

# Are you a new PSAT/NMSQT® Coordinator?

If your school is giving the test for the first time OR if you're taking over the role of PSAT/NMSQT Coordinator from someone else, please log in to the PSAT/NMSQT Coordinator site to order test materials and update your school's PSAT/NMSQT Coordinator information as soon as possible (see instructions below). Once you're logged in, you can order materials, track shipments or view an order that was placed previously.

1. Go to [www.collegeboard.com/school](http://www.collegeboard.com/school).
2. Click on the PSAT/NMSQT Coordinator site link to go to the Education Professionals' Sign-In page.

The screenshot shows the CollegeBoard website interface for educators. At the top, there is a navigation bar with links for 'FOR STUDENTS | FOR PARENTS | FOR PROFESSIONALS', 'About Us | Store | Help | En Español', and a search box. The CollegeBoard logo and 'inspiring minds™' tagline are on the left, and 'for Educators' is on the right. Below the navigation bar is a banner image showing a group of students and an adult. The main content area is titled 'School Ordering Services' and is divided into three columns. The left column contains a 'Tools' sidebar with links like 'AP Course Audit', 'AP Potential™', 'PSAT/NMSQT® Summary of Answers and Skills', and 'AP Coordinator Home Page'. The middle column features 'AP Coordinators' with a sign-in link, 'Important Information about AP Studio Art Digital Submission', and 'PSAT/NMSQT Coordinators' with a sign-in link circled in red. The right column has sections for 'New User?' and 'Trouble Signing In?' with links for account help and password recovery.

3. In the “Create an Account” box, click “Go.”

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## Education Professionals' Sign-In

An Education Professional account gives you access to many collegeboard.com programs and services, including AP® Course Audit, AP® Ordering, email newsletter preferences for AP Central®, AP Potential™, PSAT/NMSQT® Ordering, PSAT/NMSQT SOAS (Summary of Answers and Skills), SpringBoard® Online and State Reports.

We are now requiring professionals to maintain a single Educational Professional account. This is to ensure that you can access all of your information and transactions with us. If you have an Education Professional account, enter your username and password below to sign in. If you do not have a username or password, please create a new account. For more information, visit [Account Help](#).

**ARE YOU LOOKING FOR:**

- [AP® Course Audit Website](#)
- [AP Electronic Discussion Groups \(EDGs\)](#)
- [SAT® Supervisors' Website \(ETS\)](#)

[All Other Tools](#)

**FREQUENTLY ASKED QUESTIONS**

- [How do I access AP® Course Audit?](#)
- [How do I tell you I've changed schools?](#)
- [How do I update my email address?](#)
- [How do I tell you that I've retired?](#)
- [How do I take over test coordinator duties from someone else?](#)
- [How do I get an access code?](#)
- [How do I retrieve my forgotten username?](#)
- [How do I retrieve my forgotten password?](#)

[All Help](#)

**Sign In to Your Account**

Username   
[Forgot your user name?](#)

Password   
[Forgot your password?](#)

Sign In to

Remember me on this computer

**Create an Account**

Create your Education Professional account today. Most College Board services require access codes, which have been provided separately. When creating your account, have any access codes you've received on hand.

For more information, visit [Account Help](#).

4. Fill out the required fields on the Education Professionals' Sign-Up page. Under “Your Professional Affiliation,” click on the “Search your Affiliation” link and enter the search criteria to affiliate your school to your account. Click “Save & Continue” to move to the next step.

Fax Number

Remember me on this computer.

**Tell us about yourself**

Prefix

First Name\*  M.I.

Last Name\*

Suffix

Gender\*

Ethnicity  Your answer will be used to inform recruitment efforts for College Board Program activities and for internal research.

Job Title\*

**Your Professional Affiliation**

[Search your Affiliation](#)

**News & Alerts**

Send me updates and reminders about College Board services. For AP Course Audit participants, contact information (name, school mailing address, and email address) will also be shared with other organizations that want to inform AP teachers periodically about professional development events, conferences, scholarships, or other AP-related resources.

5. Enter your school's Access Code (which is mailed to your school in April) and click "Save & Continue."

The screenshot shows the 'Education Professionals' Sign Up' page for 'Enroll in PSAT/NMSQT® Ordering'. The CollegeBoard logo is at the top left. The page title is 'Education Professionals' Sign Up' and the subtitle is 'Enroll in PSAT/NMSQT® Ordering'. There is a 'Privacy Policy' link. A progress bar shows three steps: 'Step 1: Sign Up', 'Step 2: Enroll' (which is highlighted), and 'Step 3: Confirmation'. A box on the right contains 'Already have an Account?' with a 'Sign In' button and an 'Account Help' link. Below the progress bar is a text input field labeled 'Enter Access Code \* Required'. Underneath is the 'Your Professional Affiliation' section with a search input field. The 'Your Access Code' section has a label 'PSAT/NMSQT® Ordering Access Code\*' and a text input field, which is circled in red. To the right of this field is a note: 'Please enter the access code that has been assigned to you. Access codes are a combination of six letters and numbers that are mailed to the PSAT/NMSQT® administrator (PSAT/NMSQT® Coordinator or Guidance Director)'. At the bottom left, a 'Save & Continue' button is circled in red.

6. Next, click "Continue to (PSAT/NMSQT® Ordering)."

The screenshot shows a confirmation page with the CollegeBoard logo at the top left. The main heading is 'You have successfully created an Education Professional Account.' Below this is a 'Privacy Policy' link. A message says 'Thank you for signing up. You now have access to the following features:' followed by a bulleted list containing 'PSAT/NMSQT® Ordering'. Below the list is a 'Visit My Account' link. On the right side, a link 'Continue To (PSAT/NMSQT® Ordering)' is circled in red. At the bottom, there is a footer with links: 'Site Map | Contact Us | About Us | Press | Careers | Link To Us | Compliance | Terms Of Use | Privacy Policy', the copyright notice '© 2010 The College Board', and the 'TRUSTe CERTIFIED PRIVACY' logo.

7. Review the PSAT/NMSQT Coordinator Agreement and click “I Agree.”

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### PSAT/NMSQT® Coordinator Agreement

In registering to administer the PSAT/NMSQT, I agree to:

1. verify and update, if necessary, the PSAT/NMSQT coordinator name and contact information;
2. submit Eligibility Forms for students with disabilities who do not already have a College Board SSD Eligibility Code by August 25, or September 08 if documentation must be reviewed by the College Board;
3. keep all test books in locked storage until test date;
4. administer the test only on the authorized date for which the school is registered;
5. administer the test in compliance with Supervisor's Manual directions;
6. collect all test books at the end of the test and keep them in locked storage until receipt of Score Reports;
7. promptly mail answer sheets, Supervisor's Report, remittance for test fees, and, if necessary, Supervisor's Irregularity Report and Nonstandard Administration Report;
8. that my school or district, as applicable, shall comply with the College Board's guidelines for the release of data set forth at [http://www.collegeboard.com/prod\\_downloads/research/RDGuideforReleaseData.pdf](http://www.collegeboard.com/prod_downloads/research/RDGuideforReleaseData.pdf); and
9. that I represent and warrant that I am empowered under applicable State laws to enter into and perform this agreement and I am duly authorized with the authority to contract on behalf of my school or district, as applicable ([what does this mean?](#)).

8. This will bring you to the Update Coordinator Info page. Enter your name and contact information and click “Submit” at the end of the page.

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### Update Coordinator Info

June 17, 2010

#### Test Coordinator Information

Review and, if necessary, update your PSAT/NMSQT Coordinator information.

**Note: Tests will be shipped to the person listed below.**

First Name:

Last Name:

Job Title:

Email:

Re-enter Email:

**U.S., U.S. Territories, and Puerto Rico**

Work Phone: (  )  -

Work Phone Ext:

Fax: (  )  -

**Outside the U.S.**

Work Phone:  Ext:

**Your Info** [Sign Out](#)

Sample User  
mleec

**School Info**

CB-AI OPERATIONS S&L  
11955 DEMOCRACY DR 11-1080  
RESTON, VA 20190-5662

School Code: 471828  
District Name: N/A

9. You can now place or update your school's order. In the future, you will not need to reenter your access code.