

My IB Account and Onboarding to IB Exchange

Objec&ve:

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 Registra3on

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.

A screenshot of the 'My IB' login and registration page. The page has a dark blue header with the text 'My IB' in white, followed by the subtitle 'An application for our educators, schools and institutes'. Below the header, the page is split into two columns. The left column, titled 'Registered users', contains a 'Login' section with a 'Username (email address you registered with)' field containing 'ibexchangedemo@icloud.com', a 'Forgot username?' link, a 'Password' field with masked characters and a 'Show/Hide' icon, a 'Forgot password?' link, and a 'Login' button. The right column, titled 'New to My IB?', contains a paragraph explaining the registration process and a 'Create new account' button. A large blue arrow points from the 'Create new account' button to the 'Need help?' section below it. The 'Need help?' section contains a paragraph about troubleshooting and a link to 'support@ibo.org'.

2. Complete Account Creation Form:

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

My IB sign up

Note: Students and alumni can request transcripts and upload eCoursework [here](#)

Already have an account? [Login](#) | [Forgot Password](#) | [Forgot Username](#)

Personal Details

Solution*

- None--

First Name*

First Name

Last Name*

Last Name

Language*

English

Important note: Please do not create a new account if you think you have one already. To change your personal details such as your surname, or need to change the telephone numbers with which you are affiliated, contact enquiry@ibo.org

If you are here because you are interested in starting an IB programme, please go to [How to become an IB World School](#)

Email details

Username/ 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 become your username for My IB. If you wish to change it after registration, you will need to contact support@ibo.org.

Other details

Date of Birth (dd/mm/yyyy)*

Country/Territory of birth*

Place of Birth*

–None--

Once your My IB account has been created, you will not be able to edit or update personal information such as date of birth, place of birth or country of birth without the help of our [IB Answers](#) team.

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.

Security check




Terms & conditions

By clicking below you agree to the [IB's terms and conditions](#).

☒ I confirm acceptance

Any personal data that you provide to the IB will be handled in line with the [IB's Privacy Policy](#).

Create my account



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.

Dear Create account,

Thank you for registering your information with My IB. A welcome message will be sent to the email address you provided. Within this email message you will find a link to set a password and access My IB.

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 1le 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.

Welcome to My IB, Test

To keep your personal information up to date, visit your profile.


Programme Communities


PD Digital Channel


Programme Resource Centre

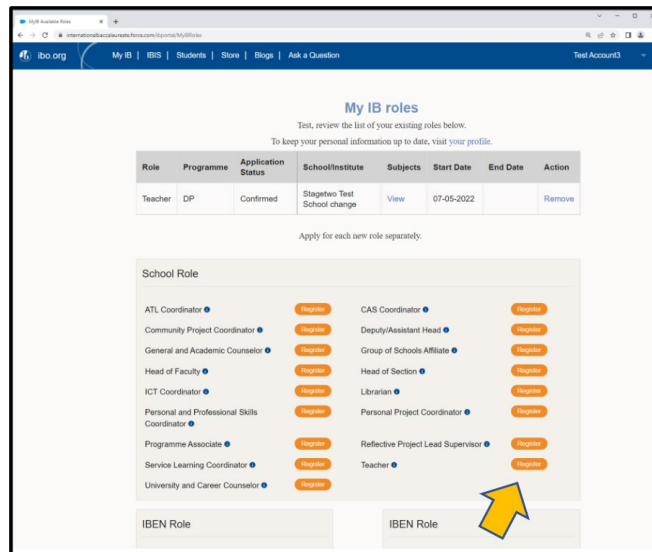

IB Answers


IB Roles

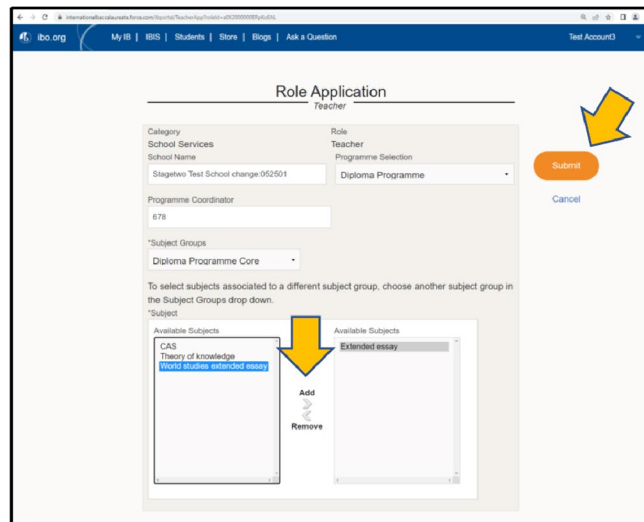
Role	Application Status	School/Institute
Teacher	Confirmed	Stagetaso Test School change



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



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.



Note:

- Ensure all provided information is accurate and complete before submission.
- Await approval from the Programme Coordinator for access to the IB Exchange 1le on the My IB Dashboard.

Support

For any other enquiries, please visit our Help Centre, where you can find up-to-date articles, submit and manage your cases, and track your queries. For assistance, please submit a case via help.ibo.org.

Programmes/Subjects available on IB Exchange

IB Exchange is available to all CP, DP, PYP educators.