

Instructions for those who DID NOT receive an email from College Board:

1. Check junk and deleted email folders.
2. If not in either folders; go to AP classroom profile and check to see if the email listed is correct.
 - a. If the email is not correct, please update it with the correct address.
3. If the email is correct, do the following:
 - a. Go to account settings and scroll to the bottom of the page
 - b. Click on Manage my subscriptions
 - c. Check the boxes next to "AP and Pre AP news" and "College Board News"
 - d. If these are both checked and there are still issues, step 4 is vital!!!
4. Only AFTER steps 1 - 3 have been done and there are still issues, complete this google form so that Ms. Jansen can fix the issue.
<https://forms.gle/ZL13UU4JK1D5avE89>
5. College Board MUST have your correct email address by **Friday, April 24th** or there may be issues with taking the AP Exam.