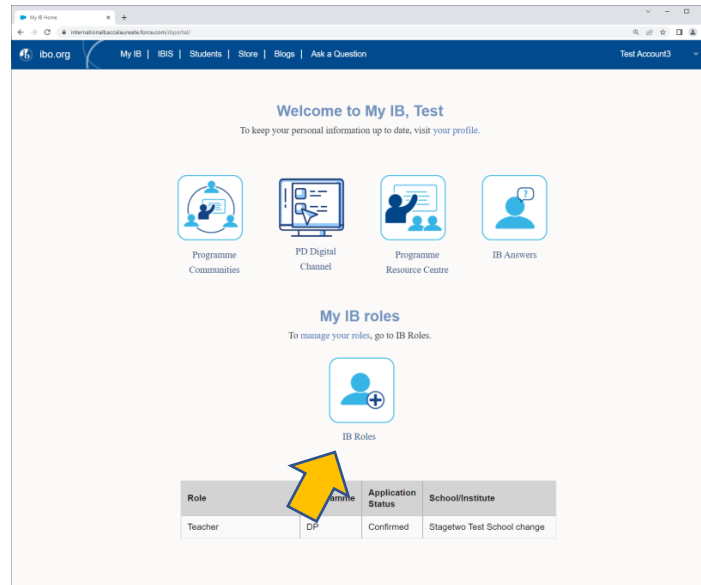


# Applying for Teacher Roles in My IB

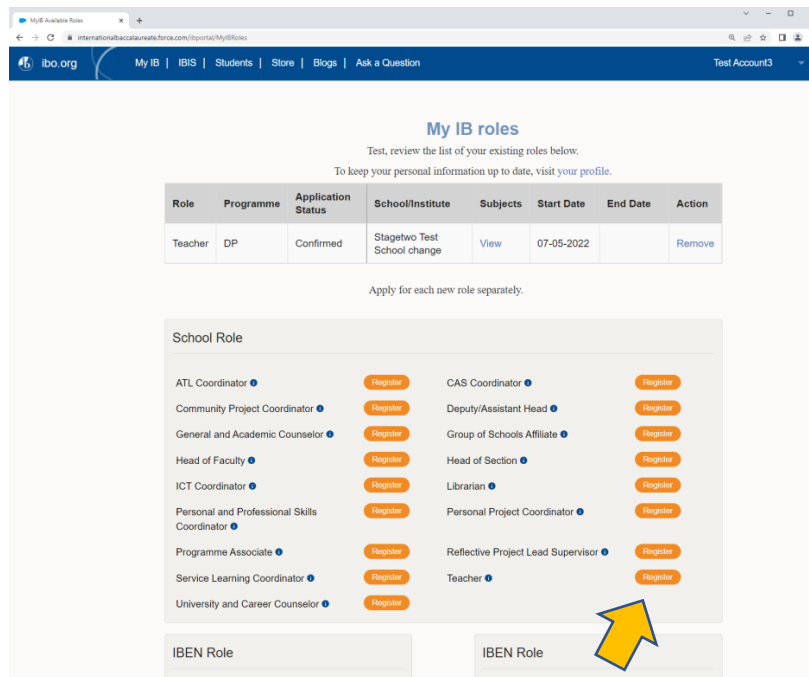
## Section A: Applying for a teacher role for the first time

\* If you have any other applications for teacher roles for different subjects, please go to Section B.

1. Log into My IB: <https://internationalbaccalaureate.force.com/ibportal/>
2. Click **“IB Roles”**



3. Click **“Register”** for teacher under **“School Role”**



4. Enter your **“School Name,”** select your **“Programme”** and **“Subject Groups”**. Select the subject that you’d like to add to your application and click **“Add.”** The selected subjects will appear in the box on the right.

**Role Application**  
Teacher

Category: School Services

Role: Teacher

School Name: Stagetwo Test School change:052501

Programme Selection: Diploma Programme

Programme Coordinator: 678

\*Subject Groups: Diploma Programme Core

To select subjects associated to a different subject group, choose another subject group in the Subject Groups drop down.

\*Subject

Available Subjects: CAS, Theory of knowledge, **World studies extended essay**

Available Subjects: Extended essay

Add

Remove

Submit

Cancel

5. **Submit** your application.

## Section B: Adding a new subject to the existing teacher role

1. Log into My IB: <https://internationalbaccalaureate.force.com/ibportal/>
2. Click **“manage your roles”**

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

**My IB roles**

To manage your roles, go to IB Roles.

IB Roles

Role	Programme	Application Status	School/Institute
Teacher	DP	Confirmed	Stagetwo Test School change

3. Click **“View”** under **“Subjects”** for your existing application.

**My IB roles**

Test, review the list 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
Teacher	DP	Confirmed	Stagetwo Test School change	<a href="#">View</a>	07-05-2022		<a href="#">Remove</a>

Apply for each new role **separately**.

**School Role**

- ATL Coordinator [Register](#)
- Community Project Coordinator [Register](#)
- General and Academic Counselor [Register](#)
- Head of Faculty [Register](#)
- ICT Coordinator [Register](#)
- Personal and Professional Skills Coordinator [Register](#)
- Programme Associate [Register](#)
- Service Learning Coordinator [Register](#)
- University and Career Counselor [Register](#)
- CAS Coordinator [Register](#)
- Deputy/Assistant Head [Register](#)
- Group of Schools Affiliate [Register](#)
- Head of Section [Register](#)
- Librarian [Register](#)
- Personal Project Coordinator [Register](#)
- Reflective Project Lead Supervisor [Register](#)
- Teacher [Register](#)

IBEN Role

IBEN Role

4. Choose your **Subject group** and **Subjects** and click **“Add Subject.”**

**DP Teacher**

[<<Roles](#)

To select subjects associated to a different subject group, choose another subject group in the Subject Groups drop down.

Subject group	Subject	Action
Individuals and societies (DP)	History of Asia/Middle East	<a href="#">Remove</a>

Subject group:

Subjects:

[Add Subject](#)

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