
AP Higher Ed Score Reports Portal



Mail delivery of paper AP score reports will be discontinued in the spring of 2025. After this, AP score reports for higher education institutions will only be available digitally using either the new AP Higher Ed Score Reporting portal or the current electronic delivery method via encrypted files (for institutions already enrolled). The new online portal will eventually replace the current methods of receiving AP score reports via paper mailing and electronically. Staff at colleges, universities, and scholarship programs will be able to access AP student score reports sent to their institution in .txt fixed-width file format and in PDF format in the new portal.

INSTITUTIONS THAT CURRENTLY RECEIVE AP SCORE REPORTS ONLY VIA PAPER FORMAT WILL BE INVITED TO SWITCH OVER TO THE NEW AP HIGHER ED SCORE REPORTS PORTAL IN THE FALL OF 2024.

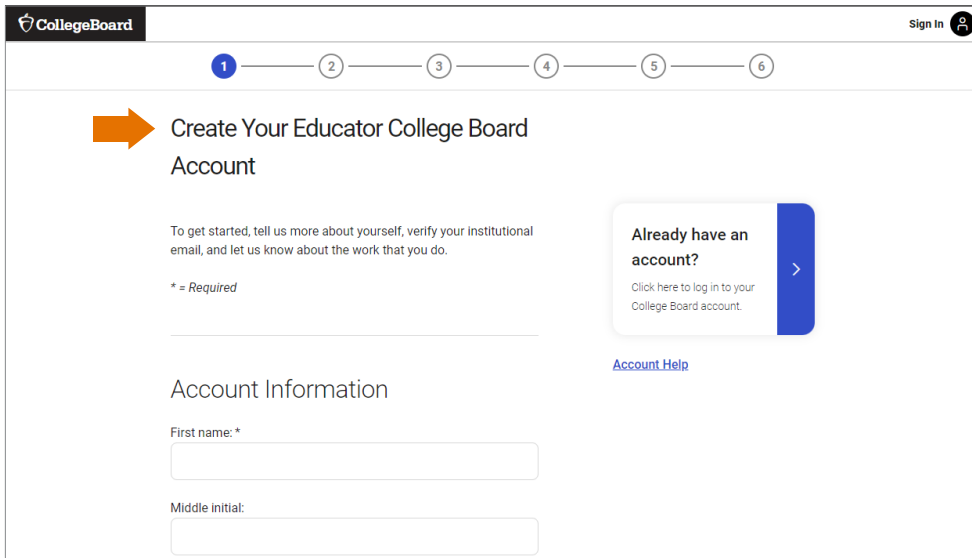
INSTRUCTIONS ON HOW TO ACCESS AND USE THE NEW PORTAL WILL BE EMAILED TO THE MAIN POINTS OF CONTACT AT THESE INSTITUTIONS ON A ROLLING BASIS.

FOR INSTITUTIONS ALREADY ENROLLED IN ELECTRONIC DELIVERY VIA ENCRYPTED FILES, MORE DETAILS ABOUT ACCESS TO THE NEW PORTAL WILL BE AVAILABLE IN 2025.

To get started, follow the steps below.

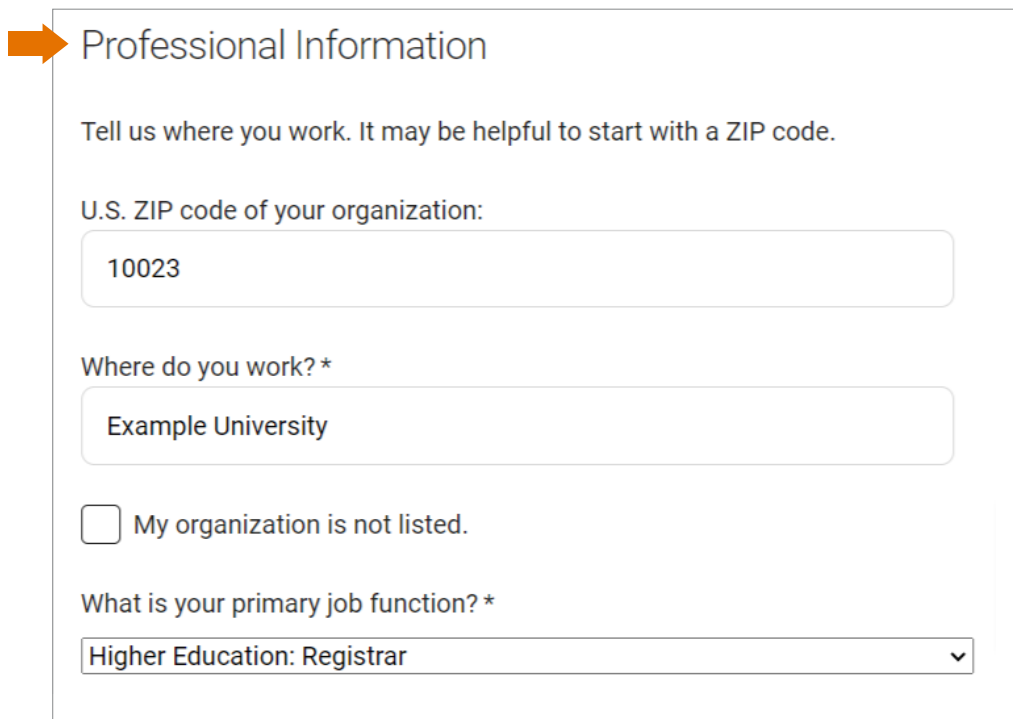
Create a College Board Professional Account

First, you must create a College Board Professional account if you don't already have one. You may already have an account if you access PSAT-related assessment and SAT score reports for your institution. Go to <https://account.collegeboard.org/login/signup>, select **Educator** as the type of account to create, and follow the steps there. We strongly recommend you use a school-issued email address and not a personal email.



The screenshot shows the College Board account creation interface. At the top, there is a progress bar with six steps, where step 1 is highlighted. The main heading is "Create Your Educator College Board Account" with an orange arrow pointing to it. Below the heading, there is a text prompt: "To get started, tell us more about yourself, verify your institutional email, and let us know about the work that you do." followed by "* = Required". There are two input fields for "First name:" and "Middle initial:". To the right, there is a blue button that says "Already have an account?" with a right-pointing arrow and a link below it that says "Click here to log in to your College Board account." and "Account Help".

During account setup, make sure your **Professional Information** is correctly input, including your organization and primary job function.



The screenshot shows the "Professional Information" section of the account setup. It starts with an orange arrow pointing to the heading "Professional Information". Below the heading, there is a text prompt: "Tell us where you work. It may be helpful to start with a ZIP code." followed by "U.S. ZIP code of your organization:" and a text input field containing "10023". Below that, there is a text prompt: "Where do you work?*" followed by a text input field containing "Example University". Below that, there is a checkbox labeled "My organization is not listed." which is currently unchecked. Finally, there is a text prompt: "What is your primary job function?*" followed by a dropdown menu showing "Higher Education: Registrar" with a downward arrow.

Add AP Higher Ed Score Reports Access to Your Account

Once you've created your College Board professional account, you can add access for the AP Higher Ed Score Reports portal to your account.

- If you're the primary point of contact for your institution, you'll have received an access code via email. This access code can be distributed to other staff at your organization who need access to AP score reports.
- If you're not the primary point of contact for your institution, reach out to that individual to obtain the access code. This may typically be someone within the registrar or admissions office of your institution.
- Note that through the fall of 2024, access will be by invitation only to institutions that currently receive only paper score reports.

Once you have the access code, follow these next steps:

1. Sign in to your College Board professional account. Navigate to **My Dashboard** to view available College Board tools and services.
2. Scroll toward the bottom of the page. Expand the heading **Higher Education**.
3. Click on **Get Access** next to the **AP Higher Ed Score Reports** option.

The screenshot shows a dashboard titled "Add Additional Tools And Services". It features a "Recommended Tools and Services" section with a message: "There are currently no products and services to enroll in. [Edit my profile](#)". Below this are three expandable sections: "K-12", "Higher Education", and "AP Higher Ed Score Reports Get Access". The "AP Higher Ed Score Reports Get Access" option is highlighted in yellow and has an orange arrow pointing to it. Other options include "BigFuture College Profile Request Access" and "College Board Search Request Access".

4. On the following page, search for and select your **Professional Organization**. Then enter the access code you were provided. Click on **Add**.
5. You'll now be redirected to the AP Higher Education Score Reports portal. If you're not immediately redirected, go to <https://aphigheredscores.collegeboard.org>.

Get access to AP Higher Ed Score Reports

[← back](#)

AP Higher Ed Score Reports Enrollment Information

Access to the AP Higher Ed Score Reports portal is currently restricted to invited schools only. To access the portal, first select the organization for which you were sent an access code. If your profile already indicates where you work, your organization will already be selected by default. If your current organization isn't selected or you wish to access the portal for a different organization, search for and select the organization. Next, enter the access code you were sent for this portal.

If you don't have an access code but believe your school has been invited to use this portal at this time, please check with your primary AP contact at your institution, typically the Office of Admissions or the Office of the Registrar. For any additional questions please contact APHigherEdScoreReports@collegeboard.org.

Provide your access information

U.S. ZIP code:
This is to narrow your choices

Professional Organization:

Access Code:

[Enroll Later](#)

Your access

Organization	Position	Expiration Date
<input type="button" value="Finished"/>		


NOTE: This is **not** the same portal where PSAT-related assessment and SAT score reports are located.

Features of the New AP Higher Education Score Reports Portal

AP score reports can be viewed and downloaded on-demand in two different formats.

- **A .txt fixed width file**—The format is the same as what’s currently provided via the encrypted electronic files, but there’s no need to decrypt it anymore. See the [layout specification here](#).
- **In PDF format** —1 or more AP student score reports can be downloaded at a time. The PDF contains all the same data as the paper score reports received today.

AP Score Reports for Higher Ed



Testcase-Nine, Collegeboard

Date of Report: October 11, 2024
Date Student Scores Were First Released to Your Institution: May 28, 2024
Date of Most Recent Update to Student Record: September 09, 2024

OFFICIAL AP SCORE REPORT

Page 1 of 3

Student Information

AP ID: XZ5W0840
Gender: Female
Date of Birth: July 14, 2003
Student Address:
224 Phillips Blvd
Trenton
NJ 08618 US

Student High School Information

School Code: 471828
School Contact Name: Mushroom Pizza
School Name: Sue Landers High School
School Address:
11955 Democracy Dr # 11-1080
Production Test Tw Os Upgrade
Reston
VA 20190 US

AP Exams

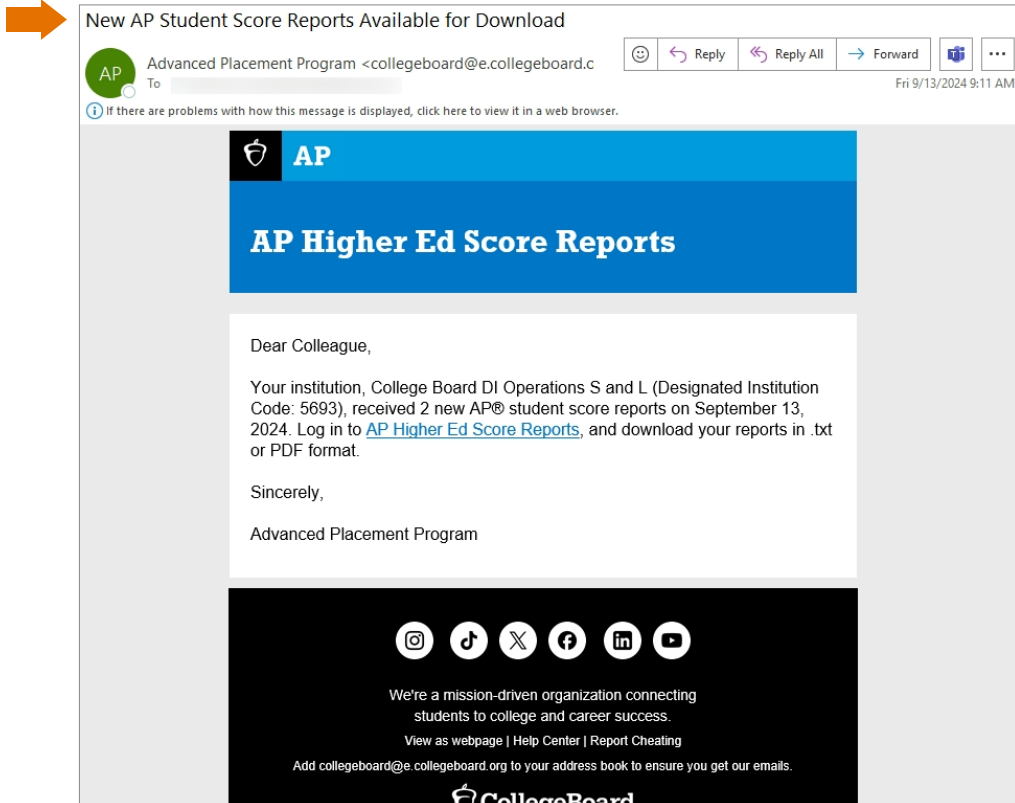
Year Taken	Exam Name	Score	Irregularity Code	Notes	Exam Code
2024	African American Studies	4			10
	Biology	2			20
	Chinese Language and Culture	4			28
	European History	4			43
	Latin	2			60
	Precalculus	4			65

AP score reports are updated throughout the day, as students request them.

- **Faster Delivery**—Compared to current delivery timelines, score reports will be available to your institution much faster, within 24 hours or less of when the student placed the order.
- **On-demand reports**—With the new portal, institutions can sign in at any time and pull reports on-demand that contain the most recent score sends. There will be at most a 24-hour gap between when the student entered the order and when the report is made available to your institution. By comparison, paper score reports can take 5–9 business days after the student requested the score send to arrive at your institution.
- **Historical Data**—The portal will retain your institutions’ score reports up to the last 2 AP administrations. Currently you may search for historical score reports sent to your institution after **June 28, 2023**, via the PDF search feature.

Daily email notifications and on-screen notifications let users know about new score reports.

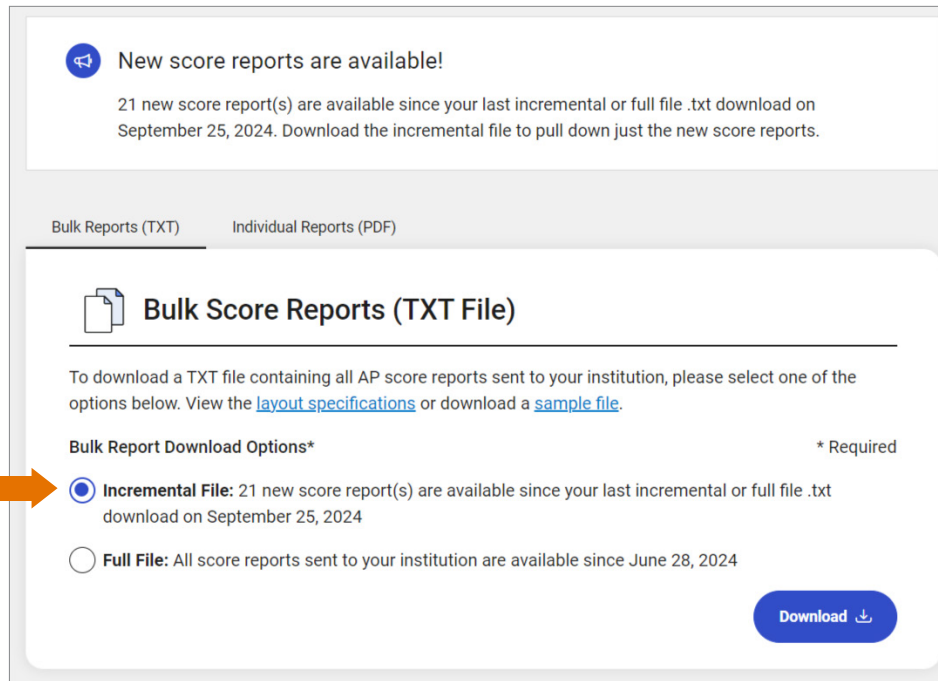
- **Daily Email Notifications**—All users will get daily notifications to let them know of new score reports made available to their institution in the last 24 hours. To ensure emails are received, add collegeboard@e.collegeboard.org to your email address book.



- **Custom User Messaging**—On-screen messages about new score reports in the portal are customized to each user, depending on what they have downloaded in the past.

A screenshot of the AP Higher Ed Score Reports Portal interface. At the top, there are two tabs: "Bulk Reports (TXT)" and "Individual Reports (PDF)". Below the tabs, there is a header section with a person icon and the text "Individual Student Reports (PDF)", with an orange arrow pointing to it. The main content area contains the following text: "You can download the score report for an individual student or a set of students, up to a max of 100 per download, in PDF format. First, locate the reports you are interested in downloading by selecting an option below." Below this is a section titled "PDF Report Download Options*" with a "* Required" label. There are three radio button options: "New Student Reports: 1 new score report(s)", "All Student Reports: View students who had scores reported to your institution since July 1, 2024", and "Individual Student Search Criteria: To download the score report of an individual student, please enter the student's details into one field below." At the bottom, there are three input fields: "Last Name", "Date of Birth" (with a calendar icon), and "Email Address", separated by "OR" labels. A blue "Continue" button is located at the bottom right.

- **Flexibility in Dataset**—Users can choose to retrieve incremental .txt files that contain only the new score reports since the last time they downloaded a .txt file, or to retrieve a cumulative .txt file containing all score reports since June 28, 2024. Additionally, in the PDF feature, users can search historical score reports going back to June 28, 2023.



Supports Multiple Users at a Single Institution

- **TXT Downloads Tracked Per Account**—What’s downloaded on one account has no impact on other accounts for the same organization. The download behavior is tracked for each individual user, not at the org level. Here’s an example: You sign in today and download 2 score reports. Another 5 score reports come in the next day, and your colleague signs in to their separate account and downloads those new 5 reports. When you sign back in to your account the next day, you still see those 5 new reports as “new for you,” even though your colleague downloaded them already on their account.
- **PDF downloads are tracked separately from TXT downloads**—Your incremental file will always have everything in it since the last time you downloaded a TXT file. Anything you download in PDF format in between TXT downloads will have no impact on the dataset in your TXT files. This way you don’t have to worry about missing any records if you’re relying on TXT as your primary method of processing data and using PDF for ad-hoc lookups.

Supports Multiple Campuses

- If your institution has multiple campuses set up with separate college codes, you may be granted access to each campuses data on the same account.

Transitioning from how You Currently Receive AP Score Reports

- **If you only receive paper score reports today**—While you transition to using the new portal, you'll continue to receive paper score reports until spring 2025. However, we strongly recommend that you only use the new portal as it will have the most up-to-date information and be timelier in the delivery of score reports.
- **If you receive both electronic files and paper score reports today**—Paper score reports will cease arriving at your institutions after spring 2025. Once you've transitioned to using the new portal, you'll stop receiving email notifications from the legacy Score Link system for downloading the encrypted files.
- **If you only receive electronic files today**—Once you've transitioned to using the new portal, you'll stop receiving email notifications from the legacy Score Link system for downloading the encrypted files.

NOTE: After spring 2025, you may continue to receive a small number of paper score reports containing scores that are from the **2017 exam administration or older**. That's due to these older scores being archived.

For the most up-to-date information, go to collegeboard.org/apcollegereports.