

## College Board School Code Request Portal User Guide

### Getting Started

What is a school code?

*A College Board K-12 school code is required to receive scores reports or administer College Board assessments. Level I school codes allow organizations to receive score reports. Level II school codes allow organizations to receive scores and administer assessments.*

What is the College Board School Code Request Portal?

*The College Board School Code Request portal is used to request a new College Board school code, update an existing Level I College Board school code to Level II, and to update data for an existing College Board School code.*

How do you access the College Board School Code Request portal?

*Visit [schoolcode.collegeboard.org](https://schoolcode.collegeboard.org) and create an account.*

Is the College Board School Code Request Portal mobile compatible?

*No. Users should access the College Board School Code Request Portal on a laptop or desktop via a compatible web browser (i.e.: Google Chrome or Safari).*

What is the expected processing time?

*Processing time is approximately 7 to 10 business days from each submission. Virtual and International entities may encounter longer processing time due to evaluation by multiple review teams. Upon completion of a request, please allow 3 to 5 business days for the updates to reflect across College Board online dashboards.*

How will I know if my request has been processed?

*The most up to date request status will be displayed in the user's submission history. Additionally, status update emails will be generated to the email provided at account creation.*

## Creating an Account

The College Board School Code account is different from all other College Board Professional accounts. New users should visit [schoolcode.collegeboard.org](https://schoolcode.collegeboard.org) on a laptop or desktop and select “Create an Account” or “Sign up.”

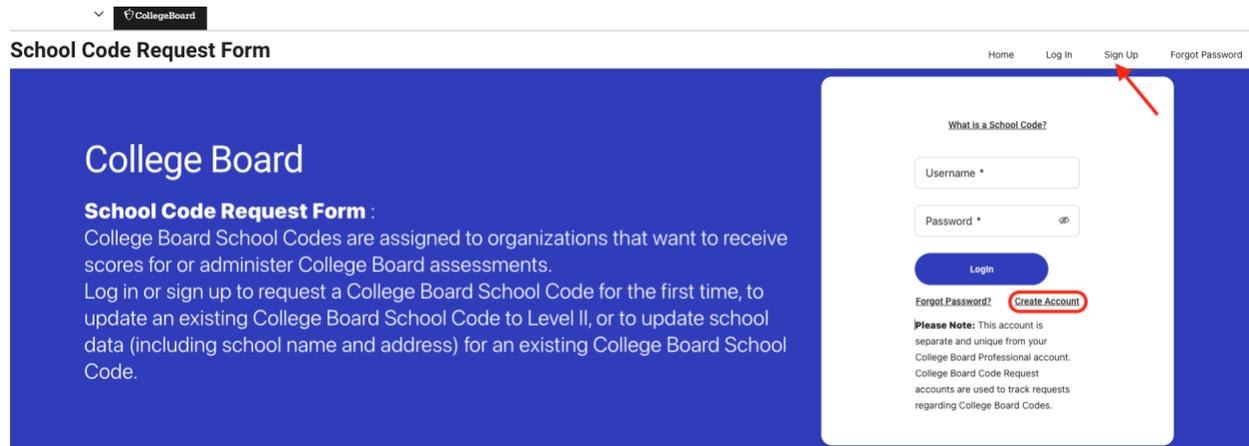


Figure 1 New Users: Create an Account

Complete the required fields and verify your account.

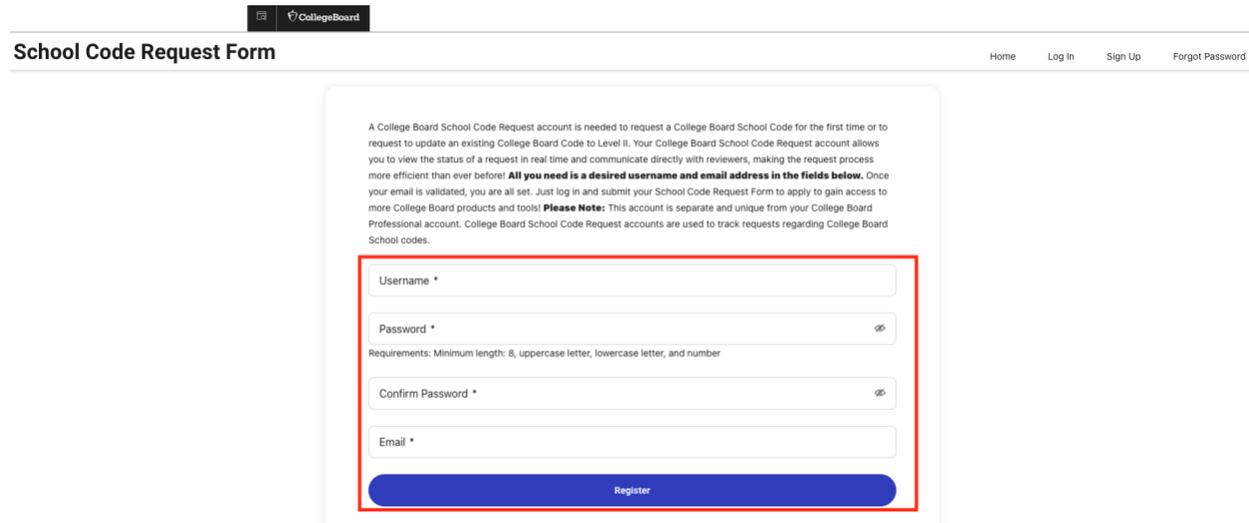


Figure 2 New Users: Account Creation

After the College Board School Code account is created, returning users should enter their log in credentials and select “Log In.”

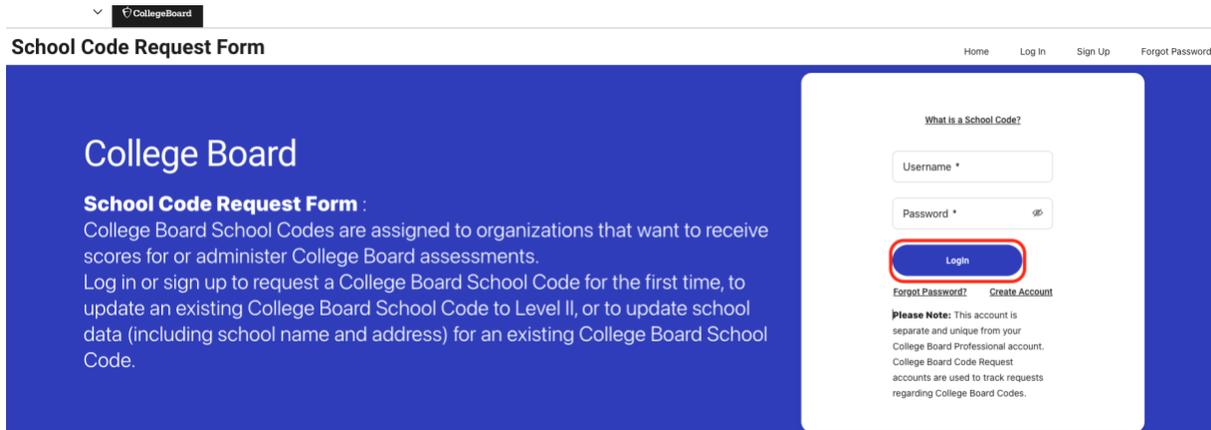


Figure 3 Returning Users: Log in

The “Forgot Password” function can be utilized to reset the password for College Board School Code accounts.

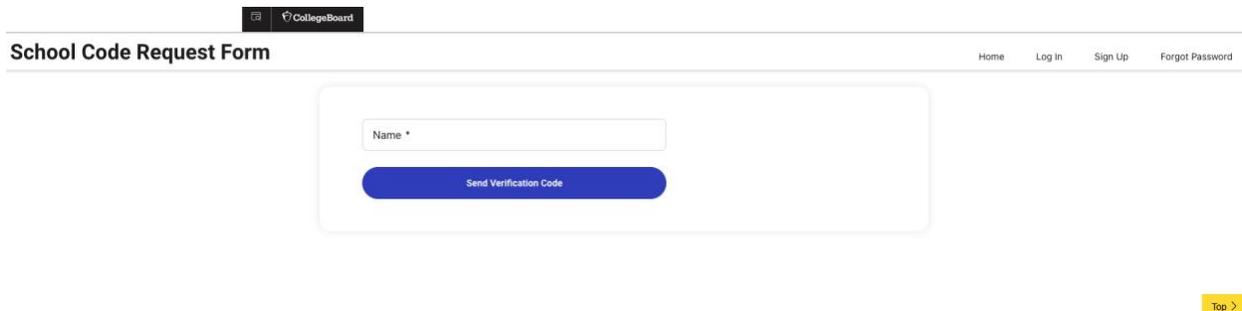


Figure 4 Forgot Password Page

## Starting a New Request

Once logged into the College Board School Code Request Portal, select the “Search to start a new request” button to begin a request.

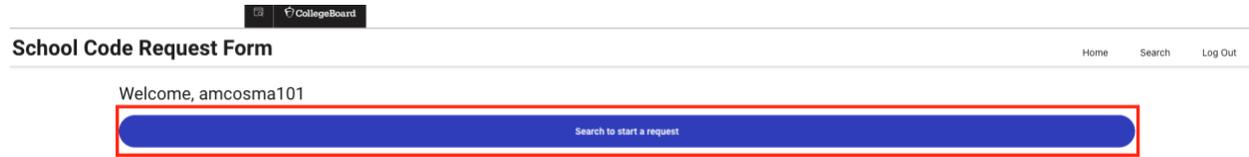


Figure 5 Start a new request

Next, enter the search criteria (country and institution name and/or zip code) and select “Submit”.



Figure 6 Search for existing College Board Code

Review the search results and options.

1. If the organization has a Level I College Board School Code assigned and is interested in updating to Level II (administer assessments), click “Update to Level II.”
  - a. Please note: Updates to contact information and school data can also be made in this form, if Level II update and contact information are both required.
2. If the organization has a College Board School Code assigned and is only interested in updating contact information or school data, click “Update.”
3. If none of the results match your institution, select “Not Found? Start a new School Code Request.”

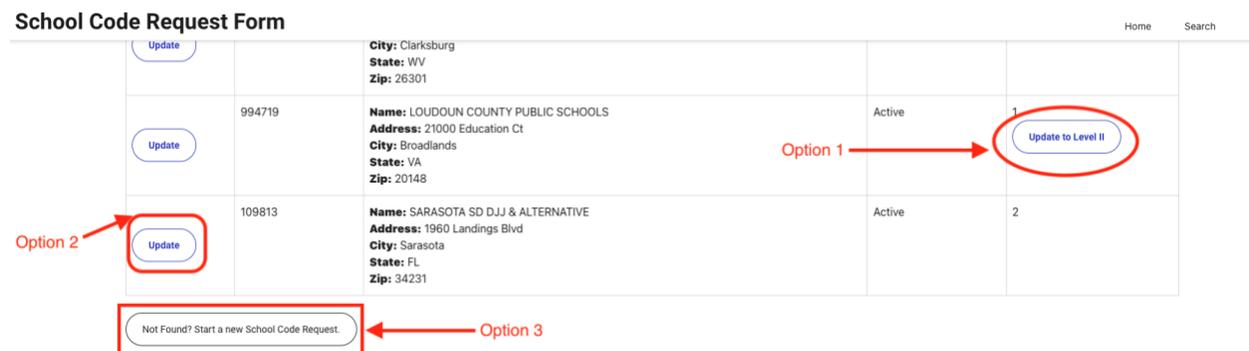
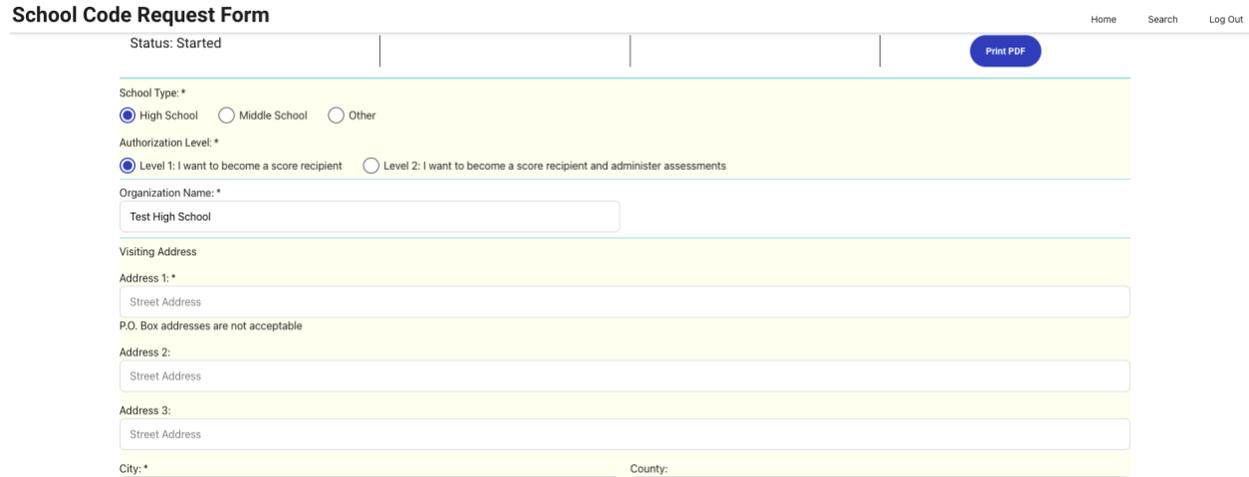


Figure 7 Start a new College Board Code Request

## Update an Existing College Board School Code to Level II

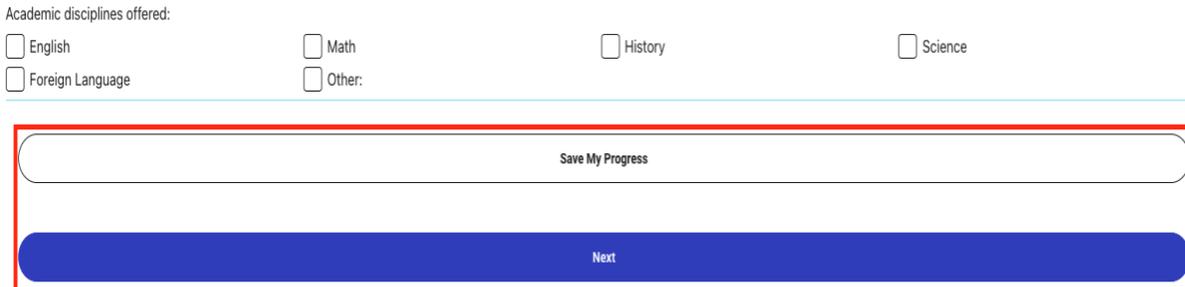
After selecting “Update to Level II,” users will be redirected to the College Board School Code Request form which will be prepopulated with the data College Board currently has on file.



The screenshot shows the 'School Code Request Form' interface. At the top left, the status is 'Started'. In the top right corner, there are links for 'Home', 'Search', and 'Log Out', along with a blue 'Print PDF' button. The form contains several sections: 'School Type' with radio buttons for 'High School' (selected), 'Middle School', and 'Other'; 'Authorization Level' with radio buttons for 'Level 1: I want to become a score recipient' (selected) and 'Level 2: I want to become a score recipient and administer assessments'; 'Organization Name' with a text input field containing 'Test High School'; 'Visiting Address' section with three 'Address' fields (Address 1, 2, and 3) and a 'City' field, each with a 'Street Address' sub-field; and a 'County' field. A note below the address fields states 'P.O. Box addresses are not acceptable'.

Figure 8 Sample of College Board Code Request form

Users should complete all required fields, then click “Next.” Users also have the option to click “Save My Progress” at any time.



This screenshot shows the bottom portion of the form, specifically the 'Academic disciplines offered' section. It includes checkboxes for 'English', 'Foreign Language', 'Math', 'Other:', 'History', and 'Science'. Below this section, there are two buttons: a white button with a rounded border labeled 'Save My Progress' and a solid blue button labeled 'Next'. Both buttons are enclosed in a red rectangular border.

Figure 9: Save progress or continue to next page

If users enter data incorrectly, errors will appear in red.

### School Code Request Form

Status: Started Home Search

Invalid data - please fill the form in correct format.

Print PDF

School Type: \*

High School  
  Middle School  
  Other

Authorization Level: \*

Level 1: I want to become a score recipient  
  Level 2: I want to become a score recipient and administer assessments

Organization Name: \*

Test High School

Visiting Address

Address 1: \*

Street Address

Required field.  
P.O. Box addresses are not acceptable

Address 2:

Street Address

Address 3:

Street Address

City: \*

City

Required field.

County:

County

Country: \*

Select One

Required field.

State: \*

Select One

Required field.

Figure 10: Examples of errors displayed

After completing all required fields users will need to agree to the terms, enter their name and click “Submit My Request.” Only submitted requests will be available for College Board reviewer teams to evaluate.

### School Code Request Form

Status: Started Home Search

Submitter: Jane Smith

Print PDF

By submitting this request I confirm that all of the information provided is true and accurately describes the organization named on this form and have the authority to make this request. I understand that if any of the information is false, deactivation of the school code and/or legal action may result.

Accept

Name \*

Jane Smith

Submit My Request

Figure 11: Submission page

## Update Contact Information or Organization Data

After “Update” is selected, users will be redirected to the AI Update Request form which will be prepopulated with the data College Board has on file.

### School Code Request Form

Home Search

The screenshot shows the 'AI Update Request Form' with a 'Close' button at the top left. The form contains the following fields: 'Name' (HAMILTON HIGH SCHOOL), 'AI Code Level: 2', 'AI Code: 171220', and 'AI Status' (Active). Below these are sections for 'Visiting Address' and 'Shipping Address' (unchecked). The 'Visiting Address' section includes 'Address' (2596 W Rd N), 'Address 2', 'Address 3', and 'Country' (United States).

Figure 12: Example of AI Update Request form

If additional information is needed, users may utilize the “Additional Comments” field to provide details to the reviewer.

The screenshot shows the 'Additional Comments' field, which is a large text area. A red arrow points to the label 'Additional Comments' at the top left of the field.

Figure 13: Additional Comments

Users should enter updated data for the fields that require an update. Upon completion, read the terms, click “Accept,” enter name of submitter, and click “Submit.” Only submitted requests will be available for College Board reviewer teams to evaluate.

### School Code Request Form

Home Search

The screenshot shows the bottom portion of the 'AI Update Request Form'. It includes a dropdown menu for 'US Public School', an 'Additional Comments' text area, a 'Disclaimer' section with a checked 'Accept' checkbox, a 'Submitter' text field containing 'Jane Smith', and 'Submit' and 'Cancel' buttons at the bottom.

Figure 14: Accept and Submit AI Update Request form

## Request a New College Board School Code

Fill the institution name field in the “Create a New Code Request Form” pop-up then select “Submit.”

Figure 15 New Code Request pop up

Users will then be redirected to the home page. On the home page chose an entry from your submission history and click “Update and Submit” to continue to the request form.

Figure 16 Update and Submit

Select which Level School Code your institution is interested in applying for then click “Submit.”

## Choose Authorization Level

**Level 1 Authorization:** Required for schools to **receive** their students’ Pre-AP, AP Exam, PSAT, SAT and other College Board test scores. Schools cannot administer AP, PSAT, SAT or other College Board exams, but can participate in the AP Course Audit, and in the Pre-AP program.

Level 1: I want to become a score recipient

Level 2: I want to become a score recipient and administer assessments

**Level 2 Authorization:** Required for schools to **receive** scores as well as **administer** AP Exams and PSAT-related assessments and to apply to become a SAT Test Center.

Figure 17 Choose Authorization Level pop-up

Fill all required fields.

**School Code Request Form** Home Search Log Out

Status: Started Print PDF

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School Type: \*  
 High School  Middle School  Other

Authorization Level: \*  
 Level 1: I want to become a score recipient  Level 2: I want to become a score recipient and administer assessments

Organization Name: \*

Visiting Address

Address 1: \*  
  
P.O. Box addresses are not acceptable

Address 2:

Address 3:

City: \*  County:

Figure 18 Sample of School Code Request Form

Users should complete all required fields, then click “Next.” Users also have the option to click “Save My Progress” at any time.

Academic disciplines offered:

English  Math  History  Science  
 Foreign Language  Other

---

Save My Progress

Next

Figure 19 Save progress or continue to next page

If users enter data incorrectly, errors will appear in red.

**School Code Request Form** Home Search

Status: Started Invalid data - please fill the form in correct format. ✕ Print PDF

---

School Type: \*  
 High School  Middle School  Other

Authorization Level: \*  
 Level 1: I want to become a score recipient  Level 2: I want to become a score recipient and administer assessments

Organization Name: \*

Visiting Address

Address 1: \*  
 ! Required field. P.O. Box addresses are not acceptable

Address 2:

Address 3:

City: \*  ! Required field. County:

Country: \*  ! Required field. State: \*  ! Required field.

Figure 20 Examples of error displayed

After completing all required fields users will need to agree to the terms, enter their name and click “Submit My Request.” Only submitted requests will be available for College Board reviewer teams to evaluate.

### School Code Request Form

[Home](#) [Search](#)

Status: Started

Submitter: Jane Smith

Print PDF

By submitting this request I confirm that all of the information provided is true and accurately describes the organization named on this form and have the authority to make this request. I understand that if any of the information is false, deactivation of the school code and/or legal action may result.

Accept

Name \*

Jane Smith

Submit My Request

Figure 21 Submission page

## Submission History and Request Status

All requests (started and submitted) will be displayed to the user, including submission history.

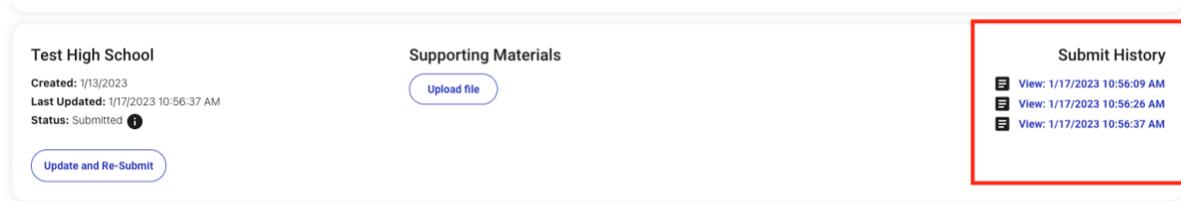


Figure 22: Submission History

The most current status information regarding requests will be displayed in the “Status” field.

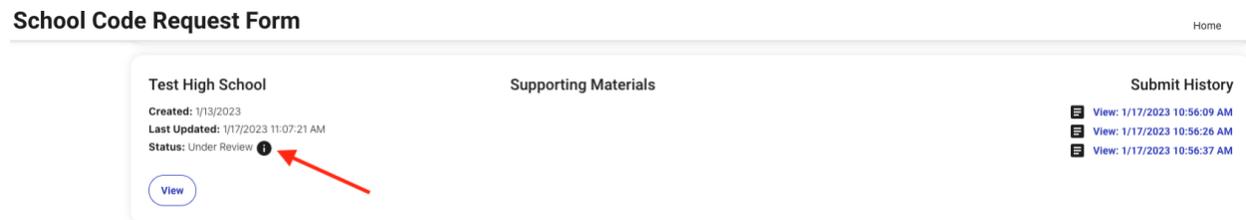


Figure 23: Status field

Additional information regarding the status is available by hovering over the “i” nformation icon.

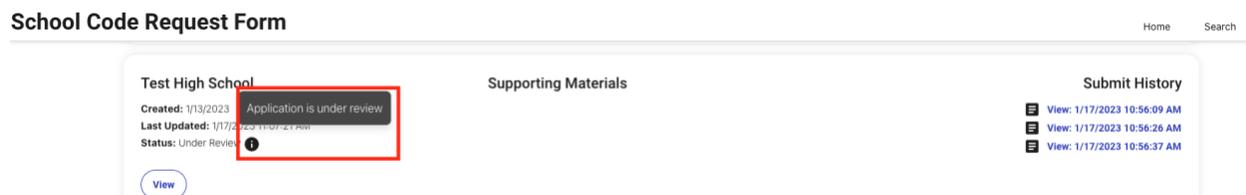


Figure 24: Additional status information

Any requests for additional information will be displayed in the “Additional Information” field. Users should follow the directions provided in the “Additional Information” field and use the “Update and Re-submit” button to return to the form.

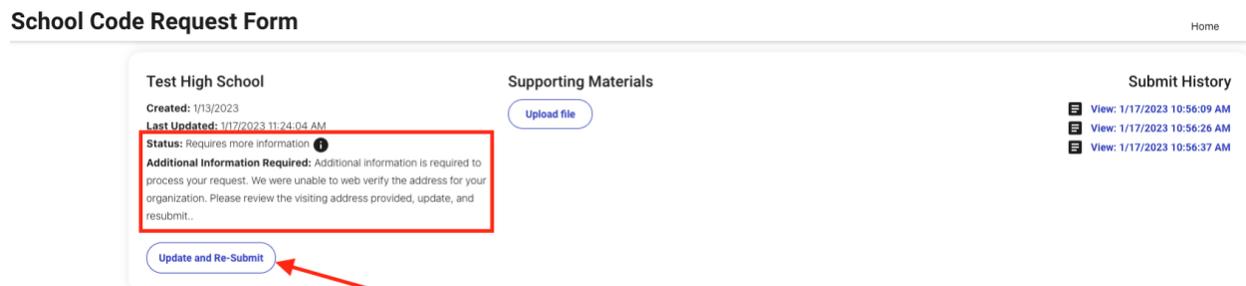


Figure 25: Update and Re-Submit



### Still having trouble?

Please contact Code Services for technical issues with the College Board Code Request Portal, via phone or email at:

*P.* 866-609-2447

*E.* [cbcodeservices@collegeboard.org](mailto:cbcodeservices@collegeboard.org)