

# My IB Account and Onboarding to IB Exchange

## Objective:

To guide educators through the process of creating a new account and applying for the Teacher Role on the My IB platform.

## Audience:

IB Educators seeking to create a new account and apply for the Teacher Role.

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## My IB Account Registration

### 1. Access the My IB Login Page:

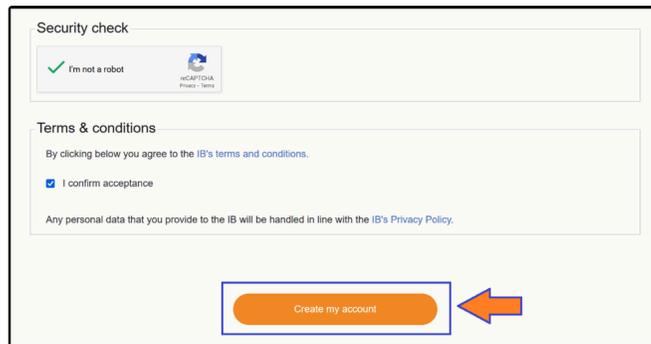
- Open a web browser and navigate to the [My IB login page](#).
- Click on "Create new account" to initiate the account creation process.

### 2. Complete Account Creation Form:

- Fill out all required fields on the account creation form. Note: Required fields are marked with an asterisk (\*).

### 3. Security Check and Terms & Conditions:

- Once all relevant information is entered, complete the Security Check and Terms & Conditions sections as prompted. Click 'Create My Account' to finalize your registration.



### 4. Confirmation Message and Welcome Email:

- Upon submission, a confirmation message will appear indicating that the account has been successfully created.
- Await the arrival of the welcome email containing instructions on how to reset your password.

Dear Create account,  
Thank you for registering your information with My IB. A welcome message will be sent to the email address you provided. Within this email message you will find a link to set a password and access My IB.

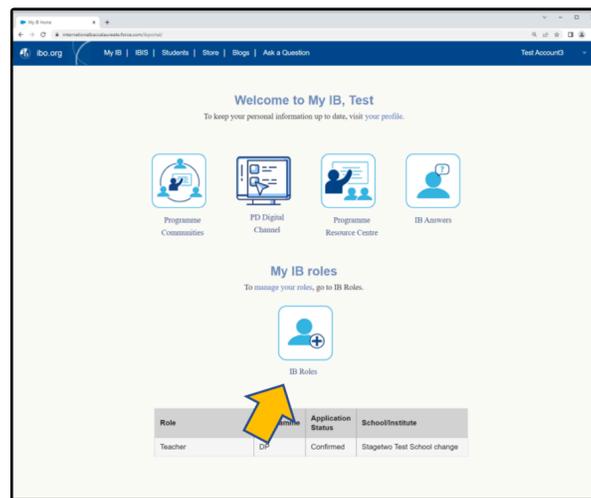
### 6. Reset Password and Login:

- Once the welcome email is received, follow the instructions provided to reset your password.
- Use the newly set password to login to My IB.

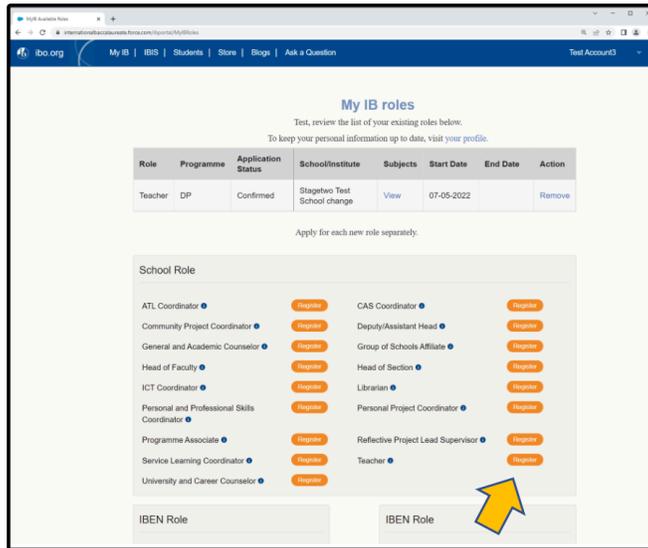
## Apply for the Teacher Role

If the IB Exchange tile is not visible on your My IB dashboard, follow these steps to apply for the Teacher Role:

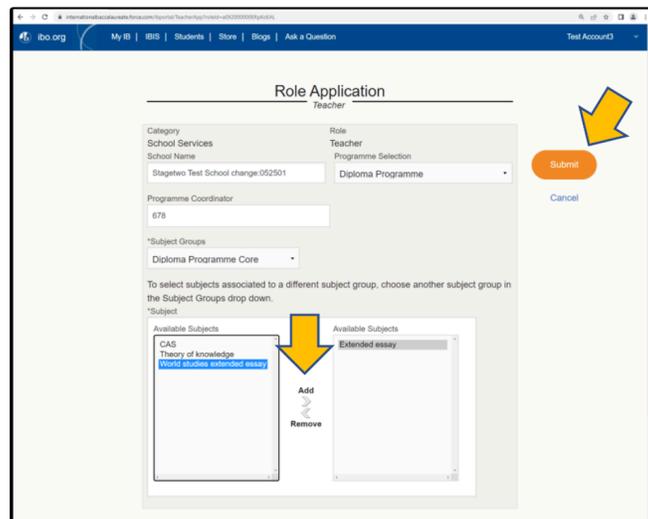
1. Open a web browser and navigate to the [My IB login page](#).
2. Enter your login credentials and click 'Login'. (Note: Pressing 'Enter' on your keyboard will not log you in; 'Login' button must be clicked.)
3. On the My IB dashboard, locate and click on the "IB Roles" icon.



4. Under the "School Role" category, click on "Register" next to the Teacher role.



5. Enter your School Name and select it from the search results.
  - a. The Programme Coordinator text box will auto-populate based on the selected school.
  - b. Fill in the Programme Selection and Subject Groups using the drop-down menus.
  - c. Select the Subject(s) you wish to add from the "Available Subjects" box and click the arrow labelled "Add" to move them to the right.
  - d. Once all desired Subject(s) are added, click on "Submit" to send your application to the designated Programme Coordinator for approval.



**Note:**

- Ensure all provided information is accurate and complete before submission.
- Await approval from the Programme Coordinator for access to the IB Exchange tile on the My IB Dashboard.

**Support**

**i** For additional support or questions about this process, send an email to [support@ibo.org](mailto:support@ibo.org) and an agent will assist you within 24-48 hours.

**Programmes/Subjects available on IB Exchange**

**Diploma Programme (DP)**

- Biology
- Business Management
- CAS
- Chemistry
- Economics
- Extended Essay
- Global Politics
- History
- Language A
- Language B and Ab initio
- Mathematics
- Physics
- Social and Cultural Anthropology
- Theory of Knowledge

**Primary Years Programme (PYP)**

- Early Years
- Primary Years