

Online Store for Education Institutions

The Apple Online Store for Educational 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
 - a. Complete the identification fields; enter the security text presented; click “Next”
 - b. A validation key is sent to you email; copy and paste the key from your email into the validation field; click “Continue”
 - c. 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 preference
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 “Proposer” which will allow you to order with p-card or create proposals to be placed on a purchase order*
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 proposal. 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, or call our dedicated support team at 1-800-800-2775, option 4 then 1, for assistance.

*If you plan to use a purchase order, make sure that the person creating the requisition includes the Apple WebProposal number in the comments section of the requisition. The PO will be approved by Procurement Services and forwarded to Apple by Procurement Services.