Apply for Teacher Roles

Audience

Educators applying for a Teacher role for the first time to gain access to IB Exchange

Qualifications

In order to gain access to IB Exchange, Educators must have a **Confirmed** teacher role in one of the subjects listed below.

⚠️ If you are not an educator of a Programme/Subject listed below, you will not have access to IB Exchange. We will continue adding new subjects and will notify you if/when your subject is available for access to the platform. Please send an email to support@ibo.org if you have any questions about eligibility.

**Programmes/Subjects Available to IB Exchange**

**Diploma Programme (DP)**

- Business Management
- Mathematics
- CAS
- Extended Essay
- Economics
- Physics
- Theory of Knowledge
- English A
- Language A: Literature
- Language A: Language and Literature

**Primary Years Programme (PYP)**

- Upper Primary (Age Groups 8 and up)

**Coming August 2023**

- DP Biology
- DP Chemistry
- DP Social and Cultural Anthropology
- PYP: Lower Primary (Age Groups 6-9 yrs.)

Instructions

1. Log into My IB: [https://internationalbaccalaureate.force.com/ibportal/](https://internationalbaccalaureate.force.com/ibportal/)
2. On the My IB Dashboard click **My IB Roles**.
3. Click Register for the Teacher role under the School Role category.

4. Enter your School Name and select it from the search results that will appear when you start typing. The Programme Coordinator text box will auto populate based on the school selected.

5. Use the drop-downs to select Programme Selection and Subject Groups and click Add to move your selected subject(s) from the left box to the right box.
6. Once all Subjects have been added, click **Submit** to submit your application to the designated Programme Coordinator for approval. Once approved, the IB Exchange tile will appear on the My IB Dashboard for access to the platform.

If you are selecting multiple subjects, you will have to click the Add button after each new subject selected from the drop-down.