

## AP COORDINATORS

# Setup, Enrollment, and Ordering

From August 1 through November 15, schools complete four steps to access new classroom resources and register students for AP<sup>®</sup> Exams.

Before classes  
begin

## 1. Access the System

**Coordinators and principals** receive the access code by email on August 1, and by mail near the start of the school year. (If you can't locate your access code, call AP Services for Educators at 877-274-6474 or 212-632-1781).

**Coordinator** signs in to [myap.collegeboard.org](https://myap.collegeboard.org) using their College Board username and password, and enters the access code.

**Coordinator** completes the initial setup steps in AP Registration and Ordering, and completes the AP Participation Form.

**Coordinator** 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

**Coordinator** enters class sections for all AP classes at their school (and exam-only sections, if applicable).

**Coordinator** notifies teachers that class sections and join codes are available.

## 3. Enrollment and Use of AP Classroom Resources

**Teachers** sign in to [myap.collegeboard.org](https://myap.collegeboard.org) using their College Board username and password, and get the unique join code for each class they teach.

**Teachers** share the join code with the students in their class along with instructions for signing in and joining the class section: [collegeboard.org/joinapclass](https://collegeboard.org/joinapclass).

**Students** sign in to [myap.collegeboard.org](https://myap.collegeboard.org) and enroll in their AP class sections, using the unique join code for each.

**Teachers** begin using AP Classroom resources with their students.

## 4. Order Finalization

**Coordinator** organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Late orders and canceled exams, and orders for courses that start after November 15, must be submitted no later than March 13, 2020, 11:59 p.m. ET.)

By the first  
day of class

First day  
of class

Before the second  
day of class

Second day  
of class

By November 15, 11:59 p.m. ET  
(October 4 preferred)