# Setup, Enrollment, and Ordering

From July 1 through November 15, schools complete four steps to access
AP® Classroom resources and register students for AP Exams.

## 1. Access AP Registration and Ordering and AP Classroom 🖥

**Before Classes Begin**

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| **Teachers** | access AP Classroom beginning July 1 and can begin setting up class sections and accessing resources for their AP Course Audit–approved courses. If teaching a new AP course, teachers submit the AP Course Audit form for administrator approval. |
| **Coordinators and principals** | receive the access code by email on August 1. (If you can't locate your access code, contact AP Services for Educators.) |
| **Coordinator** | signs in to **myap.collegeboard.org** using their College Board username and password and enters the access code for AP Registration and Ordering. You'll receive a new access code each year. |
| **Coordinator** | completes the initial setup steps in AP Registration and Ordering and electronically signs the AP Participation Form. |
| **Coordinator** | makes sure new AP teachers have added their courses in the AP Course Audit and had their completed course audit forms approved by the school's AP Course Audit administrator. |

## 2. Class Section Setup 🔧

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| **Coordinator** | creates any outstanding class sections for all AP classes at their school (and exam only sections, if applicable). |
| **Coordinator** | reminds teachers that class sections and join codes are available (skip if your school doesn't offer any courses). |

## 3. Enrollment and Use of AP Classroom Resources 📍

**By the first day of class**

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| **Teachers** | sign in to **myap.collegeboard.org** using their College Board username and password and get the unique join code for each class they teach. (Teachers don't need to use an access code.) |
| **Teachers** | share the join code with the students in their class along with instructions for signing in and joining the class section: **collegeboard.org/joinapclass**. |
| **Students** | sign in to **myap.collegeboard.org** and enroll in their AP class sections or exam only sections, using the unique join code for each. Students who don't already have a College Board account should create one. |
| **Teachers** | begin using AP Classroom resources with their students. |

**First day of class**

**Before the second day of class**

**Second day of class**

## 4. Order Finalization 📤

**By November 15, 11:59 p.m. ET (October 4 preferred)**

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| **Coordinator** | organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 15, 2023, 11:59 p.m. ET.) |

**CollegeBoard**