

Dear Test Coordinator,

Thank you for your willingness to serve as your school's test coordinator. Below, you'll find directions to our online, test-specific training courses to support you as you administer one or more of the PSAT-related assessments.

If you're a returning coordinator, we highly encourage you to repeat the training, as we've made updates to help you plan for testing, administer the test, and return your test materials.

You can forward this email to your test day support staff, including proctors and SSD coordinators who may assist accommodated students, and encourage them to complete the training as well.

[Access Your Training](#)

Tips and Suggestions

- You'll need your school's AI code to access the training. To access your code, use the [K-12 School Code Search](#) tool to look up your institution by school name and zip code.
- Use a College Board-supported browser: Edge, Firefox, Google Chrome, or Safari. If you have any problems accessing the online learning portal, try clearing your browser's cache or temporary internet files.
- If you're a test coordinator supporting multiple tests, such as the SAT® and PSAT-related assessments, you no longer need to request training courses separately as the courses have been combined this year.

For additional support, refer to the contact information in your coordinator manual. If you have trouble accessing your College Board professional account or experience other technical issues, contact Customer Service at 866-260-5211.

Thank you for your efforts to provide a successful test administration and a positive test day experience for students.

Sincerely,

College Board



College Board
250 Vesey Street | New York, NY 10281

Customer Service

To ensure these emails make it to your inbox, please
add collegeboard@noreply.collegeboard.org to your address book.

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