AP

AP COORDINATORS

Setup, Enrollment, and Ordering

From July 1 through November 15, schools complete four steps to access AP® Classroom resources and register students for AP Exams.

Before Classes Begin

1. Access AP Registration and Ordering and AP Classroom

Teachers	access AP Classroom beginning July 1 and can begin setting up class sections and accessing resources for their AP Course Audit–approved courses. If teaching a new AP course, teachers submit the AP Course Audit form for AP Course Audit administrator approval.
Coordinators and principals	receive the access code by email on August 1. (If you can't locate your access code, contact AP Services for Educators.)
Coordinator	signs in to **myap.collegeboard.org** using their College Board username and password and enters the access code for AP Registration and Ordering. You'll receive a new access code each year.
Coordinator	completes the initial setup steps in AP Registration and Ordering and electronically signs the AP Participation Form.
Coordinator	makes sure new AP teachers have added their courses in the AP Course Audit and had their completed course audit forms approved by the school's AP Course Audit administrator.

2. Class Section Setup

Coordinator	creates any outstanding class sections for all AP classes at their school (and exam only sections, if applicable).
Coordinator	reminds teachers that class sections and join codes are available. (Skip if your school doesn't offer any courses.)

By the first day of class

First day of class

Before the second day of class

Second day of class

3. Enrollment and Use of AP Classroom Resources

Teachers	sign in to **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**.
Students	sign in to **myap.collegeboard.org** and enroll in their AP class sections or exam only sections, using the unique join code for each. Students who don't already have a College Board account should create one.
Teachers	begin using AP Classroom resources with their students.

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

4. Order Finalization

Coordinator	organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 15, 2024, 11:59 p.m. ET.)

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