HOW TO CREATE A COLLEGE BOARD EDUCATION PROFESSIONAL ACCOUNT

1. Visit: https://www.collegeboard.org/
2. Click Sign In on the top right corner
3. Click Sign Up

4. Select an Education Professional

5. Enter your information. When entering your information, please be mindful of the following:
   a. If your school is located outside the United States, check I live outside the U.S.
   b. When completing the Where do you work field, start typing your school name, AI, DI or CEEB code. A list of institutions will be available to select. Please select your school. If you simply type the answer, the system will not let you proceed. If your school is not listed, check My organization is not listed.

   Professional Information

   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, select My organization is not listed, or enter your primary job function]

   Cancel Next: Review

   South Fremont High School at SC
   425 North 200 East, Saint Anthony, ID 83264
   Centerville Public School District 5 and SC
   569 Stockett Road, Send Caués, MT 59472
   Northern Lights School
   2421 S. Deer Park Road, Anchorage, AK 99507
   ABC Academy Inc
   5-178-T, NITAKA T, UEDOSHI, SUZA CITY, JP
   ABC International School
   2 BHMH HUNO Binh Hung, Bind Chiem District, HCM CITY, VN
   ABC Unified School District
   19701 Northwood Boulevard, Canoga Park, CA 91303
   ABC Bilingual School
   50 Ay Nho y 3 Ha Diep Ph #925 Connaught, San Salvador, SV
   ABC Christian Academy
   Ave A47 Pdo, 355, Lincoln, NY
   ABC Adult School
   10044 Gateway Drive, Canoga Park, CA 91303
   ABC Secondary School
   2112 Gilbert Lane Room 10A, Canoga Park, CA 91303

   More results are available. Keep typing and/or enter a zip code to narrow the results.

6. Click Next: Review. If you need to correct your information, click Back. When you return to the account creation page and your school is not listed, you need to re-select My Organization is not listed.

7. Agree to the Terms and Conditions and the Data Transfer Policy and click Next.

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