# SAO 3.0

The Standard
Application Online Setup for Community
Based Organizations

### SAO for CBOs

rogram, students apply + +

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 <u>electronically</u> in one space
- Automatically provide fee waivers to all applicants
- ✓ Send complete applications all at once
- ✓ Opt in by Friday, 9/22

## MAP Homepage

**PROSPECTS** 

The Welcome, S Enrollment Management Association **Applications** Home Testing Prospects Scores Member Access Portal APPLICATIONS **TESTING SCORES** 

**DATA DASHBOARDS** 

RESOURCES

To locate your Setup click on Applications

The **Enrollment Management** Association

## To Begin



Choose 2018 SAO Set Up NEW Order Practice Online Codes

#### **Testing**

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

#### ್ಲಿಕ್ Scores

- Advisor Workstation
- Applicant Comparison Data
- Predictive Validity Study

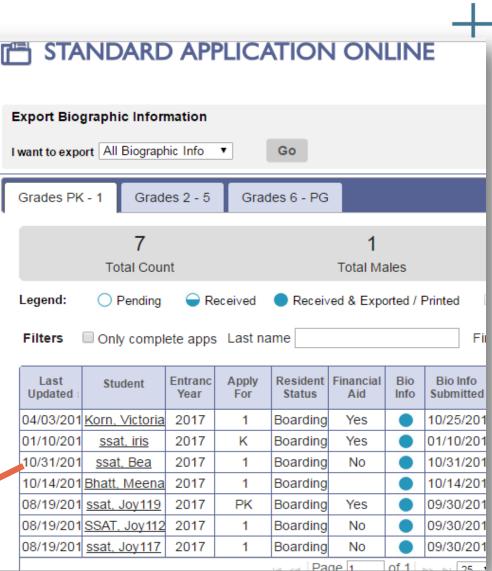


Enrollment Management Association

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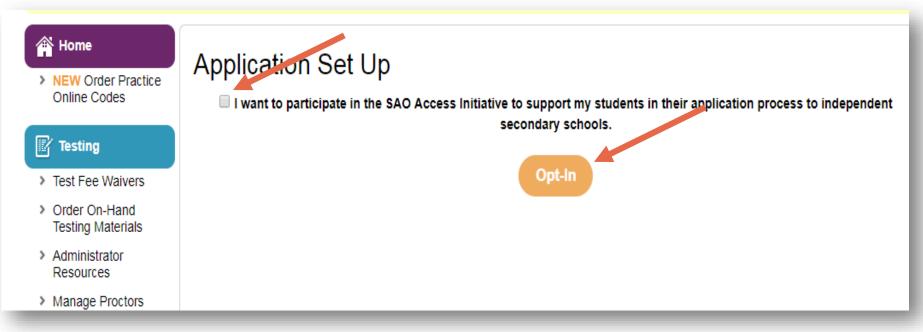
2018 SAO Set Up

2017 SAO Set Up



## 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 your you. \*If you participated previously, we have already opted in on your behalf.



The **Enrollment Management** Association

### 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.



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!

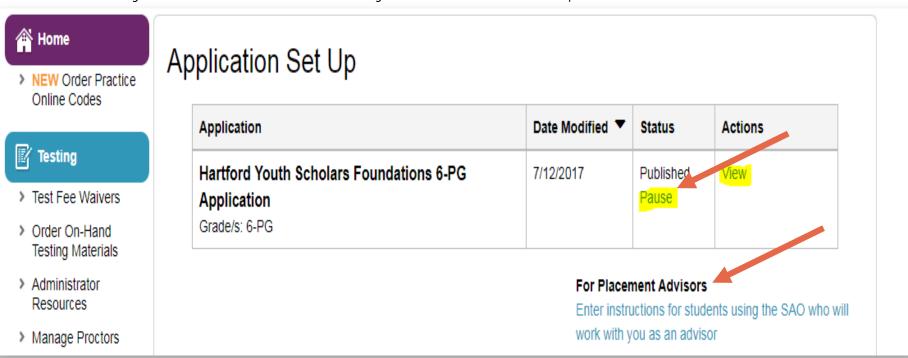
Thank you for your participation! A

I want to participate in the Smember of our team will be in touchy students in their application process to independent

with you shortly. A standard SAO setup template has been created for your organization that will be presented to your advisees using the SAO.

## 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".



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



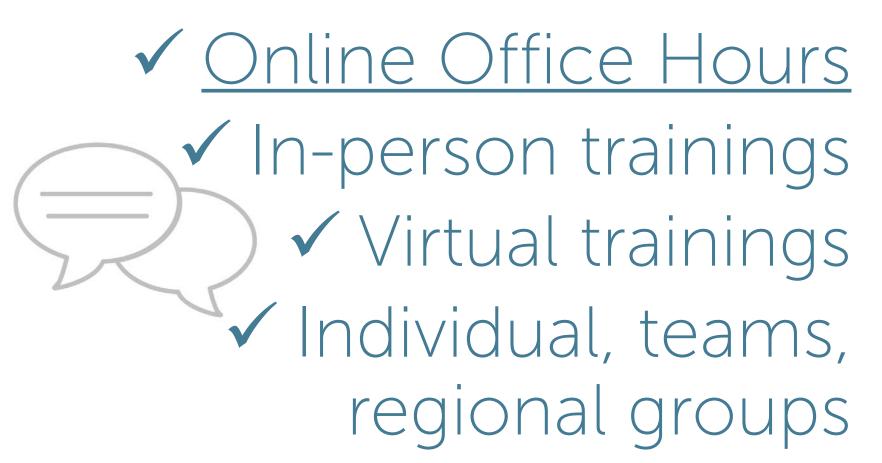
List instructions that will help your families understand your specific process.

### Instructions from Hartford Youth Scholars Foundations Please provide any other special instructions to be displayed with the application, including links or other information, What special that will help students apply or learn more information. instructions would you like to display on the SAO? Done, Review Application Save a Draft

### Here for You

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



### Thank You

Member Hotline: 609-683-5558

members@enrollment.org

www.ssat.org/SAO (for families)

www.enrollment.org/SAO (for schools/organizations)

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