Online Store for Education Institutions

The new Apple Online Store for Education Institutions makes it even easier to do business with Apple by delivering a number of efficiencies and benefits through all stages of online purchasing. The steps below will help you register for access or update your current access to the Apple Online Store for Education.

**Steps to Register with a New or Existing Institution Apple ID**
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](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 your manager or supervisor’s name, email address, phone number; click “Next”
10. Review and confirm your information; click “Submit” to complete the registration process

**Steps to Add a Location**
If you need to create proposals or make purchases for more than one Apple account, please follow these steps to add those account locations.

1. Log into the registration site [https://myaccess.apple.com](https://myaccess.apple.com)
2. Select the “Locations” tab on left side of the page; click “Add Location” on the right
3. Enter school name or account number; click the blue “Search” button
4. Place a checkmark next to the correct school location; click “Next”
5. Review the information; click “Submit”; then “Close”
6. Select the “Applications” tab on the left side of page; click “Request Access” on the right
7. Click the radio button for “Apple Online Store”; click “Next”
8. Click the radio button for the additional location; click “Next”
9. Select the “Role” tab; choose “Purchaser” or “Proposer”
10. Review and confirm your information; click “Submit”

**Validation Process**
You will receive an in process notification email, followed by a welcome letter. Once you have received your welcome letter, you are ready to shop and create proposals. Visit [https://ecommerce.apple.com](https://ecommerce.apple.com), select your country, and log in to the Apple Store for Education.

**Support**
If you encounter any registration issues, please send an email to user.support@apple.com or call our dedicated support team for assistance at 1-800-800-2775, option 6.