



## Instructions for Portal Access

1. **Email** [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) , use PORTAL ACCOUNT in the Subject Line, and provide your name, title, phone number, and the schools you serve.
2. **Activate** your account within 48 hours of receiving an activation email from College Bound.
3. **Bookmark** <https://fortress.wa.gov/wsac/portal/default.aspx> for future access to your students' names.

Possible reasons why a student's name may NOT appear in the portal:

- Student did not list a school on the original application.
- The application was never completed– i.e., signatures, income information; therefore, the student does not qualify.
- The family did not give permission to release their information.
- The student did not apply.