Applying Made Easy:
Using the Standard Application Online for Community Based Organizations

SSAT.org/SAO
Who Can Apply with the SAO for CBO?

Students working with the following Community-Based Organizations:

- Boys Club of New York
- Breakthrough New York
- City Squash
- Harlem Lacrosse
- Hartford Youth Scholars
- Inspiring Young Minds
- Metro Squash
- Oliver Scholars
- Wadleigh Scholars
- Wight Foundation
- The Wyman Center
Create an Account
SSAT.org: Log In

On [www.ssat.org](http://www.ssat.org) select the “Login” option at the top right of the screen.

FREE 30-min. online test and study suggestions! [Explore SSAT Practice Online](http://www.ssat.org)

Find an SSAT Test Location

Select your SSAT Test Level

Select Country

Select State or Province

Do you require testing accommodations?

Find a test near me
Create an Account by clicking on the Sign up for a Parent/Guardian and Student Account button.

Sign in

Username
Forgot Username?

Password
Forgot Password?

Remember Me
Sign in

Create an Account

Sign up for a Parent/Guardian and Student Account

If you do not have a parent or student account, please click here.
Parent/Guardian Account

Create SSAT.org Accounts

Parent/Guardian

Prefix
Select
First Name *
Initial
Last Name *
Suffix

Primary Phone Number *
555-555-5555
Select
Secondary Phone Number
555-555-5555
Select

Parent/Guardian Address Line 1 *
Street Address

Parent/Guardian Address Line 2
Suite, Apartment or Building

Parent/Guardian Address Line 3

Create a username and password to log in as a parent or guardian to manage your student’s account.

Parent/Guardian Email Address *
Required

Parent Username * (You can use your email address)
Required

Create Password *
Required

Confirm Password *
Confirm Password should match with Password.

Complete all necessary fields to create your account. Required fields will be marked in red font.
Student Account

Complete all necessary fields to create your account. Required fields will be marked in red font.

Student #1
Creating an account for your student will allow them to access SSAT Practice Online, and view test results.

First Name *

Middle Name

Last Name

Current Grade *

Select

Current School Type *

Select

Interested in *(Select all that apply)

Day School

Boarding School

Date Of Birth *

MM/DD/YYYY

Ex: 03/14/2006

Gender *

Select

Ethnicity *

Select

Native Language *

Search for your Language

If you don’t find yours, add it in the box.

Create a username for your student
Your student can log in to access SSAT Practice, Standard Application Online and more.

Student’s Username *

Create username

Create Password *

Your password must be at least 7 characters long and contain a special character like $. This is the password you can share with your student so they can gain access to their account.

Confirm Password *
Communications

If you will allow EMA to contact you by email, answer Yes to this question.

Student Example is the student you are managing.

You are logged in as Mom Example.

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Review the Following Account Preferences and/or Policies Requiring Attention

This will apply to your accounts for the current academic year (Aug 1, 2018 - Jul 31, 2019).

Opt to receive email communications from The Enrollment Management Association

By checking the box below, you (parent/guardian) are opting in to receive email communications from EMA about the Secondary School Admission Test (SSAT), Character Skills Snapshot (The Snapshot), Standard Application Online (SAO), SSAT Practice Online and other information related to the application year and our member schools.

If you choose not to opt-in to email notifications, you will still receive important emails regarding any product or service that you actively use or purchase.

☐ Yes, I agree to receive email communications from The Enrollment Management Association
Terms and Conditions for Student Accounts (Required)
Please read through the entire terms and conditions for all student accounts and check that you agree to continue.

THIS WEBSITE ACCOUNT CREATION AND PARENT/GUARDIAN CONSENT FORM must be completed by the parent or legal guardian (referred to as "Parent/Guardian" or as "You" or "Your") of a child under the age of 18 (the "Child") for whom the Parent/Guardian would like to create a website account ("Account") to enable the Parent and the Child to receive and make use of assessment and application services offered by The Enrollment Management Association, including but not limited to the Secondary School Admission Test ("SSAT") registration and scheduling system, the SSAT, SSAT practice tests, SSAT score reporting, the Character Skills Snapshot ("The Snapshot") registration system. The Snapshot assessment, and The Snapshot results reporting, and the Standard Application Online (the "SAO") (the "Services"). In order to create an Account and register the Child to access and use the Services offered through the Account, the Child's Parent/Guardian must complete this Consent Form on The Enrollment Management Association's website. You may register and provide consent for more than one Child at a time to use the Services through Your Account, so long as You are the Parent or Guardian of each Child registered. If You are registering more than one Child, this Consent Form and all Terms and Conditions set forth below apply to each and every Child registered.

Important: You need to scroll through the entire agreement and click Yes below to continue

☐ Yes, I have reviewed and agree to the terms and conditions (required)

Privacy Policy for Student Accounts (Required)
Please read through the entire privacy policy for all student accounts and check that you agree to continue.

Privacy Policy
The Enrollment Management Association (the "Association", the "Organization", "we", "us" and/or "our") has prepared this Privacy Policy ("Privacy Policy") to explain how we collect, use, protect and disclose information and data that you provide or make available to the Association in the course of evaluating, requesting, using or receiving services offered by the Organization, including but not limited to, school application and enrollment services, financial aid application services, the Secondary School Admission Test ("SSAT"), SSAT registration, scheduling, administration and score reporting, SSAT preparation, SSAT online practice tests, SSAT community forums, administration of the Character Skills Snapshot ("CSS") assessment, CSS registration, scheduling, administration and results reporting, the Standard Application Online System ("SAO"), Association-operated websites, Internet-based services and other

Important: You need to scroll through the entire agreement and click Yes below to continue

☐ Yes, I have reviewed and agree to the privacy policy (required)
Additional Features

If you will allow schools contact you and share more information so you can learn about them, you can answer Yes to this question.

Sign up to receive communications from independent schools for your students

By checking the box below, you (parent/guardian) agree to share your address and contact email, as well as your student’s basic profile information and boarding/day school preference with The Enrollment Management Association’s member schools. By participating in this service, you will receive admission materials, which may be in the form of email or postal mail, tailored to your student’s grade, gender and boarding/day preferences. The mailings may also contain information about school fairs, open houses, and scholarships.

☐ Yes, I would like to receive information from member schools for Student.

Save & Submit

If you have more than one child applying to schools, you can create accounts for them now.

If you have another student needing access to ssat.org, please add them now.

Add another student
...and You’re All Set!

What would you like to do?

SSAT Testing
SSAT Practice
SSAT Scores
Character Skills Snapshot
Apply to Schools
My Profile
Send an Inquiry

Shortcuts
Register for the SSAT
Print your Test Ticket
Apply to Schools
ALL NEW! The Standard Application Online (SAO) makes it easy to apply to schools.
Apply Now
Start Your Application
Select the “Apply to Schools” icon. The yellow info ribbon at the top of the page can be hidden once you are comfortable with the navigation.
Add Your CBO Advisor

You are working with a Placement Counselor through your Access Organization. Select Add CBO Advisor from this screen.

1. Search and Add Schools
   - Add schools and see when you can visit, get deadline and fee info before applying.

2. Complete your Profile & Pay Fee
   - Complete and send your profile to schools to show your intent.

3. Fill Out Forms & Send Requests
   - Fill out forms online and send requests for recommendations.

4. Track Your Progress
   - View and manage your application progress in one convenient dashboard.
Search & Add Your CBO

Add your CBO Application Advisor

If you are working with a participating community-based organization for placement in an independent school, enter the organization's name here to allow them to assist you in managing and/or monitoring your applications.

Enter the Community Based Organization
Hartford Youth Scholars, CT

I acknowledge that I waive my right to read the confidential teacher recommendation and school reports provided by the designated advisor. I also grant permission to my advisor to view and read any application form/s and or recommendation/s completed by me or my recommender.

Indicate which program you are working with here.
- Search for the advisor by their organization name
- Acknowledge the statement of use
- Add advisor

Add Advisor
The Application Workstation

2019

Advisor: The Boys’ Club of New York

The Boys’ Club of New York

Adviser Application
Deadline: Rolling
$0 Application Fee

To complete this application, please complete profile and submit 9 more items.

School-Specific Details

Items highlighted in yellow are required for this school

Optional: Get Updates and Information from The Boys’ Club of New York

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Example Two’s basic profile information with The Boys Club of New York. Read More

Share Example Two’s basic profile information and receive updates and important information from The Boys’ Club of New York

Application & Special Instructions

School follows rolling admission.

School Supplement Forms

This school has no supplemental forms to complete.

SSAT Score

An SSAT Score is required for grade incoming applicants.

You can designate a school as a score recipient through the “Check Scores” workstation on your student online portal. You can also register your student for a SSAT through “My Tests”.

Student Information

Grade Applying For:
Session Year: Fall 2019
Residential Status: Day
Standard Deadline: Rolling

2019 Standard Application Forms

Items highlighted in yellow are required for the school that is currently expanded.

Student Profile 0%

Continue

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

Start

Parent Statement

Start

REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics Recommendation

Request

English Recommendation

Request

Principal/Guidance Counselor Recommendation

Request

Official School Reports/Transcript Form Release

Sign Release
Once your advisor is added, you can see if they have any special instructions about how they will work with you and your family during the application process. View these instructions any time by clicking “View Instructions from Advisor.”
Advisor Instructions

Placement Process

All registered members that attend one of the three clubhouses (Karnaman LES, Gerry (East Harlem), or Abb (Flushing) and are part of the High School Access can utilize the services for placement (Independent Boarding, Independent Day, Public, Specialized, Charter, and Parochial).

Once you’ve been identified and create your user name and log in, you need to add ANTONIO APONTE as your advisor in order for BCNY to receive copies of the application and add schools for consideration. He will be the lead advisor and work with the other two HSA Directors at (Gerry & Abb) to ensure a smooth process.

We will assist with the application, with the financial aid process, with guiding the interview process, with providing test prep for the exam, with selecting the appropriate schools...

Thank you and look forward to helping you and your son!

Antonio Aponte
212-677-1109
antonio.aponte@bcny.org

Parent questionnaire - that the parent needs to complete:

Recommendations from (Math, English, and Guidance) - that your son's instructors need to complete (You need to get their name/email to submit, so they can receive the form to complete online)

Supplemental forms - (As need be)

IMPORTANT

You need to speak with us prior to submission, so we can review your portions. We want to be clear that it is done properly and shed the most positive and complete impression of your son.

Once this happens, then you can submit it. Please note that once it’s submitted it can’t be changed. That is why we want to review it with you prior to submission. We cannot change what the teacher writes, so please give it to them around the first marking period, so they have something to draw from and write about, especially if they are new teachers.

In some cases, we may need a supplemental from an athletic coach, artistic teacher ... and we will ask that if needed.

Finally, please emphasize the importance of getting off to a “STRONG START” at school.
This is your Application Workstation. On the left, you’ll see your program with a detailed information card showing everything you should start working on as a part of the application process. On the right, you can see all of the standard required components for your application.
To begin work on your student profile, select the orange “Continue” button in the right column.
Your student profile collects information in the following categories. You must complete all sections and required fields to complete your student profile.

- Student Information
- School Information
- Interests and Achievements
- Multimedia Links
- Parent or Guardian Information
- Address & Status information
- Siblings
First, add the name and information for the school you currently attend. Do this by clicking “Add a school” and then entering the required information. If you have attended more than one school in the past, you can add additional schools.

School Information
You must start by entering your current school first. A current school is required.
To add a school, scroll up and click on Add a school.

Independent School Connection
Select I have to list relatives and close friends who are or have attended independent schools or select that you are not planning to include this information. Schools like to know if members of your family, especially siblings, attended or are currently attending their school or an independent school.

You can list any independent school connections you may have. If you would like to share the names of anyone you are connected to who has attended or currently attends an independent school, enter that here.
Parent/Guardian Information

Schools highly recommend that you include all the parents or guardians that are involved in the student’s academic and personal life. Your school application will be submitted to schools with a primary and secondary parent or guardian’s information.

Parent or Guardian Information

- **Mom** Primary Parent/Guardian
  - Prefix: Mrs.
  - First Name: Mom

- Middle Name
- Last Name: Example

- Relationship to Student
- Is this person living or deceased?
  - Living
  - Deceased

- Email Address: SSATExampleEmail@yahoo.com

- Has Custody?
  - Yes
  - No

- Username: ExampleMom
Student's Profile

Address & Status

Parent or Guardians and their addresses should be added on the Parent or Guardian Information tab.

Student Addresses

Please select the address where the applicant resides and where you would like admission materials and/or bills to go for this applicant.

Note: In case you see old addresses that you would like to edit in the list below, please go to the Parent/Guardian Information tab to make changes.

Please correct the following items:
- Please designate an address to send bills to

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Send admission materials to</th>
<th>Send bills to</th>
<th>Lives at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mom Example</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 Main Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honolulu HI 12345</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Way</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Readersville HI 12345</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Your profile needs to be at 100% to be able to pay a school's fee and start submitting your application/s.

Note: Once you pay the fee your profile will be sent as it is at the time and no further updates will be sent to the school.

**Student's Profile**

**Siblings**

Select I have to provide names, ages, and grade in school for applicant's sibling/s or select that you are not planning to include this information.

- I have a sibling to add
- I do not plan to add sibling/s

* Required fields
Interests and Achievements

Schools are looking to hear about your most recent interests and achievements. We recommend you limit to items that have occurred in the last academic year or two so that schools can focus on those activities where you are more currently involved and achieving.

Interest and Activities *

Select I have interests or activities below to tell schools about your most recent extra curricular interests and activities or select that you are not planning to include this information.

- I have Interests and Activities to add
- I do not plan to add Interests or Activities

Required

Academic or Personal Achievements *

Select I have academic or personal achievements below to tell schools about your most recent achievements or select that you are not planning to include this information.

- I have Academic or Personal Achievements to add
- I do not plan to add Academic or Personal Achievements

Required
Interests, Activities, & Achievements

ExampleTwo's Profile

Interests and Achievements

Schools are looking to hear about your most recent interests and achievements. We recommend you limit to items that have occurred in the last academic year or two so that schools can focus on those activities where you are more currently involved and achieving.

Interest and Activities *

Select I have interests or activities below to tell schools about your most recent extra curricular interests and activities or select that you are not planning to include this information.

Interest or activity

Interest Category* Activity* Other

Yrs of Exp* Hours/Week*

Level of Involvement* Positions Held*

(junior, varsity, chair,...) (awards, honors, etc.)

Do you plan to continue?*

Add an interest and activity

Academic or Personal Achievements *

Select I have academic or personal achievements below to tell schools about your most recent achievements or select that you are not planning to include this information.

Academic or Personal Achievement #1

Name Achievement* Upload a document

Add an achievement
Multimedia Links

Select I have links to any videos, portfolios or other showcases of your achievements or work that you would like to share like websites, blog pages, or a YouTube channel or select that you are not planning to include this information.

- I have Multimedia link/s to add
- I do not plan to add Multimedia link/s

Required

Go to My Applications
Your Student Profile is Done!

Great job! Your profile is now ready to be shared with schools.

Now that your profile is complete you can start submitting your profile to schools by paying application fees. Once you pay the fee your profile will be sent as it is at that time and no further updates to the profile made thereafter will be sent to the school.

You can work on your student profile in one or more sittings until it is complete. Once it is finished, the status will indicate 100%, so you know you’ve provided all of the required information.
Your Student Profile is Done!
Only your Advisor will be able to add schools to your list. As they add them, the schools will appear on your workstation. This does not mean applications have been sent to schools.
The Application Workstation

As schools are added to your workstation, you will need to view the required items for each school. To do that, click the blue bar to open the information card for each school.
Some schools will have special instructions about their admissions process you should be aware of. You can view those under the “View Instructions” link in the application details section.
A pop-up screen will appear to show you those instructions once click on the link. You can go back and reference these any time.
Application Submission
As soon as your student profile is complete your Advisor can begin sending your application along to schools. You’ll know if your application has been submit because you’ll see the notice inside the school detail card.
Student Essays & Parent Statements
To begin working on the student essays, click on the “Start” action button in the right column.
The student essays section opens and you can review the questions. You can work on the essay questions and save your work in draft status until you are ready to submit. The parent statement questions work the same way.
If you save the essays as a draft, you will see the action button changes to “Resume,” and you can come back and work on them until you are ready to submit.
Submitting the Student Essays

Are you sure you want to submit Student Essays?

Click Confirm Submit below to submit this form as part of your Standard Application Online (SAO). Once submitted, this form will be delivered to the school(s) that require it as part of their application and will no longer be editable.

If you are not ready to submit, click Cancel to go back to Save as Draft or continue working on your form.

Once you are finished with your essay responses, select “Submit.” After submission, no edits are possible.
Completing a Supplement
If a school requires a supplement, you will see it listed on the school’s application card. You’ll see it’s indicated by a **RED “Not Started” note.** To begin working on the supplement form, select “Start.”
The supplement will open so you can begin working on it. You can save the supplement in a draft status and, once you’re satisfied you’ve completed the form, you can “Submit” it. No changes can be made once you’ve submitted the supplement.
Sending SSAT Scores & Character Skills Snapshot Reports
Some schools require an SSAT score or Character Skills Snapshot results for applicants. You will be able to see what is required by looking in the SSAT Scores and Character Skills Snapshot sections. Your scores and results are not automatically sent as a part of the SAO. You will have to designate which scores and results you wish to send to schools.

From the home page of your account, select the **Scores or Character Skills Snapshot** tabs of your Student Account and follow the steps to **Add Recipients**.
If a Graded Essay is Required

If a school you’ve added to your workstation requires a graded essay, you’ll see it listed in the right-hand column of required components. Click the action button marked “Upload.”
Upload your Graded Essay

Your computer’s library will open so that you can select the file for upload. The file must be a PDF. Once you locate the file you wish to upload, select “Open.”
After uploading the PDF of your graded essay, you will see it on the dashboard. If you uploaded the wrong item, you can remove it. Confirm the correct document was uploaded, and then “Submit” it.
As the last step, you must confirm the submission. Once you do this, the item is locked into the system and no further changes can be made.
When you’ve correctly submitted the graded student essay, you will see the green “Submitted” notation, along with the date of submission. You can see the item you’ve submitted at any time by clicking on the PDF icon.
Under the required application components you will see all of the required recommendation forms for the schools you’ve selected. Select the action button for these forms labeled “Request.”
Provide the name and contact information for the person who will write the recommendation. Check the acknowledgement section indicating you understand that the form is confidential and you know you will not be able to view it.

Once you’ve entered all the information you can “Send the Request.”
- Once you request the recommendation form, the action button status changes to “Resend” and you can see details of who the request was sent to. If you have to resend or re-assign the form, just click on that icon and enter the information for the person the request should be sent to.
- As items are completed, like teacher recommendations, you will see the status changes from “Requested” to “Submitted,” along with the date of submission. Items on the right-hand side are marked with green text when they are complete and red text when they need your attention.
To request official school reports or transcripts, select “Sign Release.”
Recommendation Not Requested (Aug-21)

Official School Reports/Transcripts

Request Official School Reports and Transcripts

Transcript Release Authorization is to be used when requesting reports and transcripts for the academic years required for admission including: 2018-19, 2017-18, 2016-17. This gives the schools an authorization to share your transcripts and reports.

Send Transcript Release Authorization

Student's Name
Student Example

Parent’s Email
SSATExampleEmail@yahoo.com

Type your name to act as your digital signature
Mom Example

Today’s Date
2018-10-17

I, Mom Example, parent/guardian of Student Example do hereby authorize school administrator to release official school reports and transcripts for the school years: 2018-19, 2017-18, 2016-17 in support of my application to Independent School(s) via the Standard Application Online (SAO).

This authorization covers requests for all years mentioned above and will be shared with administrators who will be fulfilling the requests for Student.

Once reports and transcripts are uploaded to the SAO, they will be delivered to all schools to which Student Example is applying via the SAO.

Step 1 for the Official School Report/Transcript request is to complete an official release form. This release form will be shared with the school official assigned to provide the reports.

Sign Release
Indicate the years you are requesting

Step 2 of the Official School Report/Transcript request is to indicate the years for which a school official will supply your official grades. First enter the name of the school official, and check the boxes for the school report years this person can provide.

Note: If the first person you've requested reports from cannot provide all of the years needed, you need to assign another person to provide any remaining reports.
If you have not reached the first marking period of your current school year, you may wait to assign that specific report request until after the grades are available. This will prevent your school official from uploading grade reports for the current year that don’t show at least your first quarter grades.
Monitor Each Application

- Each application has a progress bar showing how close it is to completion. Make sure you reach 100% for each application before the deadline the school has listed as their application due date. When in doubt about the requirements of a school you are considering, you can always consult the school’s website or contact their admission office.
Questions?

Contact Us!

www.ssat.org

Call: 609-683-4440
Email: apply@ssat.org
Live Chat: ssat.org