

Schedule a Closed Flex Test

The
**Enrollment
Management**
Association



Assessment
Resources

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



Sign in

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Me

Create an Account



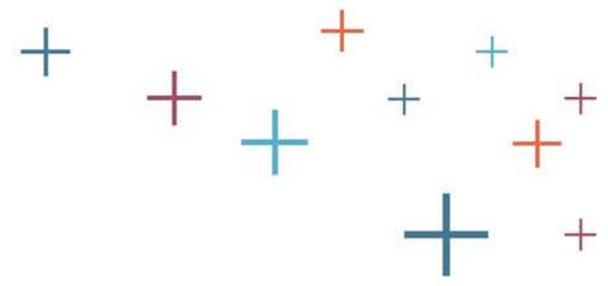
Sign up for a
Parent/Guardian and
Student Account

If you do not have a parent or student account, please [click here](#).



Membership Application
for The Enrollment
Management Association

If you would like to inquire about becoming a Member or Test Center of The Enrollment Management Association, please [click here](#).



Select the Testing link

SSAT Testing ▾	SSAT Scores ▾	Snapshot ▾	Applications ▾	Prospects ▾	Data Dashboards ▾	Resources
----------------	---------------	------------	----------------	-------------	-------------------	-----------

Member Access Portal

 SSAT Testing	 SSAT Scores	 Data Dashboards
 Prospects	 Applications	 Resources

Quick Access Menu

	ADVISE STUDENTS Application Workstation ◉ Score Workstation ◉
	ASSIGN WAIVERS Test Fee Waivers ◉ Application Fee Waivers ◉
	PUBLICATIONS AND PRACTICE Order Official Guide or SSAT Brochure ◉ NEW Order Practice Online Codes ◉

Select Your Test Center & Click on Schedule a Test

The Enrollment Management Association

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

Home Testing Scores Applications Prospects Data Dashboards Resources

TESTING

Register a new test center

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

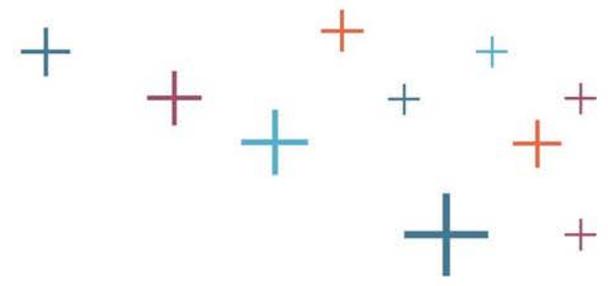
International Site

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



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.

Home Testing Scores Applications Prospects Data Dashboards Resources

New Test

Test Center Name SSAT Academy

Test Type

Exam Level

Open or Closed

Create Test As Open Flex Closed Flex

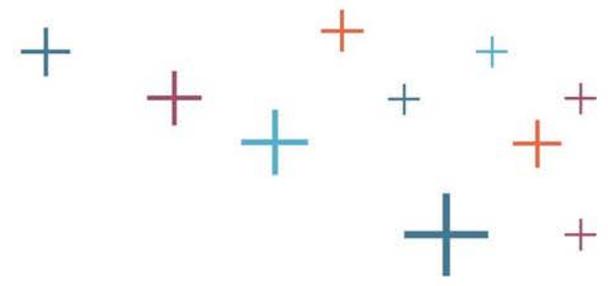
Testing Material

I have enough test materials I need to request more test materials

Middle Level Tests (Grades 5-7)

Upper Level Tests (Grades 8-11)

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.

Admin Details

This Test Center currently has **SSAT Staff** as its Administrator.

Use SSAT Staff as this test's Administrator
 Use a different administrator for this individual test instance.

Capacity

Willing to Accept Testers with Special Accommodations?

Special Accommodation Capacity

General Capacity

Total Capacity

Special Admission Ticket Instructions

Shipping Address

This Test Center's delivery address is currently:

862 Route 518
Skillman, NJ 08558
United States

Use the above delivery address for this test
 Use a different delivery address for this individual test

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.

The New Test

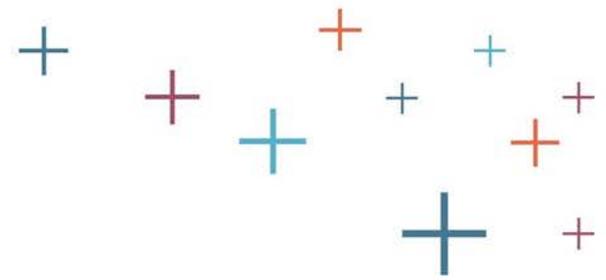
Test Center Name	SSAT Academy	Delete Test	Batch Registration
Closed test Access Code	2L-0D0T-8X5L	<i>This access code will be stored for your reference on your test center homepage.</i>	
Test Type	Flex		
Exam Level	Middle/Upper		
Date	4/8/2015		
Accepts Special Accommodation	No		
Special Accommodation Capacity	2		
General Capacity	2		
Total Capacity	4		
Special Admission Ticket Instructions	Bring extra pencils!		
Test Administrator	SSAT Staff		
Administrator Cell Phone	555-1212		
Administrator Email	lvoneuw@ssat.org		
Shipping Address	862 Route 518		
	Skillman, NJ 08558		
	United States		

Your shipment order for 5 middle grade books and 10 upper grade books has been submitted. You will be notified when the shipment is sent.

Changes/cancellation of this test date is not permitted after the first student registers.

Please refer to your test management homepage to view, edit or batch register this test.

Please call SSATB if you need further assistance ☎ 609-683-5558.



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.**

