Schedule a Closed Flex Test

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Log into your MAP

- Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#).

- Enter your user name and password
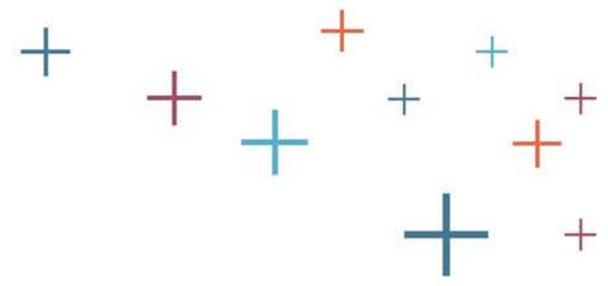
Select the Testing link

Select Your Test Center & Click on Schedule a Test

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Welcome, SSAT Support • Account Profile • Manage Users • Log Off

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TESTING

Register a new test center

Approved Test Center(s)	Test Center(s) Awaiting Approval

▶ **International Site**

▼ **SSAT Academy**

Schedule a Test   Test Center Profile

Upcoming Tests	Post Test Processing	Completed Tests

	Date	Exam Type	Exam Level	Total Registered
+	Aug 15, 2017	Flex	Elementary	2
+	Oct 14, 2017	Standard	Middle/Upper	2
+	Oct 15, 2017	Standard	Middle/Upper	0
+	Nov 11, 2017	Standard	Middle/Upper	1
+	Dec 16, 2017	Standard	Middle/Upper	2
+	Jan 13, 2018	Standard	Middle/Upper	0
+	Feb 3, 2018	Standard	Middle/Upper	0

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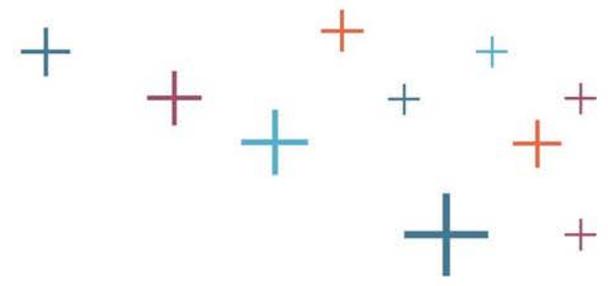
Set Test Details

Select test type as Flex, select exam level, and indicate Closed Flex. Then, indicate the number of test materials that will be needed and select a test date.
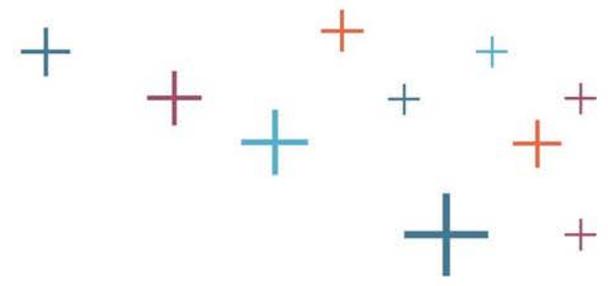
Set Test Details (Cont'd)

Then, select the test administrator and seating capacities for those with and without testing accommodations. Enter any special instructions, including start time, confirm your shipping address, and click Submit.

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Confirmation

Review the confirmation to ensure everything is correct. If you made an error, click Delete Test and schedule the test again. Make note of the access code so you can provide it to test takers. Test takers will only be able to register for this test if they have the access code.
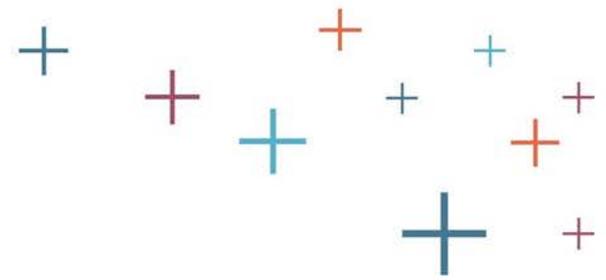

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Notes

- If you do not order materials at the time of scheduling a test, remember to do so later allowing at least one week for processing and shipping.
- **If you lose the access code, you can log on to your MAP to view the test details including the access code.**
- **You may not cancel a test if there are any students registered.**
- **Monitor your roster online to see who is registered.**

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