Instructions for Portal Access

1. **Email** collegebound@wsac.wa.gov, use PORTAL ACCOUNT in the subject line, and provide the following:
   - Name
   - Title
   - Phone number w/area code
   - School district
   - School name

2. **Activate** your account within 48 hours of receiving an activation email from College Bound

3. **Bookmark** portal.wsac.wa.gov for future access.

Possible reason 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.
- The family did not give permission to release their information.
- The student did not apply.

Updated: December 15, 2020