

# Online Store for Education Institutions

The Apple Online Store for Education Institutions makes it even easier to do business with Apple. The steps below will help you register for access to the Apple Online Store for Education.

## Steps to Register with a New or Existing Institution Apple ID

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 Customer Account Number, select country United States
5. Select the correct school location and click **"Next"**
6. Select email type and communication preferences
7. Agree to Terms of Service
8. 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"**
9. Choose your **"Role"** for Apple Online Store access as **"Purchaser"** or **"Proposer"**
10. Enter your manager or supervisor's name, email address, phone number; click **"Next"**
11. Review and confirm your information, click **"Submit"** to complete the registration 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, make purchases or create proposals. 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 [enrollment@apple.com](mailto:enrollment@apple.com), or call our dedicated support team at 1-800-800-2775, option 4 then 1, for assistance.

## Guide to Roles

Role	Purchase with all payment types	View Order Status	Create Proposals	Access Sales Quotes	Manager Approval Required
Purchaser	Yes	Full View	Yes	Full View	Yes
Registered Proposer	Credit and Procurement card only	By Order or PO Number	Yes	By Quote Number	No