

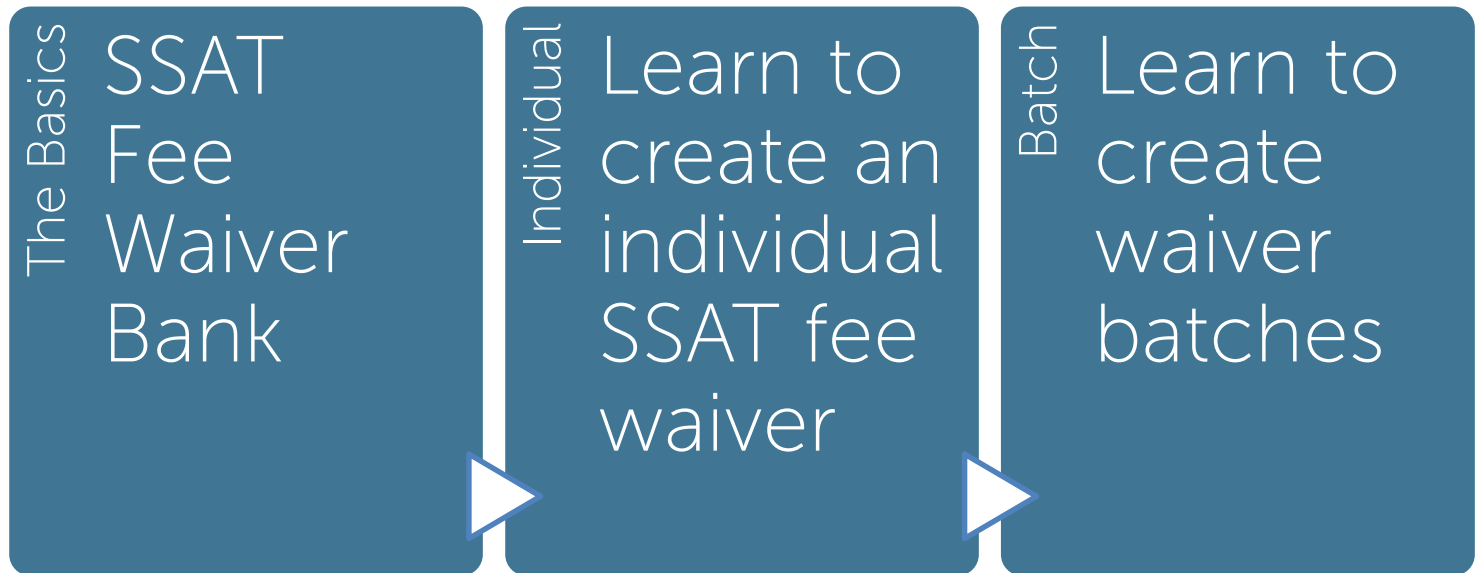


# How to use the SSAT Test Fee Waiver Bank in your MAP (Member Access Portal)



# Choose your training destination

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





# Meet your Fee Waiver Bank on your MAP

The  
**Enrollment  
Management**  
Association



Assessment  
Resources

[Return to Menu](#)

# Log into your MAP

Go to [enrollment.org](http://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?](#)

skline@ssat.org  
ssatacademy@ssat.org  
.....

 Remember Me 

## Create an Account

**Create a Student Account**

If you do not have a 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 Test Fee Waivers link

The Enrollment Management Association

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

Home | SSAT / Snapshot | SSAT Scores | 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** (circled)
  - Test Fee Waivers
  - Application Fee Waivers
- PUBLICATIONS AND PRACTICE**
  - Order Official Guide or SSAT Brochure
  - NEW Order Practice Online Codes
- CHARACTER SKILLS SNAPSHOT**
  - NEW Invite families that aren't taking the SSAT to take The Snapshot

# Review your Statement

If you need additional fee waiver funds, e-mail [members@enrollment.org](mailto:members@enrollment.org).

Home ▾ SSAT / Snapshot ▾ SSAT Scores ▾ Applications ▾ Prospects ▾ Data Dashboards ▾ Resources

## TEST FEE WAIVERS

Your Funds		Test Fees (2017-2018)	Middle/Upper	Elementary
Funds Allocated	\$6156 USD	Domestic	\$132 USD	\$80 USD
Remaining Balance	\$2361 USD	International	\$257 USD	\$157 USD

Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking

Allocated	\$6156 USD
Remaining Balance	\$2361 USD
Fee Waivers Created	32
Used Fee Waivers	21
Unused Fee Waivers	11

Your bank is reset at the beginning of each academic year based on your previous year's usage. All generated fee waivers are valid for the current academic year starting on August 1st and ending on July 31st.

If you have any questions or need additional fee waiver dollars, please email The Enrollment Management Association at [members@enrollment.org](mailto:members@enrollment.org)

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Association



Assessment  
Resources

Return to Menu

# Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.

Home | SSAT / Snapshot | SSAT Scores | Applications | Prospects | Data Dashboards | Resources

## TEST FEE WAIVERS

**Your Funds**

Funds Allocated	\$6156 USD	Test Fees (2017-2018)	Middle/Upper	Elementary
Remaining Balance	\$2361 USD	Domestic	\$132 USD	\$80 USD
		International	\$257 USD	\$157 USD

Statement | Create Single Fee Waiver | Create Batch Fee Waivers | **Tracking**

Fee Waiver Code	Created Date	Amount	Is Waiver Used	Student	Used By	Used Date			
4X-0M6F-7U8F	08-09-2017	132	Yes			08-09-2017			
4T-1K5N-1D3L	09-08-2017	132	Yes			09-12-2017			
4M-1H5Y-1F4W	09-08-2017	132	Yes			10-06-2017			
4W-1K5O-1E5V	09-08-2017	132	Yes			10-18-2017			
4Q-1V5I-7H0M	09-11-2017	10	No						
4X-1D5N-7T1U	09-11-2017	10	No						



# Creating & Assigning Individual Fee Waivers On Your MAP



# Create Single Fee Waiver

Select Create Single Fee Waiver. Enter the dollar amount for the waiver as well as the student's first name, last name, and email address. Click Create Fee Waiver to obtain the waiver.

## TEST FEE WAIVERS

Your Funds		Test Fees (2017-2018)	Middle/Upper	Elementary
Funds Allocated	\$6156 USD	Domestic	\$132 USD	\$80 USD
Remaining Balance	\$2361 USD	International	\$257 USD	\$157 USD

Statement **Create Single Fee Waiver** Create Batch Fee Waivers Tracking

Use the form below to create a single fee waiver and send via email to a family. You may also customize the body of the email for a personalized message to the family.

Amount of Fee Waiver\*  00 USD \$

Student First Name\*

Student Last Name\*

Email Address\*

**Create Fee Waiver**

- You can assign a partial or full fee waiver when you enter the dollar amount.
- Fee waivers cannot be used to cover late registration fees or additional services.
- Students may only use one fee waiver and cannot combine waivers to stack discounts.

Return to Menu

# Email the Fee Waiver

Click the Email Fee Waiver button to send the individual waivers to students.



## TEST FEE WAIVERS

### Your Funds

Funds Allocated \$6156 USD  
Remaining Balance \$2229 USD

Test Fees (2017-2018)	Middle/Upper	Elementary
Domestic	\$132 USD	\$80 USD
International	\$257 USD	\$157 USD

Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking

### Confirmed

You have successfully created a fee waiver for the SSAT exam.

Amount: \$132 Ussat@ssat.org

Student Name: Student Test

Email: skline@enrollment.org

Waiver Code: 4A-3F2R-9R3F

Create New Waiver | **Email Fee Waiver**

An email dialog box will open. Customize the email message as needed.

**Send Email** ✕

Amount: \$127 USD

Student Full Name: Student First Name Last Name

Email Address: skline@ssat.org

Waiver Code: 2Z-7V4M-1L5I

**E-mail** \*

ssat@ssat.org

**Subject**

SSAT Fee Waiver

**Body**

Dear Student First Name Last Name,

You have been issued fee waiver for the SSAT by SSAT Academy in the amount of \$127.00. The test fee waiver code is 2Z-7V4M-1L5I.

**Send Email**



# Creating and assigning Fee Waiver Batches on your MAP (Member Access Portal)

# Create Batch Fee Waivers

Using the Batch Fee Waivers feature allows you to create several waivers at once, saving you time. Select the Create Batch Fee Waivers tab. Then, enter the dollar amount for each waiver and the number of students in need. Press enter, and the total will be calculated for you. Click Create Fee Waivers to obtain the waivers.

The screenshot shows a web interface for 'TEST FEE WAIVERS'. At the top is a navigation menu with items: Home, SSAT / Snapshot, SSAT Scores, Applications, Prospects, Data Dashboards, and Resources. Below the menu is a table titled 'Your Funds' with columns for 'Test Fees (2017-2018)', 'Middle/Upper', and 'Elementary'. The table contains rows for 'Domestic' and 'International' funds. Below the table is a tabbed interface with four tabs: 'Statement', 'Create Single Fee Waiver', 'Create Batch Fee Waivers' (which is selected), and 'Tracking'. Under the 'Create Batch Fee Waivers' tab, there is a text instruction: 'Use the form below to create and export multiple fee waivers. You may keep a file of your fee waiver numbers, or you may email individual fee waivers to families with a personalized message.' Below this instruction is a form with three input fields: 'Amount per Fee Waiver\*' (with a value of 0 and a suffix of ',00 USD \$'), 'Quantity\*' (with a value of 0), and 'Total' (with a value of 0). At the bottom of the form is a button labeled 'Create Fee Waivers'.

Your Funds		Test Fees (2017-2018)	Middle/Upper	Elementary
Funds Allocated	\$6156 USD	Domestic	\$132 USD	\$80 USD
Remaining Balance	\$2361 USD	International	\$257 USD	\$157 USD

Statement | Create Single Fee Waiver | **Create Batch Fee Waivers** | Tracking

Use the form below to create and export multiple fee waivers. You may keep a file of your fee waiver numbers, or you may email individual fee waivers to families with a personalized message.

Amount per Fee Waiver\*  ,00 USD \$

Quantity\*

Total

Create Fee Waivers

You can assign partial or full fee waivers when you enter the dollar amount.

Fee waivers cannot be used to cover late registration fees or additional services.

# Email Fee Waivers

The Batch Waiver system creates several waivers at once. In order to assign them, and send them to a student, click the Email Fee Waiver button to send the individual waivers to students, if needed.

Statement | Create Single Fee Waiver | **Create Batch Fee Waivers** | Tracking

**Confirmed**

You have successfully created fee waivers.

Amount per Fee Waiver: \$20 USD

Quantity: 4

Total Amount of Batch: 80

Fee Waiver Codes:

4Z-3U3O-0Y0W	Email Fee Waiver
4Y-3H3T-0E1S	Email Fee Waiver
4Y-3F3C-0R2X	Email Fee Waiver
4Y-3P3X-0I3Q	Email Fee Waiver

Create New Batch

Export To CSV

An email dialog box will open. Customize the email message as needed.

**Send Email** x

Amount: \$20 USD

Student Full Name:

Email Address:

Waiver Code: 0J-9W6M-1L1A

**E-mail**

**Subject**

SSAT Fee Waiver

**Body**

Dear ,

You have been issued fee waiver for the SSAT by SSAT Academy in the amount of \$20.00. The test fee waiver code is 0J-9W6M-1L1A. You will use this code

Send Email

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Association



Assessment  
Resources

Return to Menu

# Export the Batch of Waivers

Click the Export to CSV button to download the waivers directly into Excel.



Statement   Create Single Fee Waiver   **Create Batch Fee Waivers**   Tracking

**Confirmed**

You have successfully created fee waivers.

Amount per Fee Waiver: \$20 USD

Quantity: 4

Total Amount of Batch: 80

Fee Waiver Codes:

- 4Z-3U3O-0Y0W   Email Fee Waiver
- 4Y-3H3T-0E1S   Email Fee Waiver
- 4Y-3F3C-0R2X   Email Fee Waiver
- 4Y-3P3X-0I3Q   Email Fee Waiver

Create New Batch

**Export To CSV**

Exports easily into Excel, which is easiest for copying/pasting.

Especially helpful for batch registrations!

	A	B	C
1	VoucherCode	DateCreated	
2	4Z-3U3O-0Y0W	10/19/2017	
3	4Y-3H3T-0E1S	10/19/2017	
4	4Y-3F3C-0R2X	10/19/2017	
5	4Y-3P3X-0I3Q	10/19/2017	
6			
7			