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.
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.”
After Registration

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

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

• Click “Search.”

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

• Click “Add Advisor.”