



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.

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917 Lakeridge Way SW
PO Box 43430
Olympia, WA 98504-3430
888.535.0747 (option 1)
www.collegebound.wa.gov