**Directions for uploading your EE and TOK Essays**

**IB Diploma Candidates**

1. Each Diploma Candidate will receive a print out of their credentials in TOK.
	1. Students use this to upload work for ALL SUBJECTS
	2. Students need to keep these credentials safe.  If lost a 3rd party could use them to access their IBO records.
2. Accessing the upload window:
	1. Students should go to [candidates.ibo.org](http://www.candidates.ibo.org)
	2. Students enter their personal code and PIN (provided in the attachment)
	3. Follow the two screenshots below



