**How to Upload Materials**

**Directly to IB**

1.    Enter the following URL [https://candidates.ibo.org](https://candidates.ibo.org/)  
2.    Enter log in credentials (case-sensitive):

                    Personal code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                    Pin\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.    Click on the **My Coursework** tab  
4.    Click on **Upload Coursework**  
5.    Please see the File upload restrictions information box to view permissible file types and size restrictions.  
6.    **Enter all mandatory fields**:  
                Example- for TOK the mandatory fields are:   
**Prescribed title:**  Title (no quotations, no number)  
**Number of words**  
**Select file** (browse)  
**Declaration** - Confirm the work is your own and is the final version.  
**7.    Click Upload coursework**  
You will see **file upload was successful** message when your work has been uploaded!