# My IB Account and Onboarding to IB Exchange

### **Objective:**

To guide educators through the process of creating a new account and applying for the Teacher Role on the My IB platform.

#### Audience:

IB Educators seeking to create a new account and apply for the Teacher Role.

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# **My IB Account Registration**

#### 1. Access the My IB Login Page:

- Open a web browser and navigate to the My IB login page.
- Click on "Create new account" to initiate the account creation process.

	My IB
An application	n for our educators, schools and institutes
Registered users Login Werena (email address you registered with) Beechangedemo@idoud.com Forget passes of Forget passes of	New to My IB? Only create a new account if you are new to My IB. During registration, we will ask you minimal personal information so we can continue you as a unique user. Interference of the second second second second second Need helps? Hyou have trouble logging in, or if you need to update your personal information or school/organization affiation, please contact us at support@ibco.org.

### 2. Complete Account Creation Form:

- Fill out all required fields on the account creation form. Note: Required fields are marked with an asterisk (\*).

Note: Student	s and alumni can request transcripts and	l upload eCoursework here.
Already	nave an account? Login   Forgot Passw	ord   Forgot Username
Personal Details		
Salutation*	First Name*	Important note: Please do not create a new account if yo
None *	First Name	think you have one already. To change your personal details such as your sumerne, or need to change the
Language*	Last Name*	schoologanisation with which you are attleated, contex support@bo.org
English	Last Name	If you are here because you are interested in starting on ill programme, please go to How to become as IB Work
Username/Permanent email address* yourname@example.com Confirm your email* username@example.com	The email address you enter here will registration, you will need to contact so	become your username for My IB. If you wish to change it after upport@ibo.org.
Usemane/ Permanent email address* yourname@example.com Confirm your email* yourname@example.com School email or organizational email (optional) yourname@example.com	The email address you enter here will registration, you will need to contact sa	become your username for My IB. If you wish to change it after apport@bto ong.
Udename Permanet enail addres* upermane@example.com Cardim your email* yourname@example.com School enail or organizational email (optional) yourname@example.com Other details	The entil address you entir here will registration, you will need to contact so	become you watername for My B. If you wish to change I aft
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#### 3. Security Check and Terms & Conditions:

- Once all relevant information is entered, complete the Security Check and Terms & Conditions sections as prompted. Click 'Create

My Account' to finalize your registration.

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erms & conditions		
By clicking below you ag	e to the IB's terms and conditions.	
I confirm acceptance		
<ul> <li>I confirm acceptance</li> <li>Any personal data that y</li> </ul>	provide to the IB will be handled in line with the IB's Privacy Policy.	
I confirm acceptance Any personal data that y	provide to the IB will be handled in line with the IB's Privacy Policy.	

#### 4. Confirmation Message and Welcome Email:

- Upon submission, a confirmation message will appear indicating that the account has been successfully created.
- Await the arrival of the welcome email containing instructions on how to reset your password.



#### 6. Reset Password and Login:

- Once the welcome email is received, follow the instructions provided to reset your password.
- Use the newly set password to login to My IB.

### Apply for the Teacher Role

If the IB Exchange tile is not visible on your My IB dashboard, follow these steps to apply for the Teacher Role:

- 1. Open a web browser and navigate to the My IB login page.
- 2. Enter your login credentials and click 'Login'. (Note: Pressing 'Enter' on your keyboard will not log you in; 'Login' button must be clicked.)
- 3. On the My IB dashboard, locate and click on the "IB Roles" icon.

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My IB roles To manage your roles, goo bill Reles.						
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Role Application School/Institute						
Teacher DP Confirmed Stagetwo Test School change						

4. Under the "School Role" category, click on "Register" next to the Teacher role.

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				Max	IR roles			
				Test, review the list of	of your existing	roles below		
		To keep your personal information up to date, visit your profile.						
	Role	Programme	Application Status	School/Institute	Subjects	Start Date	End Date	Action
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				Apply for each new	role separately.			
	School	Role						
	ATL Coo	rdinator O		Register C/	AS Coordinator	•	Rogis	ðor
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5. Enter your School Name and select it from the search results.

- a. The Programme Coordinator text box will auto-populate based on the selected school.
- b. Fill in the Programme Selection and Subject Groups using the drop-down menus.
- c. Select the Subject(s) you wish to add from the "Available Subjects" box and click the arrow labelled "Add" to move them to the right.
- d. Once all desired Subject(s) are added, click on "Submit" to send your application to the designated Programme Coordinator for approval.

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	Programme Coordinator		Cancel
	678		
	*Subject Groups		
	Diploma Programme Core •		
	To select subjects associated to a different the Subject Groups drop down. Subject Theory of Incode Register Register and Subjects Register and Subjects R	subject group, choose another subject group in Available Subjects	

### Note:

- Ensure all provided information is accurate and complete before submission.
- Await approval from the Programme Coordinator for access to the IB Exchange tile on the My IB Dashboard.

## Support

For additional support or questions about this process, send an email to support@ibo.org and an agent will assist you within 24-48 hours.

# Programmes/Subjects available on IB Exchange

Diploma Programme (DP)

- Biology
- Business Management
- CAS
- Chemistry
- Economics
- Extended Essay
- Global Politics
- History
- Language A
- Language B and Ab initio
- Mathematics
- Physics
- Social and Cultural Anthropology
- Theory of Knowledge

### Primary Years Programme (PYP)

- Early Years
- Primary Years