



TO: Idaho Bulk Registration Coordinator
CC: Test Coordinator

We hope this email finds you healthy and staying safe. Thank you for everything you and your colleagues are doing to support students and families. This communication is to notify you about bulk registration for the fall PSAT/NMSQT. **Please follow the instructions below to submit all bulk registration files by September 15.**

Are you new? Please click [here](#) to learn more about the bulk registration.

Instructions to Bulk Register Students

1. Contact the District Test Coordinator (if you are at a school) or the School Test Coordinator (if you are the LEA) to confirm who is preparing and submitting the file.

The bulk registration file must include all eligible students in your district, if you are a multi-high school district submitting a district-level file. Be sure to coordinate and include the correct AI code of each high school in the file.

2. Go to the [BULK REGISTRATION TOOL](#) and find the [file specification](#) and file templates under the “Getting Started” link on the top right corner.
3. Fill out the file template.

Students must be registered with their nine-digit **state student ID (EDUID)**. If your students do not have valid EDUIDs due to being newly registered, please contact your District ISEE Coordinator.

4. Go back to the [BULK REGISTRATION TOOL](#) and log in with your College Board professional account information.
5. Enter the name of your LEA and bulk registration access code listed below.

Bulk Registration Access Code: [Send an email to IdahoSDSupport@collegeboard.org to retrieve your access code.]

Organization Name: [Your District Name]

AI Code: [Look up your AI Code [here](#).]

School Name: [Your School Name]

6. Upload the bulk registration file.

Please note that you may see different deadlines in the Bulk Registration Tool. Use September 15 as your deadline to make sure you receive pre-ID labels in a timely manner.

Are you new? Please click [here](#) to learn more about file uploading process.

Additional Support

If you need additional help, please call 888-477-7728 or email psat/nmsqt@info.collegeboard.org.

The College Board Idaho Field Team