Apply for the Teacher Role

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:

Diploma Programme (DP)

- Business Management
- Mathematics
- CAS
- Extended Essay
- Economics
- Physics
- Theory of Knowledge
- English A: Literature
- English A: Language and Literature
- Language A: All Languages
- Biology
- · Chemistry
- Social and Cultural Anthropology

A If you are not an educator of a Programme/Subject listed above, 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.

Instructions

- 1. Log into My IB: https://internationalbaccalaureate.force.com/ibportal/
- 2. Click the IB Roles icon located on the My IB dashboard when you first login.



Primary Years Programme (PYP)

- Primary Years (Age 6+ yrs.)
- Early Years (Age 3-6 yrs.)

3. Click Register next to the Teacher role under the School Role category.

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🚯 ibo.org 🖉 My IB	IBIS	Students Sto	re Blogs A	sk a Question				т	est Accor	unt3	Ŧ
				My IE	3 roles						
				Test, review the list of	your existing	roles below.					
			To kee	p your personal informa	tion up to dat	e, visit your pro	ile.				
	Role	Programme	Application Status	School/Institute	Subjects	Start Date	End Date	Action			
	Teacher	DP	Confirmed	Stagetwo Test School change	View	07-05-2022		Remove			
				Apply for each new ro	le separately.						
	School	Role									
	ATL Coo	rdinator O		Register CAS	Coordinator (•	Rogis				
	Community Project Coordinator 0			Register Dep	uty/Assistant H	lead O	Rogis				
	General	and Academic C	ounselor O	Register Grou	p of Schools	Affiliate 🛛	Rogis				
	Head of I	Faculty 0		Rogister Hea	d of Section O		Ragis				
	ICT Coor	rdinator O		Register Libra	irian O		Rogis				
	Personal Coordina	l and Professiona Itor O	ıl Skills	Rogister Pers	onal Project C	Coordinator 🛛	Regist	•			
	Program	me Associate 0		Register Refi	ective Project	Lead Superviso	e Rogel				
	Service L	Learning Coordin	ator O	Register Teac	her O		Rogis				
	Universit	y and Career Co	unselor 0	Register							
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- 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 dropdowns to fill in the **Programme Selection** and **Subject Groups**. Then, highlight the Subject(s) you wish to add from the *Available Subjects* box and click the arrow labelled **Add** to move your selected subject(s) from the left box to the right.

Role		
Category School Services School Name	Role Teacher Programme Selection	
Stagetwo Test School change:052501	Diploma Programme •	Submit
*Subject Groups Diploma Programme Core • To select subjects associated to a differe the Subject Groups drop down. *Subject Available Subjects	nt subject group, choose another subject group in	
CAS Theory of knowledge World studies extended essay	Extended essay	

6. Once all desired Subject(s) have been added, click **Submit** to send your application to the designated Programme Coordinator for approval. Once approved, the IB Exchange tile will appear on your My IB Dashboard for access to IB Exchange.

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