

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

Primary Years Programme (PYP)

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

⚠ 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.

Welcome to My IB, IB Exchange
To keep your personal information up to date, visit your profile.

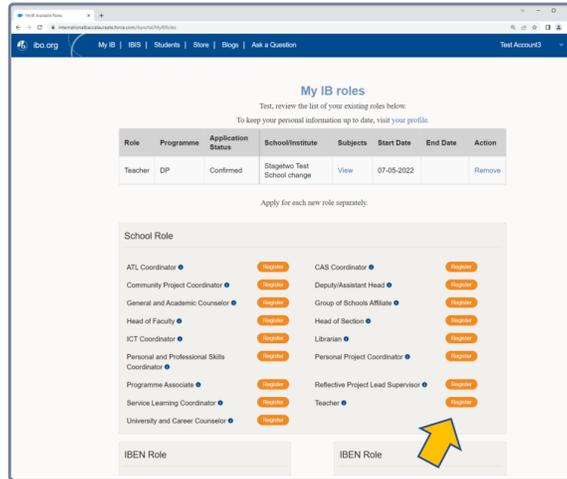
Programme Resource Centre | IB Exchange | Programme Communities | IB Answers | eNewsletters Signup

My IB roles
To manage your roles, go to IB Roles.

IB Roles

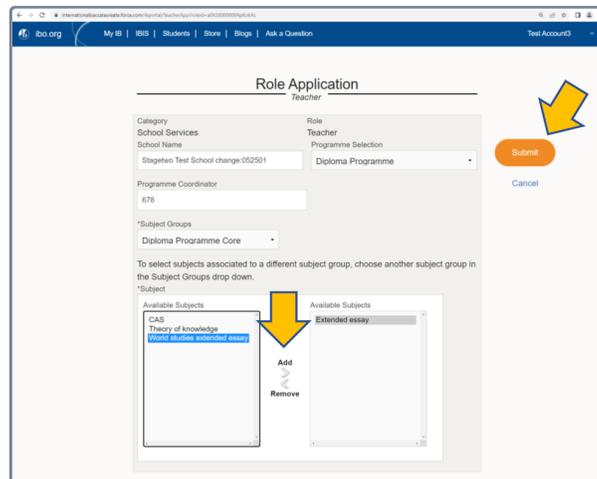
Role	Programme	Application Status	School/Institute
Teacher	DP	Confirmed	Stagetwo Test School change

3. Click **Register** next to 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 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.



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.

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