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/](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.

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

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