



College Bound Toolbox: Getting started

What is the Toolbox?

The College Bound Toolbox is an online portal that helps middle and high school staff manage their College Bound student list data and provide targeted support.

Toolbox features:

- **View My List:** See all your College Bound students.
- **Student Lookup:** Find College Bound students not on your Student List. You will need to enter specific info to narrow your search.
- **Secure Messages:** Safely send private student info or questions to College Bound staff.

What you can do in the Toolbox:

- View and edit contact info so College Bound staff can reach families about program benefits.
- Download your current list of College Bound students.
- Send secure messages to College Bound staff for sensitive info (per FERPA).
 - » Do not email student SSIDs, SSNs, Portal/Skyward screenshots, or bulk update files. Use Secure Messages instead.
- Update your account settings.
- View a student's College Bound application history.

How to Get Access:

To use the Toolbox, you need a WSAC Portal account. Email collegebound@wsac.wa.gov with your:

- Name
- Job title
- School and district
- Office phone number

After your account is set up, log in at portal.wsac.wa.gov.

Note: Each user must have their own account. Please do not share logins.

Need Help? Check out the College Bound [Toolbox tutorial](#) for step-by-step instructions.

College Bound is run by the Washington Student Achievement Council.

More info about the program:

collegebound.wa.gov
collegebound@wsac.wa.gov
888-535-0747, option 1

