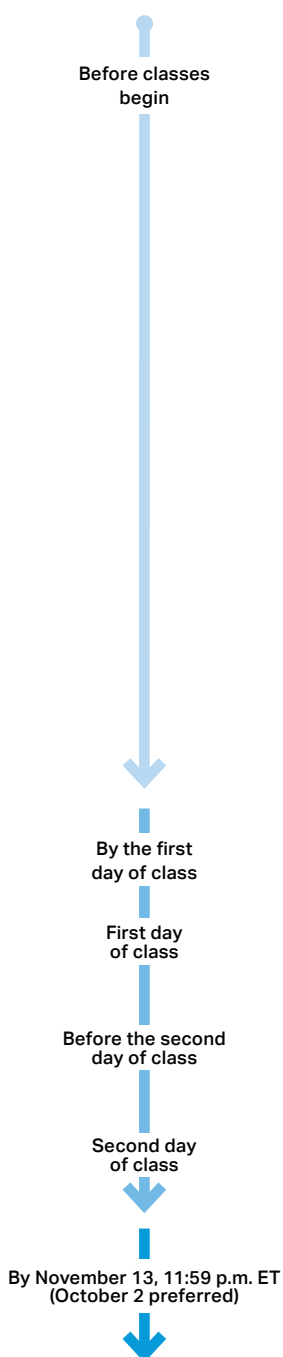


## AP COORDINATORS

# Setup, Enrollment, and Ordering

From July 1 through November 13, schools complete four steps to access AP classroom resources and register students for AP<sup>®</sup> Exams.



## 1. Access the System

<b>Teachers</b>	access AP Classroom beginning July 1, to support summer planning, and can begin setting up class sections. If teaching a new AP course, teachers submit the AP Course Audit form for administrator approval.
<b>Coordinators and principals</b>	receive the access code by email on August 1. (If you can't locate your access code, call AP Services for Educators at 877-274-6474 or 212-632-1781.)
<b>Coordinator</b>	signs in to <a href="https://myap.collegeboard.org">myap.collegeboard.org</a> using their College Board username and password, and enters the access code.
<b>Coordinator</b>	completes the initial setup steps in AP Registration and Ordering, and completes the AP Participation Form.
<b>Coordinator</b>	makes sure new AP teachers have added their courses to the AP Course Audit and had their completed Course Audit forms approved by the school's Course Audit administrator.

## 2. Class Section Setup

<b>Coordinator</b>	enters any outstanding class sections for all AP classes at their school (and exam-only sections, if applicable).
<b>Coordinator</b>	reminds teachers that class sections and join codes are available.

## 3. Enrollment and Use of AP Classroom Resources

<b>Teachers</b>	sign in to <a href="https://myap.collegeboard.org">myap.collegeboard.org</a> using their College Board username and password, and get a unique join code for each class they teach.
<b>Teachers</b>	share the join code with the students in their class along with instructions for signing in and joining the class section: <a href="https://collegeboard.org/joinapclass">collegeboard.org/joinapclass</a> .
<b>Students</b>	sign in to <a href="https://myap.collegeboard.org">myap.collegeboard.org</a> and enroll in their AP class sections, using the unique join code for each. Students that don't already have a College Board account should create one.
<b>Teachers</b>	begin using AP Classroom resources with their students.

## 4. Order Finalization

<b>Coordinator</b>	organizes the exam roster and submits the exam order by the November 13 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 12, 2021, 11:59 p.m. ET.)
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