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/](https://internationalbaccalaureate.force.com/ibportal/)
2. Click the **IB Roles** icon located on the My IB dashboard when you first login.
3. Click `Register` next to the `Teacher` role under the `School Role` category.

![Teacher role registration](image)

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.

![Programme selection and subject groups](image)

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.

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