



College Bound Toolbox

How to use the Toolbox

You can view the total number of College Bound students you have access to by using the “View My List” feature. By interacting with the portal to update student information, you can ensure we have the most up-to-date information possible.

You can find specific students not on your Student List using the “Student Lookup” tool. By providing specific information to narrow your search, you can look up any student in the system.

If you need to send College Bound staff a message or file containing private student information, use the “Secure Messages” feature.

Why use the Toolbox?

1. Edit student contact info.
2. Download up-to-date lists of your College Bound students.
3. Track student progress.
4. Send WSAC/College Bound staff secure messages.
5. Update your account settings and info.
6. View the history of activity on a student’s College Bound application.

How to access the Toolbox

You can get a free WSAC Portal account by emailing collegebound@wsac.wa.gov and providing your name, title, school, district, and office phone number. To log in, visit portal.wsac.wa.gov. Each person using the Toolbox needs their own account, as access should not be shared with others.

For detailed information on how to use the Toolbox, check out our [College Bound Portal FAQs](#).

College Bound is administered by the Washington Student Achievement Council. For more info about the program, visit collegebound.wa.gov, or contact us by email at collegebound@wsac.wa.gov, or call 888-535-0747, option 1.

