# HOW TO CREATE A COLLEGE BOARD STUDENT ACCOUNT
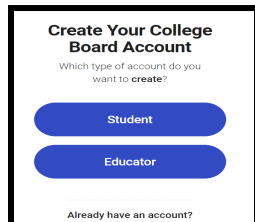**(Students that <u>do not</u> already have an account.  Please don't create a duplicate account.)**

STEP 1: Go to www.collegeboard.org (or use the QR code).

STEP 2: Click on "Create Account".

STEP 3: Select "Student".

**Create Your College Board Account**
Which type of account do you want to **create**?

**Student**
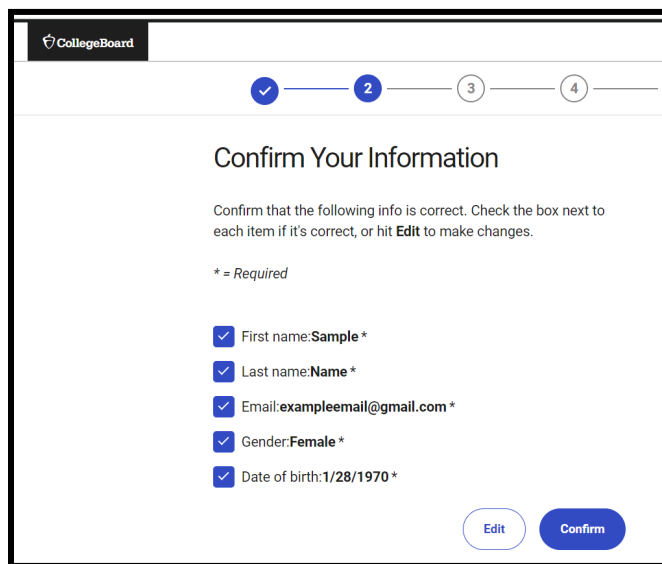
**Educator**

Already have an account?

**STEP 4:** Follow the prompts.
- A personal email account must be used.  ==**<u>DO NOT USE AN AACPS EMAIL ACCOUNT.</u>**==
- Enter your **FULL LEGAL NAME**.  Please use the name that is listed in PowerSchool.  If you have a preferred name, that can be entered as well.
- <u>Items with a star (*) are required</u>; items without a star are optional.

STEP 5: Confirm the information is correct. (Double check everything.)

**CollegeBoard**

✓ —— 2 —— 3 —— 4

**Confirm Your Information**

Confirm that the following info is correct. Check the box next to each item if it's correct, or hit **Edit** to make changes.

*= Required*

☑ First name:**Sample** *
☑ Last name:**Name** *
☑ Email:**exampleemail@gmail.com** *
☑ Gender:**Female** *
☑ Date of birth:**1/28/1970** *

Edit   Confirm

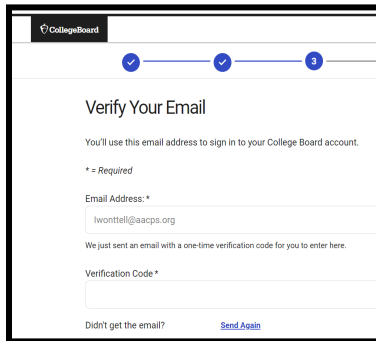**STEP 6**: Verify email. **A verification code will be sent to the email address provided.** <span style="color:red">**MUST BE A PERSONAL EMAIL!!! YOU CANNOT USE YOUR AACPS credentials~ choose an email that you use frequently or create an account to use exclusively for colleges and testing purposes.**</span>

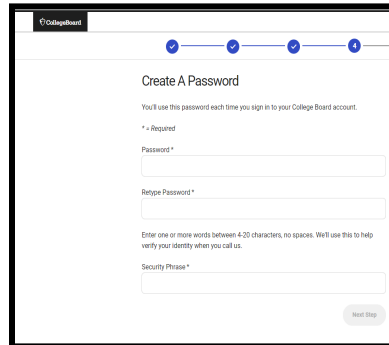- <span style="color:blue">**Strongly recommend to create a personal email account that will be used for all college board and college related materials**</span>
- <span style="color:blue">**Use a name convention for email ( for example: your first name.lastname.grad year@gmail.com)**</span>
- <span style="color:blue">**A password convention such as NCHS(4digit-gradyear)!**</span>

- **Create a password that you will remember and choose a security phrase. (Write the password down.)**

Protip: create a note in your cell phone with this information ~ no one can reset your code for you!

**STEP 7:** Link the account to your cell phone. This is optional but will be helpful in getting scores..

STEP 8: A "Success" screen means the account is created. Return to the college board website and log in.

The school Testing Coordinator will not be able to help students to reset passwords. Please make sure that the student password and security phrase is saved to a note or device that will not be lost.