



Designating a SSAT Score Advisor 2016-17

An “score advisor” is someone who manages scores on a student’s behalf. This differs from those schools to which students are applying, which are referred to as “score recipients.”

You can add a score advisor during or after registration.



During Registration

- Indicate you would like to add a Score Advisor.

Select “Yes” if you are working with a placement director at your school, or if you are working with an educational consultant.

- Type the Member’s name and click “Select.”*

Be sure to check the 4-digit code and location. Many members have similar names.

**Only Members of The Enrollment Management Association can be added as score advisors.*

- Click Next and continue the registration process.

The screenshot shows a registration progress bar with steps: About You (checked), Find a Test (checked), Reporting (active), Add-Ons, Payment, and All Done. The current step is 'Reporting', which asks 'Do you want to add a Score Advisor?'. There are two radio button options: 'No' and 'Yes'. The 'Yes' option is selected and circled in red. Below this is a section titled 'Your Score Advisor' with a text input field containing 'Ithaca' and a 'Select' button, both circled in red. A 'Things to Know' section provides information about advisors. At the bottom right are 'Previous' and 'Next >' buttons.



After Registration

- Log On to your student's account at <https://portal.ssat.org>.
- Click "My Tests."
- In your account, click the "+" sign next to the test to which you want to add a score advisor
- Click "Assign Advisor."

MY TESTS

Date	Test Center	Exam Level	Change Date/Site	Cancel a Test	Admission Ticket
+ Jun 7, 2014	SSAT Academy	Upper	Change Test	Cancel Test	Print Ticket
+ Jan 4, 2014	SSAT Academy	Upper	Change Test	Cancel Test	Print Ticket

Jan 4, 2014 American Councils Bish Upper Print Ticket

Test	Upper Standard
Date	1/4/2014
Test Center	American Councils Bishkek
Address	167 Syoykova Street Office 29 Bishkek 720001 Kyrgyzstan

Print receipt Print admission ticket

Score Recipients

Add Recipient

Current Recipients

- SSAT Academy [remove]
Your scores are currently pending delivery to SSAT Academy
- Stoneleigh-Burnham Scho [remove]
Your scores are currently pending delivery to Stoneleigh-Burnham School

Score Advisor

Assign Advisor

Current Advisor

Order Additional Services

<input type="checkbox"/> Order Writing Sample	<input type="checkbox"/> Order The Official Guide to the SSAT [Upper Level]
<input type="checkbox"/> Order Score Report by Mail	<input type="checkbox"/> FedEx Standard Mail
<input type="checkbox"/> Order Score Alert via Email	<input type="checkbox"/> Order The Official Guide to the SSAT [Middle Level]
	<input type="checkbox"/> FedEx Standard Mail



After Registration

- Enter the name of the Member who you are selecting to be a score advisor.*

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- Click “Search.”

Be sure to check the 4-digit code and location. Many members have similar names.

- Click “Add Advisor.”

