Pre-AP Classroom Student Onboarding and Support

How to create accounts for students, join classes, and get support.

What’s the URL?
While students can log in to their College Board account from any Sign In box throughout College Board sites, they should visit myap.collegeboard.org—the same URL you use to log in as a teacher to access your Pre-AP® course materials—to access their Pre-AP courses and materials.

What can students do on Pre-AP Classroom?
Your students will primarily access Pre-AP Classroom to take their learning checkpoints and view their results. They’ll also find PDFs of instructional materials you choose to share.

Getting started
Creating a student account
Students use the same College Board accounts to access Pre-AP, PSAT-related assessments and SAT® scores, and save their college planning information. If your students do not already have College Board accounts, they should follow these steps to get started.

1. Visit myap.collegeboard.org
2. On the Sign In page for Your AP® or Pre-AP, click the Create Account button below Don’t have an account?
3. Select I am a student

4. Complete the account set up fields

5. Once your students have created their accounts, encourage them to save their username and password in a safe location since they’ll be using them throughout their high school career.

Recovering an existing account by Email

If a student attempts to set up an account and finds that there is an existing account associated with their email address, but can’t remember the username and/or password, they can recover the information online without having to contact customer support.

1. Visit myap.collegeboard.org

2. In the Sign in window below the Submit button you will see the phrase Forget your username or password? Click either username or password, depending on what needs to be recovered. If the student only knows the email address associated with the account, they will need to recover their username first, then the password.
3. If recovering a username, enter the email address associated with the account on the following page. The student should receive an email at that address shortly with the username.

4. If recovering a password, enter the email address and username associated with the account on the following page. After responding to a security question, the student can choose to reset their password, or receive an email with a temporary password.

5. Once the username and password have been recovered, have your student visit myap.collegeboard.org to sign in and access their Pre-AP materials.

Recovering an existing account by Phone

If a student is unable to set up and recover an account by email, they can call the College Board Account Support Team at 877-262-7320.

1. A student will need a minimum of three validation points to receive assistance when calling the College Board Account Support Team.

   • Full Student Name – Required for all validation
   • Date of Birth – Required for all validation
   • Account Security Question

2. If the student does not know his/her account security question, the student must provide any two of the items below.

   • Account email address
   • Name of School/Institution
   • Telephone number
   • Complete home address
   • Collegeboard.org user name

Joining a class

Students can join classes you create by entering a Join Code. Here’s how to find the Join Code for a section, and how your students will use it.

1. Once you have created a class for your students to join, you’ll need to provide them with the Join Code. Once you’ve logged in, click My Classes.

   **My Classes**

   ![Back to Pre-AP Classroom](image)

   Set up your class sections so students can sign in, enroll online, and make their exam decisions. If you don’t see one of your courses, please see Pre-AP Course Audit.

   **Pre-AP Algebra 1**

<table>
<thead>
<tr>
<th>Section</th>
<th>Join Code</th>
<th>Max Students</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2</td>
<td>R69KJ</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Test Algebra Section</td>
<td>RD7G4J</td>
<td>40</td>
<td>3</td>
</tr>
</tbody>
</table>

2. If you need to create a new class, click **Add Section** and enter the relevant information.
3. The Join Code for your class is available in the second column. Clicking the icon allows you to enlarge the code for your students can easily see the code if you are projecting on screen. You can also print out the code.

4. Have your students log into their accounts from myap.collegeboard.org
5. Click Join a Course or Exam.

6. Enter the Join Code for the section and click Submit.

7. Confirm that the information is correct and click Yes.

8. If a student is enrolling in a class for the first time, they may be required to answer several demographic questions.
Accessing instructional materials, learning checkpoints, and results

Once students have joined a class, Pre-AP course teachers can share instructional materials and assign learning checkpoints directly through **Pre-AP Classroom**. Students can also access results from any assessments they took during the school year.

Students should follow the directions below to access any materials shared by their teachers.

1. Visit myap.collegeboard.org and sign in. If the student has joined a Pre-AP class, they will have the option to access **Pre-AP Classroom**.
2. Students can access instructional materials from the Units link located on the page, and quizzes and results from the Assessments link located in the top navigation.

Getting help

- If your student is unable to remember their username or password, the quickest way to recover their information is to use the **Forgot Username or Password** links.
- If your student is unable to recover their credentials using the **Forgot Username or Password** process, he/she can contact Customer Support at 877-262-7320
- For other issues related to your student’s Pre-AP account (trouble accessing a course, etc.), please email PreAP@collegeboard.org.