Steps to Register with a New or Existing Institution Apple ID
This registration will enable you to save proposals on the Apple Education Store website for Apple equipment these proposals can be used by the Purchasing Department to complete your order. User support can be reached at 1.800.800.2775 Option 4, Option 1. You can also view an instructional video by following this link http://edseminarsonline.apple.com/learn-how/#getting-started-with-the-apple-store-for-education-institutions.

The registration process consists of three parts:
1) Sign In or Sign Up
2) Select Your Location and
3) Request Access to Your Store.

1.   Go to the registration site https://myaccess.apple.com
2.   If you have an existing Institution Apple ID for any application (iTunes, VPP, etc), select **"Sign In"**

3. If you don't have an Institution Apple ID, select **"Sign Up"** to create one
3.1. Complete the identification fields; enter the security text presented; click "Next"
3.2. A validation key is sent to your email; copy and paste the key from your email into the validation field; click "Continue"
3.3. Select "Continue" on the Primary Location Selection page

4. Enter school name or account number; click the blue "Search" button
5. Select the correct school location; click "Next"
6. Agree to Terms of Service
7. If you have not recently updated your Institution Apple ID, you may be prompted for security questions; enter your date of birth and optional rescue email address; click "Next"
8. **ONLY** Choose the "Role" for Apple Online Store access as **"Proposer"**
9. Enter the following information then click "Next"
        Your First and Last Name
        Your Telephone Number
        Your email address
10. Review and confirm your information; click "Submit" to complete the registration process