



# Member Access Portal (MAP)

A tutorial about accessing, printing  
and exporting SSAT score reports



# Choose your training destination

Select a training area by clicking on one of the boxes below:

The Basics  
The Score  
Workstation

Print  
Learn to  
print score  
reports  
individually  
and in  
duplex

Export  
Learn how  
to export  
scores  
from the  
MAP





# Learn The Basics in the Scores Workstation On Your MAP (Member Access Portal)

# Log into your MAP

Go to [enrollment.org](https://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.

The  
Enrollment  
Management  
Association

## Sign in

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

☐ Remember Me

Sign in

## 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](#).

Please note: Use of The Enrollment Management Association's websites after account login will continue to be governed by the [Terms of Use](#) and [Privacy Policy](#).


The  
Enrollment  
Management  
Association



Assessment  
Resources

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# Select the Scores icon




The Enrollment Management Association


Welcome, [MAP Administrator] [skline (TEMA Staff)] [Account Profile](#) • [Manage Users](#) • [Log Off](#)

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](#)



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**NEW** [Invite families that aren't taking the SSAT to take The Snapshot](#)

# Sort Recipients

Score information can be sorted by each column header. To sort by that particular header, simply click on the heading by which you wish to sort.

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[Score Release Information](#)

By Score | **By Student** | Archive

22

15

7

1

10

11

Total Count

Total Males

Total Females

Total Elementary

Total Middle

Total Upper

**Export & Print**  
 I want to export new scores Go

**Key**  
☐ "New" scores.  
☒ Has been exported or printed.  
 Link to individual PDFs.

**Search By Name**  
 Search

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mik
Jun 21, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Feb 6, 2016		Female	08-13-1999	8	Up

Column headers

# Export or Print

Select "Export" or "Print" from the drop down menu. Then select which scores you would like to export or print: new scores, all scores, or scores by a date range.

[Need Help?](#)  
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[Score Release Information](#)

By Score | By Student | Archive

22  
Total Count
15  
Total Males
7  
Total Females
1  
Total Elementary
10  
Total Middle
11  
Total Upper

**Export & Print**  
I want to export new scores Go

**Key**  
☐ "New" scores.  
☒ Has been exported or printed.  
☐ Link to individual PDFs.

**Search By Name**  
 Search

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mik
Jun 21, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Feb 6, 2016		Female	08-13-1999	8	Up

# Review Completes

After data has been exported or printed, the student record will indicate this. Users can also manually change the status of the exported and printed records by clicking on the circles in these columns.

**INCOMING SCORES**

Need Help?  
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[Score Release Information](#)

By Score | By Student | Archive

22 15 7 1 10 11  
Total Count Total Males Total Females Total Elementary Total Middle Total Upper

**Export & Print**

I want to

**Key**

- ☐ "New" scores.
- ☒ Has been exported or printed.
- Link to individual PDFs.

**Search By Name**

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jun 11, 2016		Male	03-06-2003	7	Mik
Jun 21, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jun 11, 2016		Male	04-04-2001	5	Op
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	<input checked="" type="radio"/>	<input checked="" type="radio"/>		Feb 6, 2016		Female	08-13-1999	8	Up

Manually  
change  
status by  
clicking  
button



# Retrieve Individual PDF Files

Individual score reports can be viewed as PDFs by clicking on the PDF link next to the student's record.

**INCOMING SCORES**

Need Help?  
[View our scores user guide](#)  
[Score Release Information](#)

By Score | By Student | Archive

22 Total Count | 15 Total Males | 7 Total Females | 1 Total Elementary | 10 Total Middle | 11 Total Upper

**Export & Print**  
I want to **export** **new scores** **Go**

**Key**  
● "New" scores.  
● Has been exported or printed.  
📄 Link to individual PDFs.

**Search By Name**  
 **Search**

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	●	●	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2002	7	Mi
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
May 5, 2016	●	●		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	●	●		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	●	●		Feb 6, 2016		Female	08-13-1999	8	Up

Click PDF icon to view report in PDF format

The  
**Enrollment  
Management  
Association**



Assessment  
Resources

Return to Menu



# Printing SSAT Score Reports On Your MAP (Member Access Portal)

# Print Your Scores

Individual score reports can be printed in a double-sided format, called Duplex mode. Score reports in Duplex mode print on two pages, double sided:

- First sheet: score report and first page of writing sample
- Second sheet: second page of writing sample and a blank page

**INCOMING SCORES**

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By Score By Student Archive

22 15 7 1 10 11  
Total Count Total Males Total Females Total Elementary Total Middle Total Upper

**Export & Print**

I want to print

☒ I will be printing in Duplex mode

**Key**

- "New" scores.
- Has been exported or printed.
- 📄 Link to individual PDFs.

**Search By Name**

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	●	●	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mik
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	●	●		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	●	●		Apr 23, 2016		Female	08-13-1999	8	Un

# Print Your Scores in Duplex mode

Sort recipients. Then, select "print" from the dropdown menu and click on the "I will be printing in Duplex mode" button. Then select the type of scores you would like to print: new scores, all scores, or scores by a date, and click "Go."

[Need Help?](#)  
[View our scores user guide](#)  
[Score Release Information](#)

By Score | By Student | Archive

22  
Total Count
15  
Total Males
7  
Total Females
1  
Total Elementary
10  
Total Middle
11  
Total Upper

**Export & Print**  
I want to print new scores Go  
☒ I will be printing in Duplex mode

**Key**  
☐ "New" scores.  
☒ Has been exported or printed.  
 Link to individual PDFs.

**Search By Name**  
 Search

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	●	●	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mi
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mi
May 5, 2016	●	●		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	●	●	Apr 23, 2016	Female	08-13-1999	8	Up	Li	

# Save and Open

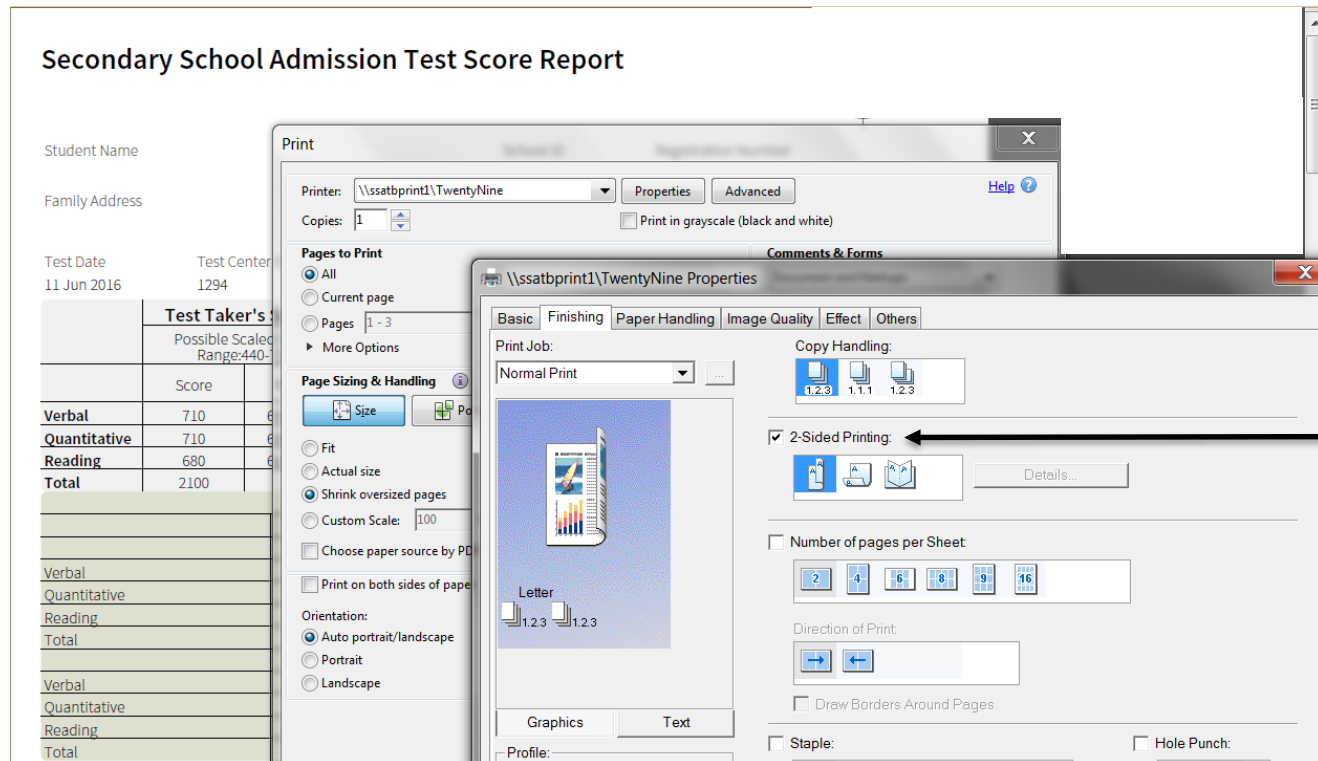
The file will automatically download to your computer, or a box will appear asking if you would like to print the scores or save them as a file. If you would like to save the scores as a file, they will be saved in PDF format - Adobe Acrobat is required to save the scores as a PDF file and view them after saving.

The screenshot shows the 'INCOMING SCORES' web interface. At the top, there are tabs for 'By Score', 'By Student', and 'Archive'. Below these are summary statistics: Total Count (22), Total Males (15), Total Females (7), and Total Elementary (7). An 'Export & Print' section includes a dropdown for 'I want to' (set to 'print'), a dropdown for 'new scores', and a 'Go' button. There is also a checkbox for 'I will be printing in Duplex mode'. A table below shows a list of scores with columns: Received, Exported, Printed, Registration ID, Test Date, Name, Gender, DOB, Current Grade, and Ex Le. The 'Registration ID' and 'Name' columns are highlighted with red boxes and labeled 'Sample Reg IDs' and 'Sample Student Names' respectively. A file download dialog box is overlaid on the right, titled 'Opening ScoreReports\_To\_Date.pdf'. It asks 'What should Firefox do with this file?' and offers two options: 'Open with Adobe Acrobat 9.5 (default)' and 'Save File' (which is selected). There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	●	●	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mik
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	●	●		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	●	●		Apr 23, 2016		Female	08-13-1999	8	Un

# Print the PDF File

Once the PDF file is open, you can select Print to send to your office printer. Be sure to select 2-sided printing within your printer's properties settings to ensure the score report is printed on both sides.




Select  
2-sided  
printing in  
properties



# Exporting Scores From Your MAP (Member Access Portal)

# Export Scores

Sort recipients, then select "Export" from the drop down menu. Select which scores you would like to export: new scores, all scores, or scores by a date range.


**INCOMING SCORES**

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[Score Release Information](#)

By Score | By Student | Archive

22  
Total Count

15  
Total Males

7  
Total Females

1  
Total Elementary

10  
Total Middle

11  
Total Upper

**Export & Print**  
I want to export new scores Go

**Key**  
 "New" scores.  
 Has been exported or printed.  
 Link to individual PDFs.

**Search By Name**  
 Search

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016			Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mic
Jun 21, 2016				Jun 11, 2016		Male	04-04-2001	9	Up
Jun 9, 2016				Apr 23, 2016		Male	11-03-2002	5	Mic
Jun 9, 2016				Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016				Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016				Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016				Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016				Feb 6, 2016		Female	08-13-1999	8	Up



# Save, then Open the File

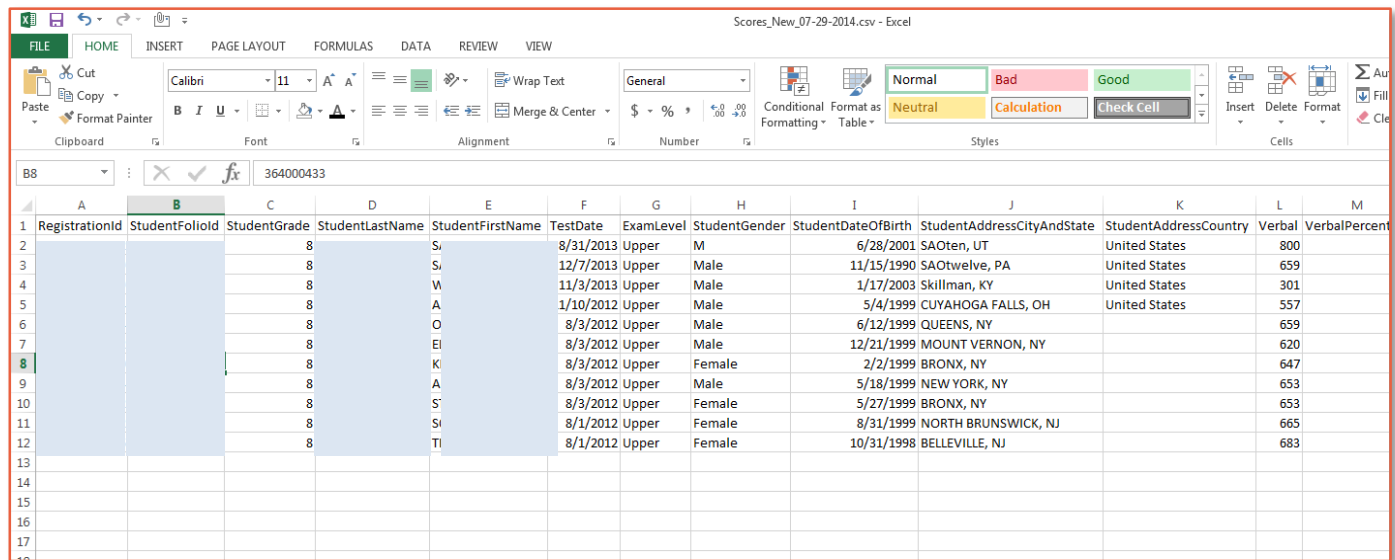
We recommended that you save the file prior to opening it, in case you need to access it again later. The resulting .csv file will open in Microsoft Excel. If the file downloads automatically, you will be able to locate it in your downloads.

The screenshot shows the 'INCOMING SCORES' web interface. At the top, there are tabs for 'By Score', 'By Student', and 'Archive'. Below these are summary statistics: Total Count (22), Total Males (15), Total Females (7), Total Elementary (1), Total Middle (10), and Total Upper (11). There is an 'Export & Print' section with a dropdown menu set to 'export' and a 'new scores' button. A 'Key' section indicates that blue dots represent 'New' scores and red dots represent scores that have been exported or printed. A 'Search By Name' field is also present. The main table displays student data with columns: Received, Exported, Printed, Registration ID, Test Date, Name, Gender, DOB, Current Grade, and Expected Level. A file save dialog box is open in the foreground, asking 'Do you want to open or save Scores\_New\_07-29-2014.csv (2.10 KB) from 207.99.95.182?'. The dialog has 'Open', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted with a red circle.

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Expected Level
Jun 22, 2016	●	●		Jun 11, 2016		Male	03-06-2003	7	Mik
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2001	9	Un
May 5, 2016	●	●		Jan 5, 2016		Female	06-13-1999	8	Up
May 3, 2016	●	●		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	●	●		Feb 6, 2016		Female	08-13-1999	8	Up

# Review Score File

Sort and filter the score data as needed in Microsoft Excel.



RegistrationId	StudentFolioId	StudentGrade	StudentLastName	StudentFirstName	TestDate	ExamLevel	StudentGender	StudentDateOfBirth	StudentAddressCityAndState	StudentAddressCountry	Verbal	VerbalPercent
1	8	8	S		8/31/2013	Upper	M	6/28/2001	SAOTen, UT	United States	800	
2	8	8	S		12/7/2013	Upper	Male	11/15/1990	SAOTwelve, PA	United States	659	
3	8	8	W		11/3/2013	Upper	Male	1/17/2003	Skillman, KY	United States	301	
4	8	8	A		1/10/2012	Upper	Male	5/4/1999	CUYAHOGA FALLS, OH	United States	557	
5	8	8	O		8/3/2012	Upper	Male	6/12/1999	QUEENS, NY		659	
6	8	8	E		8/3/2012	Upper	Male	12/21/1999	MOUNT VERNON, NY		620	
7	8	8	K		8/3/2012	Upper	Female	2/2/1999	BRONX, NY		647	
8	8	8	A		8/3/2012	Upper	Male	5/18/1999	NEW YORK, NY		653	
9	8	8	S		8/3/2012	Upper	Female	5/27/1999	BRONX, NY		653	
10	8	8	S		8/1/2012	Upper	Female	8/31/1999	NORTH BRUNSWICK, NJ		665	
11	8	8	T		8/1/2012	Upper	Female	10/31/1998	BELLEVILLE, NJ		683	
12												
13												
14												
15												
16												
17												
18												

# Review Completes

After data has been exported, the button below the header “exported” will be highlighted blue for that student. MAP users can also manually change the status of the exported records by clicking the button to change the status.

**INCOMING SCORES**

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By Score | By Student | Archive

22 15 7 1 10 11  
Total Count Total Males Total Females Total Elementary Total Middle Total Upper

**Export & Print**

I want to **export** **new scores** **Go**

**Key**

- "New" scores.
- Has been exported or printed.
- 📄 Link to individual PDFs.

**Search By Name**

**Search**

Received	Exported	Printed	Registration ID	Test Date	Name	Gender	DOB	Current Grade	Ex Le
Jun 22, 2016	●	●	Sample Reg IDs	Jun 11, 2016	Sample Student Names	Male	03-06-2003	7	Mik
Jun 21, 2016	●	●		Jun 11, 2016		Male	04-04-2004	6	Up
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
Jun 9, 2016	●	●		Apr 23, 2016		Male	11-03-2002	5	Mik
May 5, 2016	●	●		Jan 9, 2016		Female	08-13-1999	8	Up
May 3, 2016	●	●		Apr 23, 2016		Female	08-13-1999	8	Up
Mar 17, 2016	●	●		Feb 6, 2016		Female	08-13-1999	8	Up

Exported records will be highlighted in blue