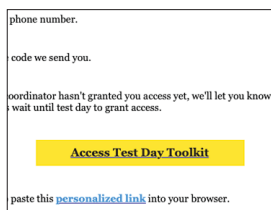


## How to Access Test Day Toolkit: Staff

When you help administer the test, you'll use Test Day Toolkit on your smart phone, tablet, or laptop to check students in and complete other test day tasks.

### Step-by-Step Access Instructions

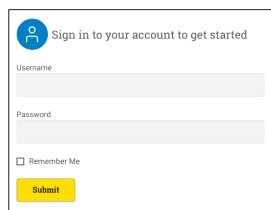
- 1 Click the button in the personalized access email from College Board.
- 2 Sign in to your College Board professional account.
- 3 Choose a way for us to send you a code.
- 4 Enter the code we send you.



phone number.  
code we send you.  
Coordinator hasn't granted you access yet, we'll let you know. We'll wait until test day to grant access.

**Access Test Day Toolkit**

paste this [personalized link](#) into your browser.



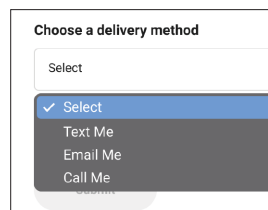
Sign in to your account to get started

Username

Password

Remember Me

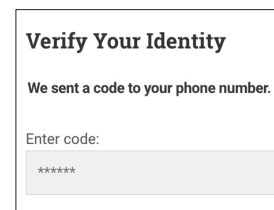
Submit



Choose a delivery method

Select

- Select
- Text Me
- Email Me
- Call Me



Verify Your Identity

We sent a code to your phone number.

Enter code:

\*\*\*\*\*

**That's it!** If your coordinator hasn't granted you access yet, we'll let you know. Many coordinators wait until test day to grant access.

Next time, just go to [testday.collegeboard.org](https://testday.collegeboard.org) and sign in.

### Troubleshooting

#### I didn't get an email.

First, check your junk email folder. If it's not there, ask your test coordinator to check the box next to your name on the toolkit's staff overview screen and select **Send access email** from the drop-down menu.

#### The button doesn't work.

Try pasting the link into your browser. Note that both the link and the button are personalized—they won't work if the email was forwarded to you. Your test coordinator can send you an email.

#### I don't have a College Board professional account.

You'll have a chance to sign up for one after you click the button or link.

#### My current contact information is not listed.

Ask your test coordinator to update your information in the toolkit and click the button in your email again.