



# Online Store for Education Institutions

The 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

Sign up as a proposer. Not a purchaser or your order will be cancelled.

1. Log onto the registration site at <https://myaccess.apple.com>.
2. If you have an existing Apple ID, please “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 and click the blue “Search” button
5. Select the correct school location and click “Next”
6. Agree to Terms of Service
7. If you have not recently updated your Apple ID, you may be prompted for security questions; enter your date of birth and optional rescue email address, click “Next”
8. Choose your “Role” for Apple Online Store access as “Purchaser,” “Proposer” or “Returns Specialist”
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, make purchases or request returns for more than one Apple account, please follow these steps to add those account locations.

1. Log onto the registration site at <https://myaccess.apple.com>
2. Select the “Applications” tab on left side of page; click the blue “Request Access” button on the right
3. Select “Apple Online Store” application; click “Next”
4. Click the blue “Add Location” button at top left of pane
5. Enter school name or account number and country; click the blue “Search” button
6. Place checkmark next to the correct school location; click “Add location”
7. Place checkmark next to the selected location; select the Role at right as “Purchaser,” “Proposer” or “Returns Specialist;” click “Next”
8. Update manager or supervisor contact information if needed, click “Next”
9. Review the information; click “Submit;” then “Close” to complete the process

## 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, create proposals or request a return. Visit <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](mailto:user.support@apple.com), or call our dedicated support team at 1-800-800-2775, option 4 then 1, for assistance.