Member Access Portal (MAP)
A tutorial about accessing, printing and exporting SSAT score reports

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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**

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

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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.

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Sign in

Create an Account

Username   Forgot Username?

Username

Password   Forgot Password?

Password

☐ Remember Me   **Sign in**

Sign up for a
Parent/Guardian and
Student Account

Membership Application
for The Enrollment
Management Association

If you do not have a parent or student
account, please click here.

If you would like to inquire about
becoming a Member or Test Center of
The Enrollment Management
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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.

Return to Menu

Select the Scores icon

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.

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.

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.

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.

Click PDF icon to view report in PDF format

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

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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

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."

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.

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.
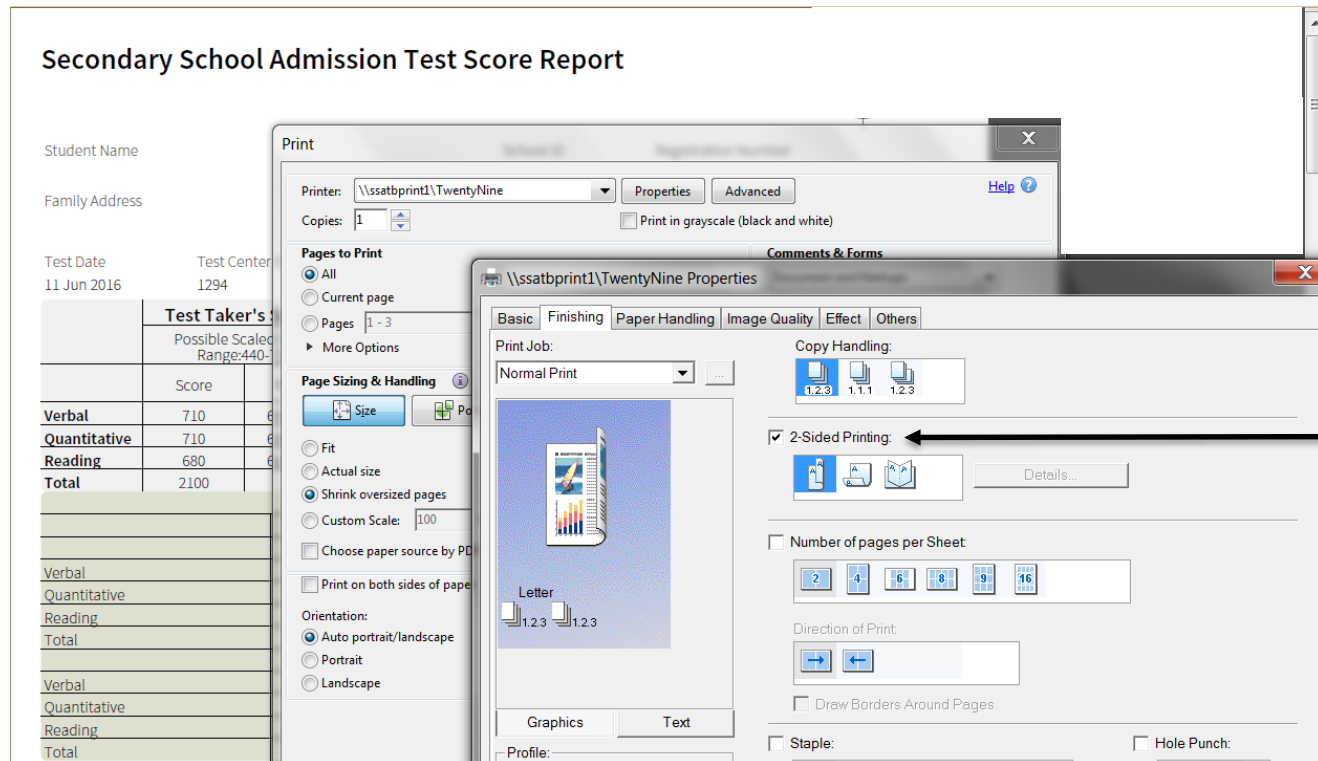
Select 2-sided printing in properties

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.
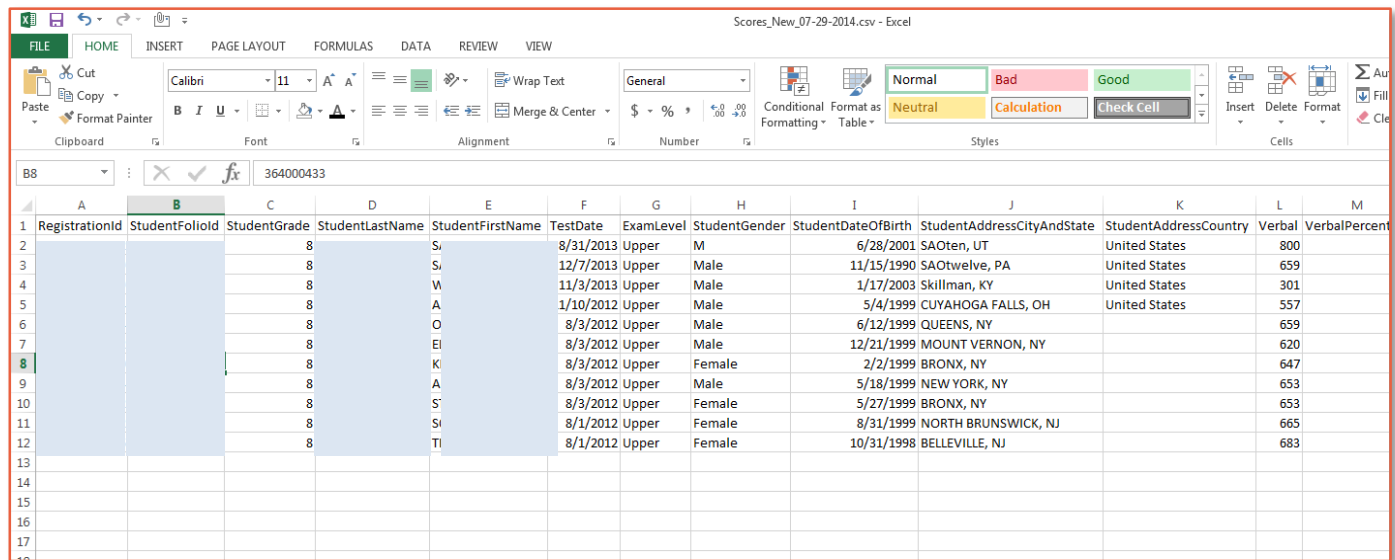
Save, then Open the File

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.

Review Score File

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

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.

Exported records will be highlighted in blue