College Board Account

Students will need a College Board account to access any 2021 digital AP Exams they've been assigned by the AP coordinator.

AP coordinators should:

- Check that all students taking digital exams know their **College Board username and password** and have a safe place to keep this information, so they can retrieve it closer to exam day.

- Remind students that it's important that their personal information is accurate in their College Board account. They must use their legal name, correct date of birth, etc. Inaccurate information could jeopardize their ability to test or access their scores.

  - If any students need to correct information in their account, they should contact AP Services for Students (888-225-5427, **apstudents@info.collegeboard.org**) as soon as possible.

Email Address

We'll send students important email reminders before exam day to the email address associated with their College Board account, including a backup method to access their exam (PCs and Macs only) if they're unable to log in on exam day.

AP coordinators should check that all students taking digital exams know which email address is associated with their College Board account. Encourage students to check their email frequently, particularly in the weeks before their digital exam.

If students aren't receiving email updates from the AP Program, they should:

1. Sign in to My AP (**myap.collegeboard.org**)

2. Confirm their email address:

   - Click their profile in the top right corner.

   - Go to **Account Settings** and confirm that their email address is the one they want to use for 2021 AP Exam reminders.

   - If they need to change their email address, they should click **Update**.

3. In **Subscriptions**, they should confirm they've checked the box to receive updates from College Board.

4. Finally, they should create a new contact with the email address **collegeboard@e.collegeboard.org** in their address book or safe sender list.