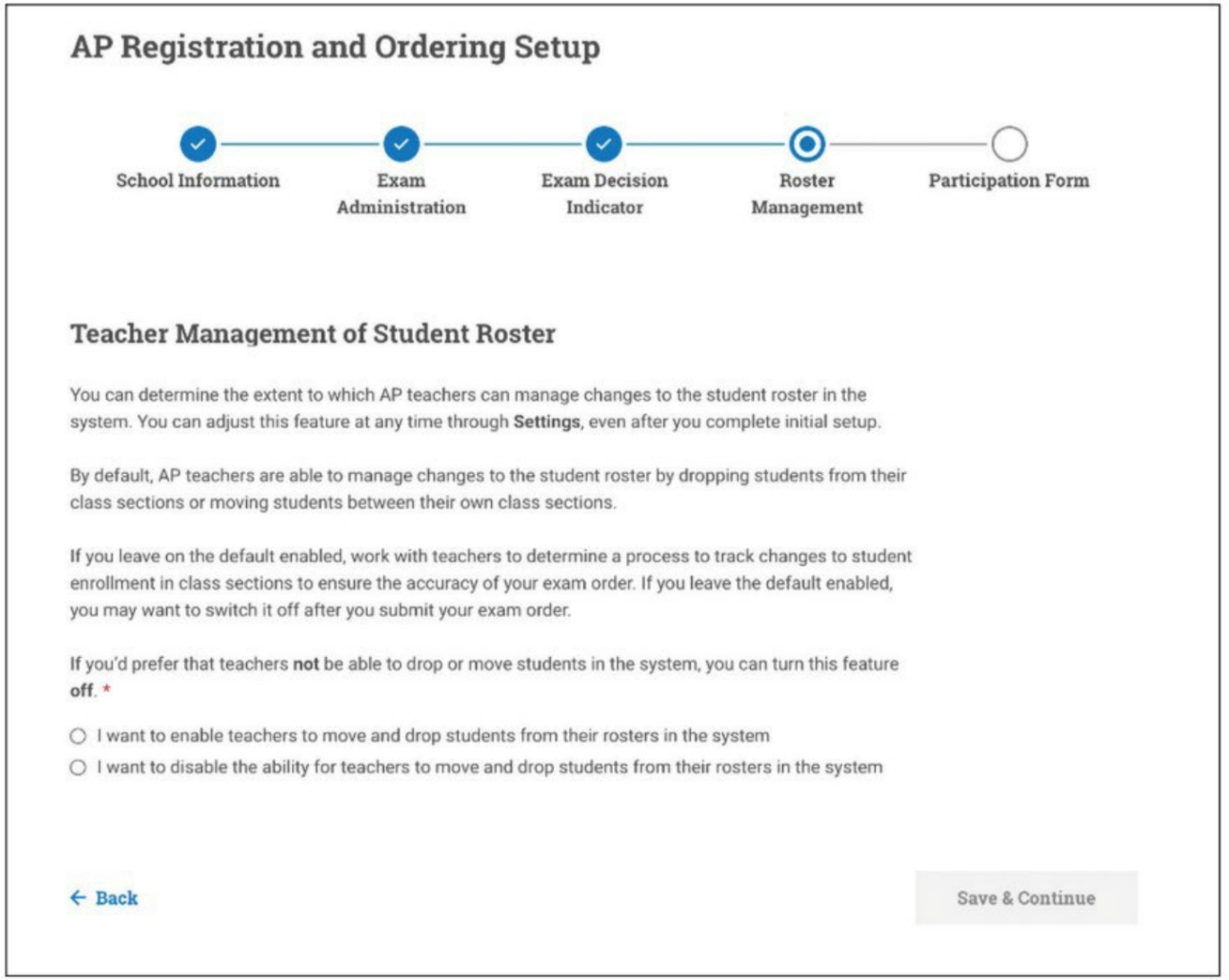
1. Read and acknowledge the Student Exam Decision Indicator policy on this page

2. Click **Save & Continue**



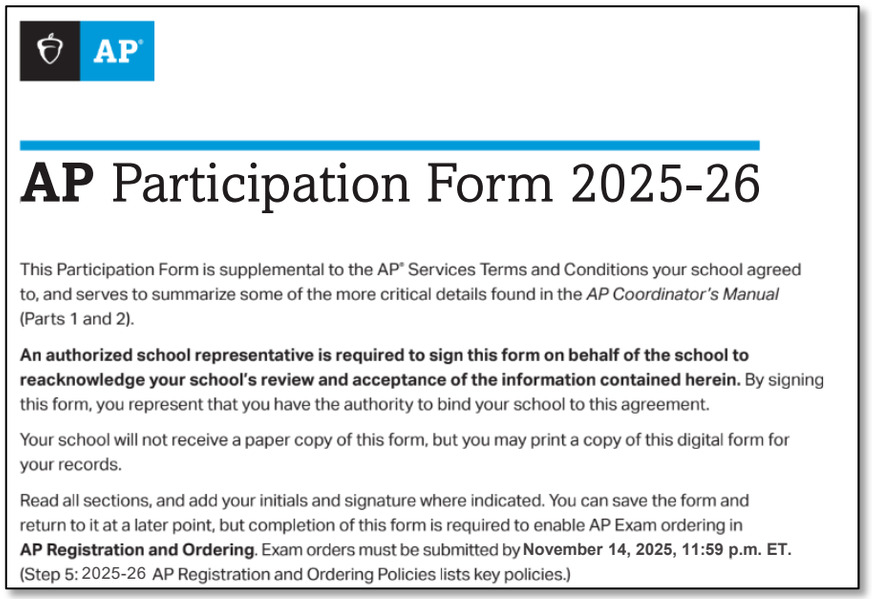
Roster Management Section

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



AP Participation Form

Serves as an agreement to exam administration policies.



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 reacknowledge 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.)

- 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.

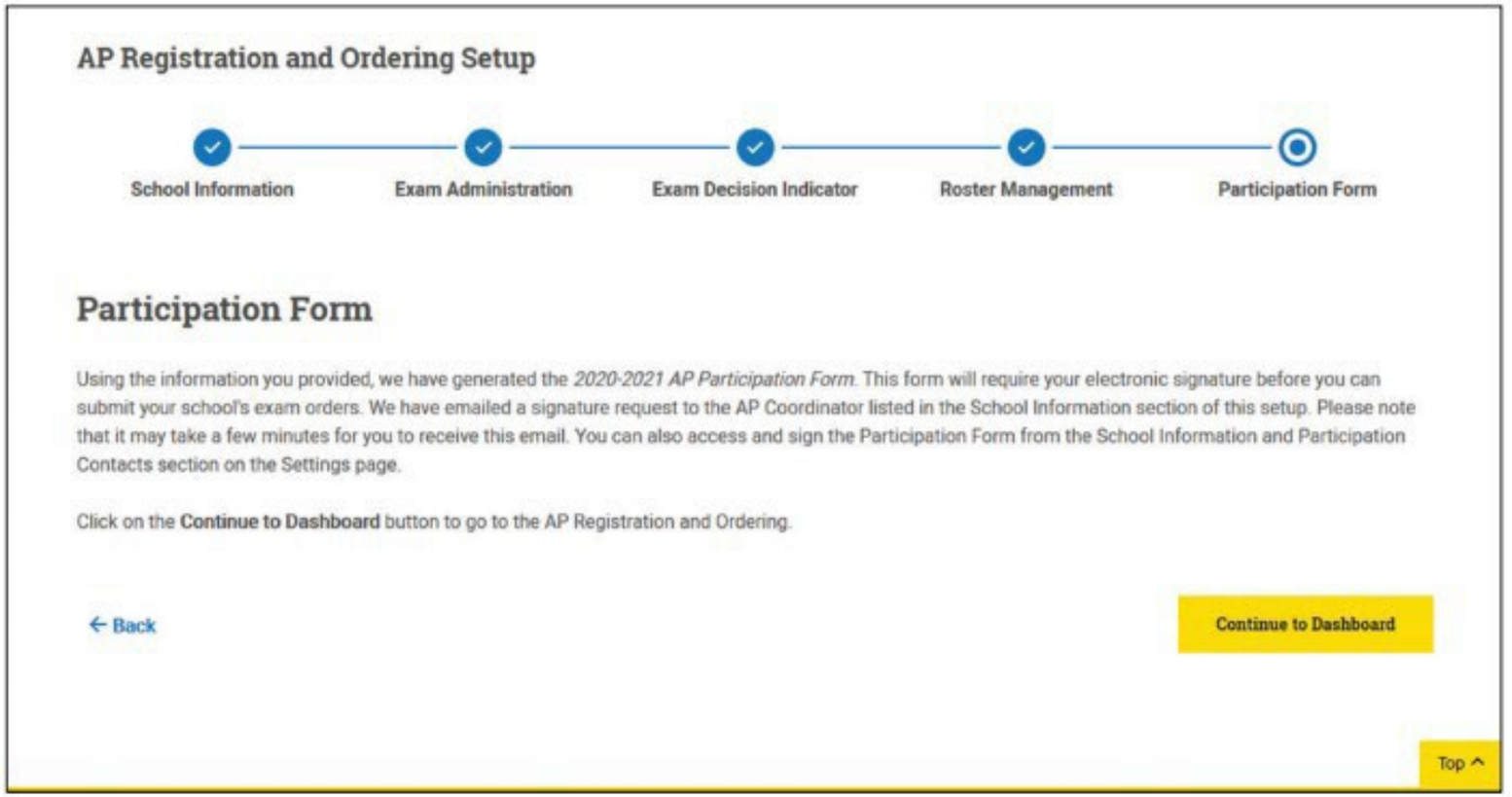
Best Practice

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.

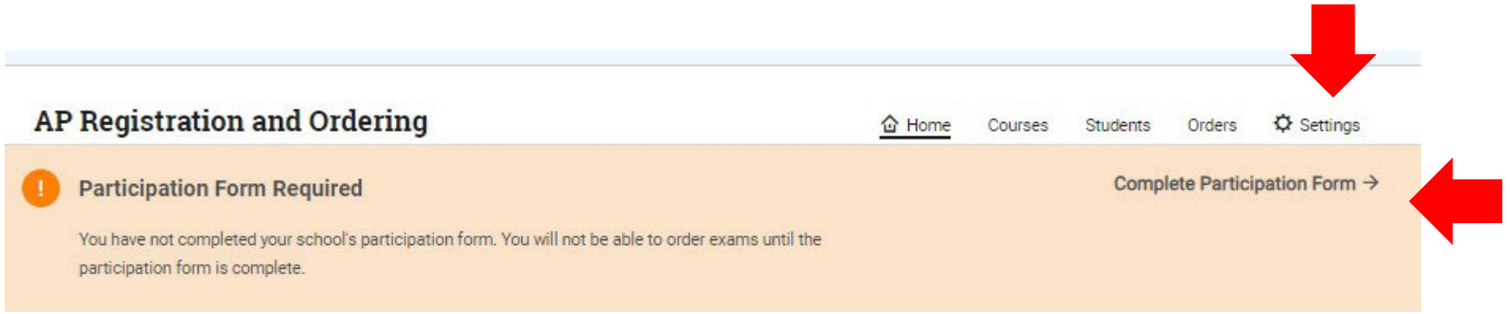


Review and E-sign Participation Form (AP coordinator)

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

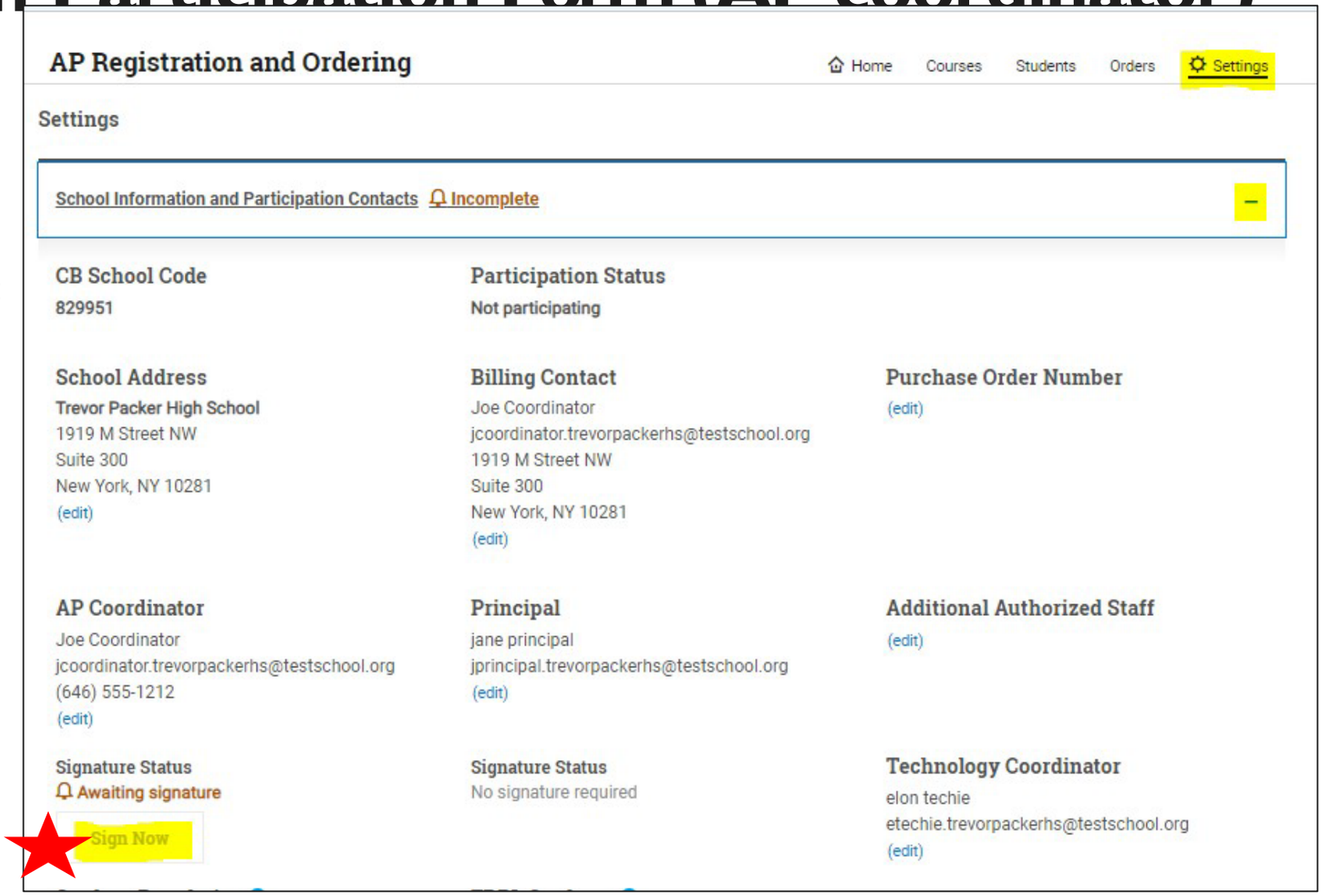


Review and E-sign Participation Form (AP coordinator)

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.



What if your school AP contacts change?

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

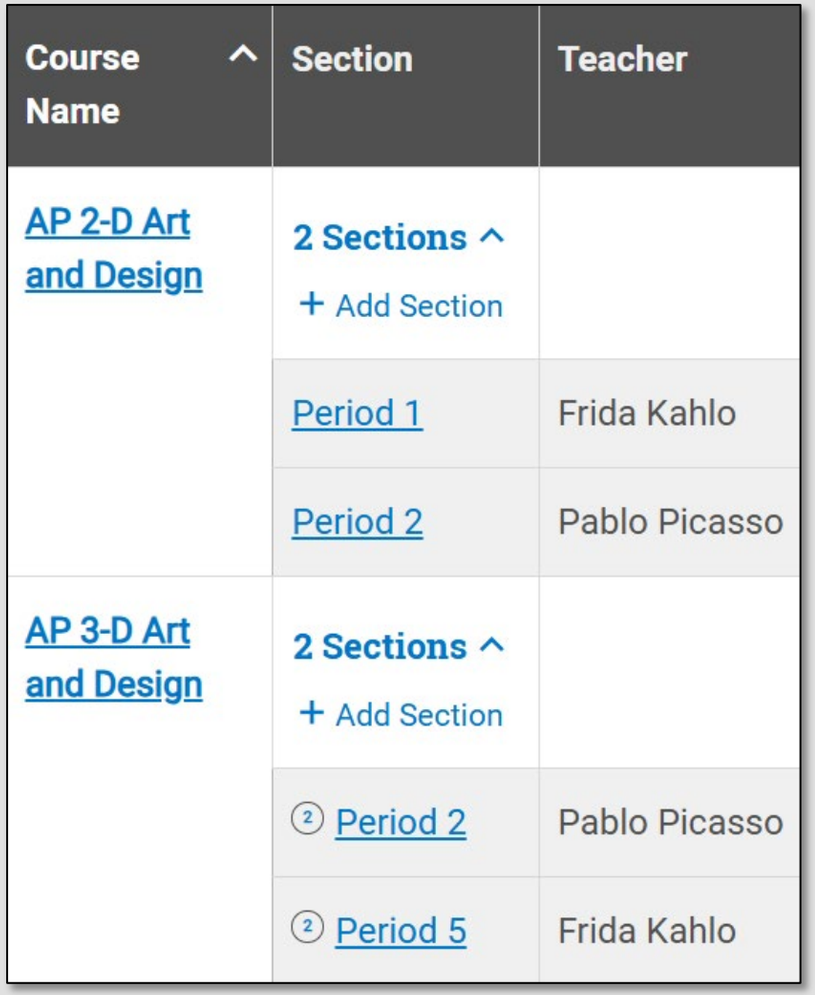
Go to the **Settings** tab to:
- Add someone new
- Update existing contact's info

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?

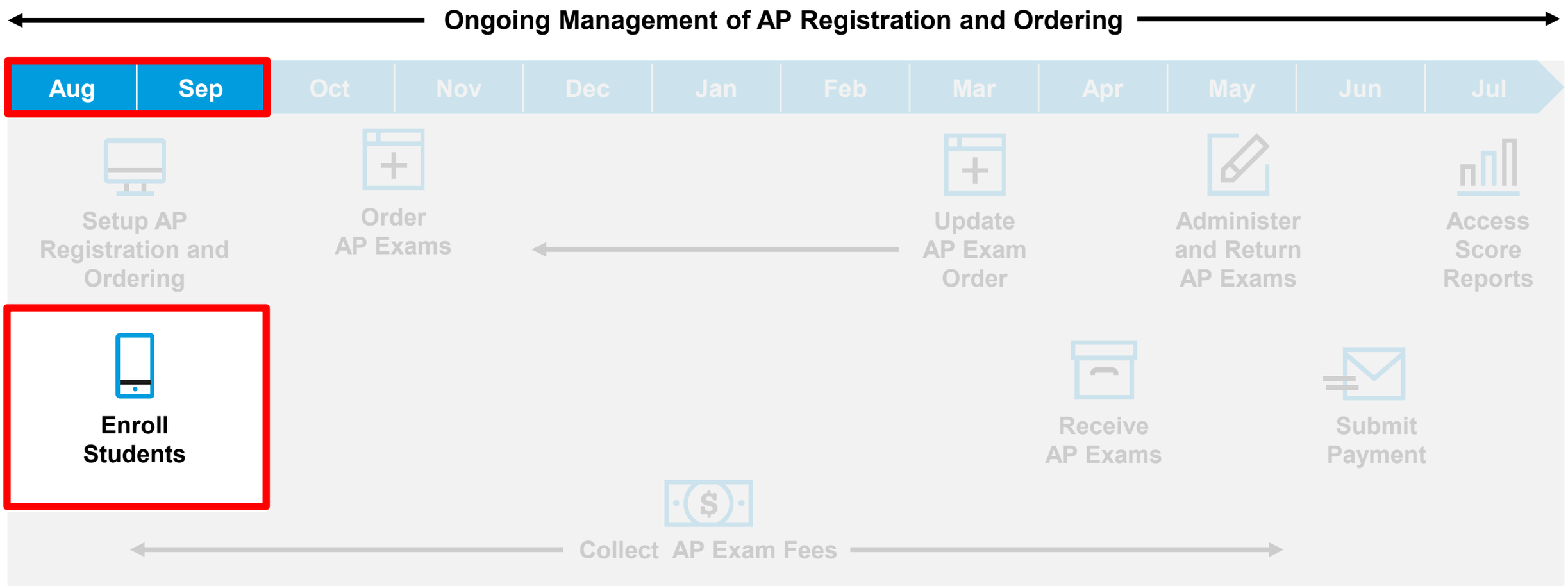
- AP coordinators or AP teachers.

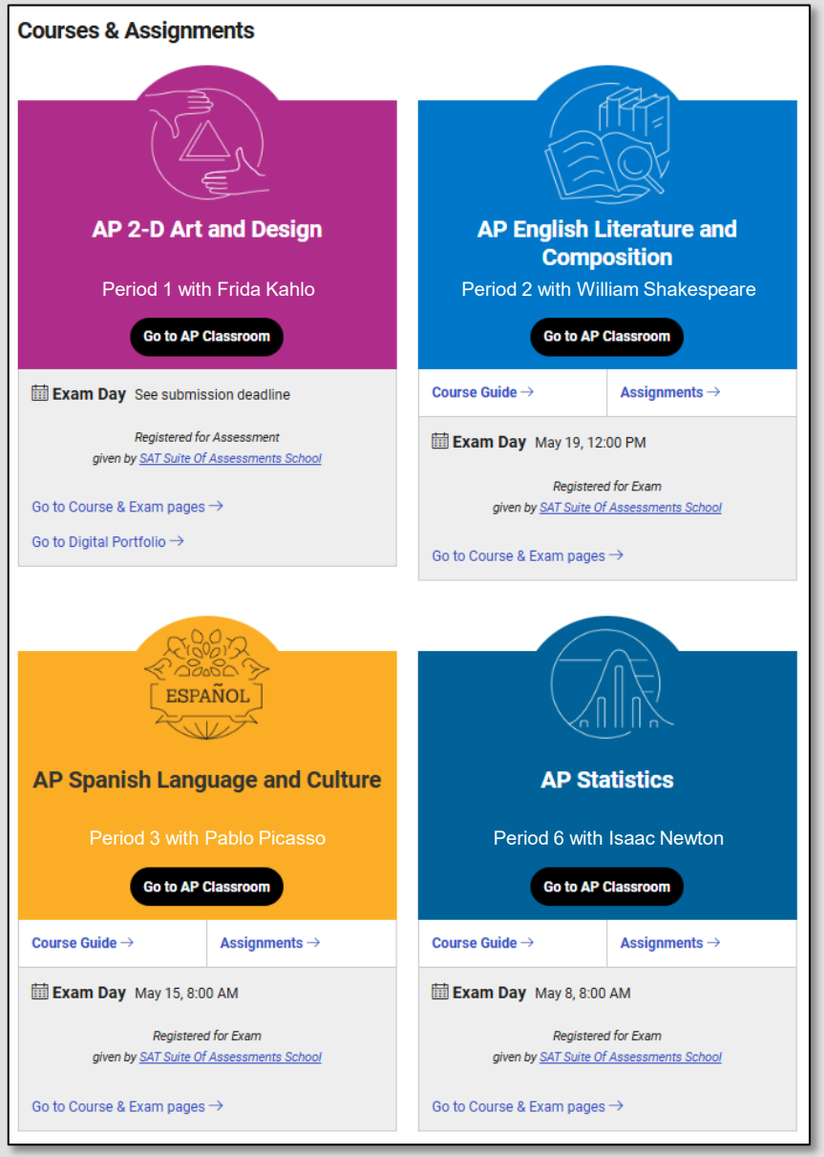
Do NOT create any “Exam Only” section in your school account

CollegeBoard

Student Enrollment

School Year Timeline



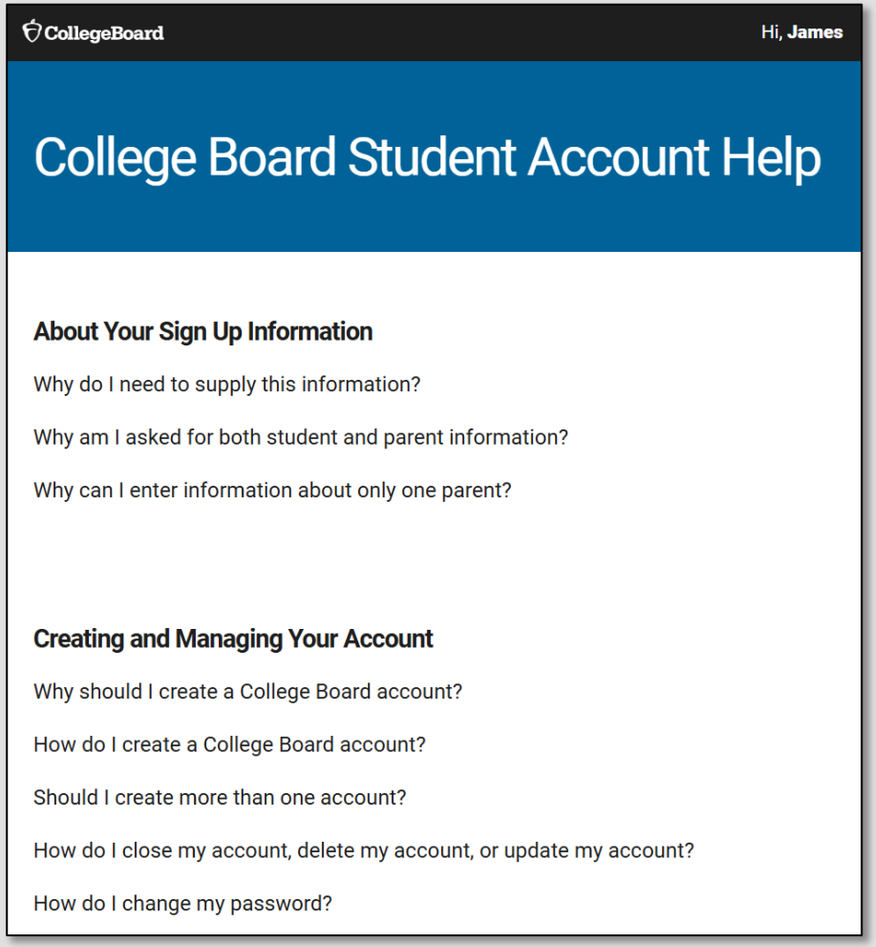


Student Accounts

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.



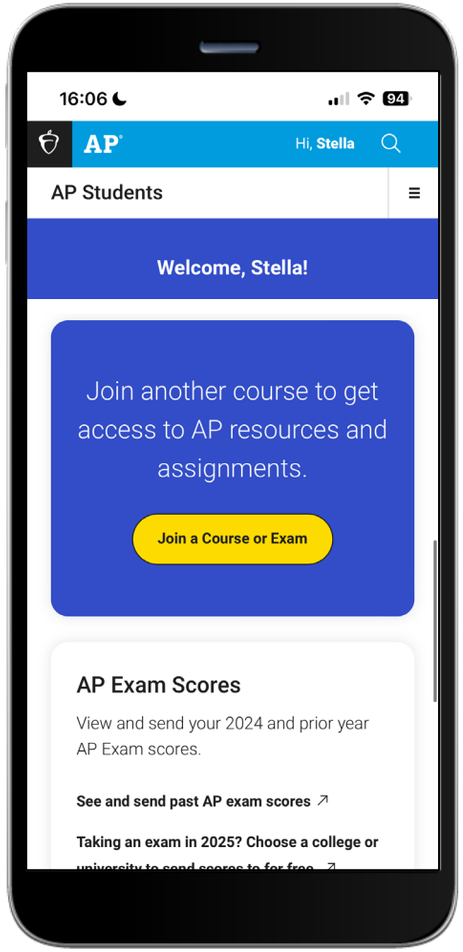
Student Accounts

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. x 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.



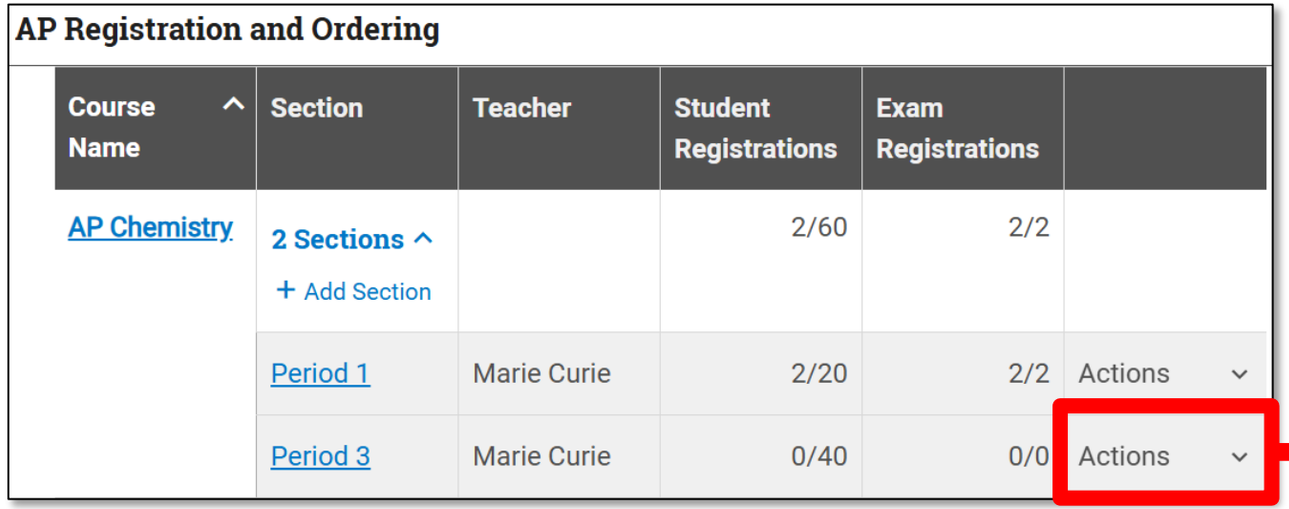
Distribution

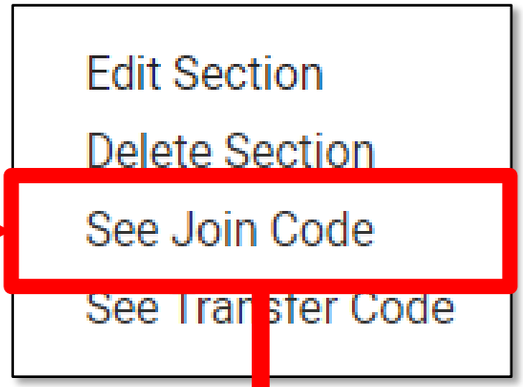
- Coordinators or teachers distribute Join Codes to AP students.
- Do not share Join Codes outside of your school (for example: posted on a school website).

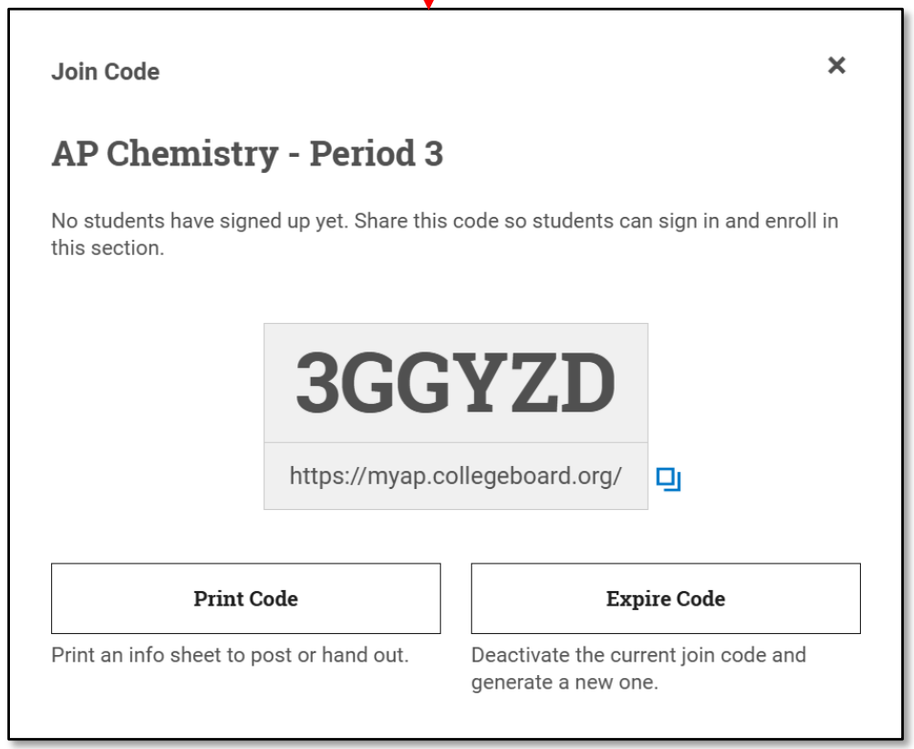
Usage

- 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

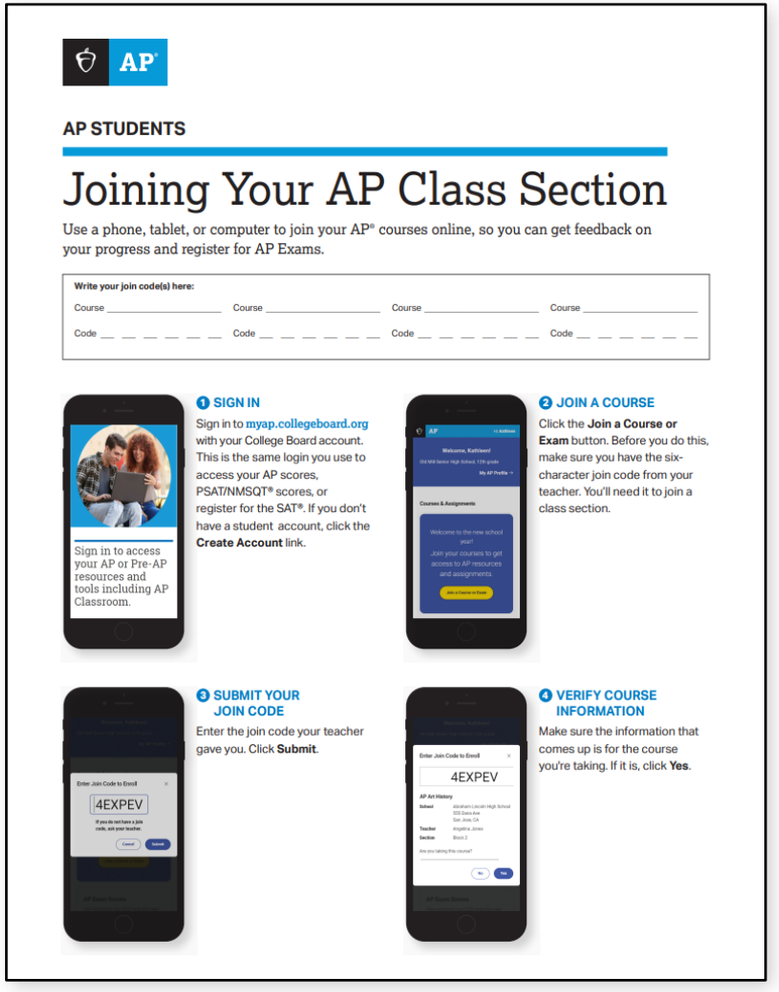

Edit Section
Delete Section
See Join Code
See Transfer Code


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
Print an info sheet to post or hand out.
Expire Code
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 _____ Course _____ Course _____ Course _____

Code __ __ __ __ __ __ Code __ __ __ __ __ __ Code __ __ __ __ __ __ Code __ __ __ __ __ __

Sign in to access your AP or Pre-AP resources and tools including AP Classroom.

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.

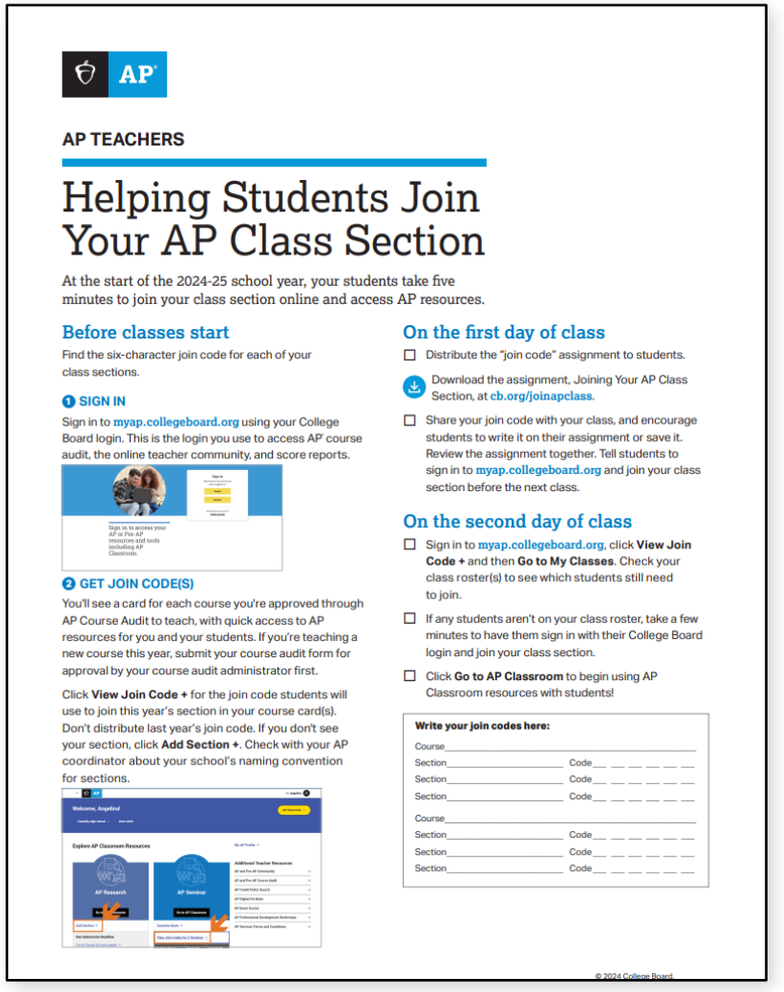
3 SUBMIT YOUR JOIN CODE

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 _____

Section _____ Code __ __ __ __ __ __

Section _____ Code __ __ __ __ __ __

Section _____ Code __ __ __ __ __ __

Course _____

Section _____ Code __ __ __ __ __ __

Section _____ Code __ __ __ __ __ __

Section _____ Code __ __ __ __ __ __

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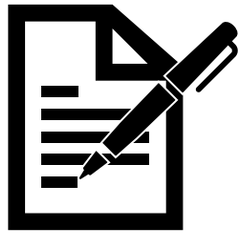
[AP Teachers]

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

AP Exam Registration at Prometric Test Centers in China

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

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!

CollegeBoard