

A cluster of approximately 12 plus signs (+) in various colors (blue, red, orange) scattered in the top right corner of the slide.

# SAO 3.0

The Standard  
Application Online -  
Setup for Community  
Based Organizations

# SAO for CBOs



When you Opt-In to the SAO for CBO All Access program, students apply directly to your program, and then you manage their applications to independent schools.

- ✓ Intuitive and automated opt-in process
- ✓ Provide specific instructions to your students about your process
- ✓ Manage all your students' applications electronically in one space
- ✓ Automatically provide fee waivers to all applicants
- ✓ Send complete applications all at once
- ✓ Opt in by Friday, 9/22

# MAP Homepage



The  
**Enrollment  
Management  
Association**

Welcome, S



Home Testing Scores Applications Prospects

## Member Access Portal

TESTING

SCORES

APPLICATIONS

PROSPECTS

DATA DASHBOARDS

RESOURCES

To locate  
your Setup  
click on  
Applications

The  
**Enrollment  
Management  
Association**



# To Begin

Choose  
2018 SAO  
Set Up

The  
Enrollment  
Management  
Association

**STANDARD APPLICATION ONLINE**

**Export Biographic Information**

I want to export

Grades PK - 1 | Grades 2 - 5 | Grades 6 - PG

7 Total Count | 1 Total Males

**Legend:**  Pending  Received  Received & Exported / Printed

**Filters**  Only complete apps Last name  File

Last Updated	Student	Entranc Year	Apply For	Resident Status	Financial Aid	Bio Info	Bio Info Submitted
04/03/201	<a href="#">Korn, Victoria</a>	2017	1	Boarding	Yes	●	10/25/201
01/10/201	<a href="#">ssat_iris</a>	2017	K	Boarding	Yes	●	01/10/201
10/31/201	<a href="#">ssat_Bea</a>	2017	1	Boarding	No	●	10/31/201
10/14/201	<a href="#">Bhatt, Meena</a>	2017	1	Boarding		●	10/14/201
08/19/201	<a href="#">ssat_Joy119</a>	2017	PK	Boarding	Yes	●	09/30/201
08/19/201	<a href="#">SSAT, Joy112</a>	2017	1	Boarding	No	●	09/30/201
08/19/201	<a href="#">ssat_Joy117</a>	2017	1	Boarding	No	●	09/30/201

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# New Users: Opt In

Opting-In has never been so easy. Click the Opt-In box, and then the Opt-In button in the middle of the page. Your organization's SAO application will be set up for you. \*If you participated previously, we have already opted in on your behalf.

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has two main sections: 'Home' (purple) and 'Testing' (teal). The 'Home' section includes a home icon and a link to 'NEW Order Practice Online Codes'. The 'Testing' section includes a testing icon and links to 'Test Fee Waivers', 'Order On-Hand Testing Materials', 'Administrator Resources', and 'Manage Proctors'. The main content area is titled 'Application Set Up' and contains a checkbox with the text 'I want to participate in the SAO Access Initiative to support my students in their application process to independent secondary schools.' Below this is an orange 'Opt-In' button. Two red arrows point from the top left towards the checkbox and the 'Opt-In' button.

**Home**

- > **NEW** Order Practice Online Codes

**Testing**

- > Test Fee Waivers
- > Order On-Hand Testing Materials
- > Administrator Resources
- > Manage Proctors

## Application Set Up

I want to participate in the SAO Access Initiative to support my students in their application process to independent secondary schools.

**Opt-In**

# We'll Be in Touch



Once you click on Opt-In you will receive the below communication. This prompts our team to follow up with you about the program.

## Home

› **NEW** Order Practice Online Codes

## Testing

- › Test Fee Waivers
- › Order On-Hand Testing Materials
- › Administrator Resources
- › Manage Proctors

## Scores

- › Advisor Workstation
- › Predictive Validity

## Application Set Up

### Opt-In Successful!

Thank you for your participation! A member of our team will be in touch with you shortly. A standard SAO setup template has been created for your organization that will be presented to your advisees using the SAO.

I want to participate in the SAO process with my students in their application process to independent secondary schools.



# Manage Your Apps

Following notification of successfully opting-in, this Application Set Up page will appear. The application for your program has been automatically published. If you wish to turn it off, you can click on "pause".

 Home

> **NEW** Order Practice  
Online Codes

 Testing

> Test Fee Waivers

> Order On-Hand  
Testing Materials

> Administrator  
Resources

> Manage Proctors

## Application Set Up

Application	Date Modified ▼	Status	Actions
<b>Hartford Youth Scholars Foundations 6-PG Application</b> Grade/s: 6-PG	7/12/2017	Published <a href="#">Pause</a>	<a href="#">View</a>

**For Placement Advisors**

[Enter instructions for students using the SAO who will work with you as an advisor](#)

Click on the blue link to add special instructions for your students. This set of instructions will help your students navigate their application better.

# Special Instructions



List instructions that will help your families understand your specific process.

## Instructions from Hartford Youth Scholars Foundations

What special instructions would you like to display on the SAO?

Please provide any other special instructions to be displayed with the application, including links or other information, that will help students apply or learn more information.

A rich text editor interface. At the top is a toolbar with icons for undo, redo, a 'Formats' dropdown menu, bold (B), italic (I), bulleted list, numbered list, link, and image. Below the toolbar is a large, empty text area for entering instructions. At the bottom left of the text area is a small 'p' icon, and at the bottom right is a small grid icon.

[Exit](#)

[Save a Draft](#)

[Done, Review Application](#)



# Here for You

We invite you to join us for Online Office Hours, or schedule a time for training. We are here to help you.

✓ Online Office Hours

✓ In-person trainings

✓ Virtual trainings

✓ Individual, teams,  
regional groups



# Thank You



Member Hotline: 609-683-5558

[members@enrollment.org](mailto:members@enrollment.org)

[www.ssat.org/SAO](http://www.ssat.org/SAO) (for families)

[www.enrollment.org/SAO](http://www.enrollment.org/SAO)  
(for schools/organizations)

The  
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Management**  
Association

