



Managing Your Profile and Adding/Editing Users On Your MAP (Member Access Portal)

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

The image displays two screenshots of the MAP (Member Access Portal) interface. The top screenshot shows the login page with fields for Username (skline@ssat.org) and Password, and a Sign in button. The bottom screenshot shows the dashboard after login, with a navigation bar and a Member Access Portal section. A red circle highlights the 'Manage Users' link in the top right corner of the dashboard, with an arrow pointing to it from the text 'Select Manage Users link'.

The Enrollment Management Association

Sign in

Username: [Forgot Username?](#)

Password: [Forgot Password?](#)

☐ Remember Me [Sign in](#)

Create an Account

The Enrollment Management Association

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

Member Access Portal

Quick Access Menu

ADVICE STUDENTS
Application Workstation
Score Workstation

ASSIGN WAIVERS

Testing

Scores

Data Dashboards

Review your organization's profile

If any of the core information for your school/organization needs to be updated, simply click the Edit link.

Need to change your password? Click [here](#).


Org Profile Contacts School Profile

Unique Organization Code

Organization Name

Organization Type

Organization Website

Email 

School Phone

Extension

Fax

Street Address

Street Address - Line 2

Street Address - Line 3

City

Country

State or Province

Zip

Send SAO Checks To

Edit

The
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Recruitment
and Retention
Tools

Schools Only: Review your profile

Click the Edit button to update basic information about your school, tuition information, and if you are still considering applicants. Remember this information appears online for families at www.ssat.org.

Need to change your password? Click [here](#).

Org Profile Contacts **School Profile**

School Info. Enrollment Financial Aid/Tuition Open Seat Listing

Description of School

School Type

Setting

Religious Affiliation

Year Founded

Campus Size

Formal Dress Code

Average Class Size

Student Teacher Ratio

Uses the SSAT as a co

No

Uses the SSAT as a co

No

Uses the SSAT as a fa

No

Uses the SSAT as a factor in the admission process

No

What Student Information System does your admissions office use?

b

Accredited By

Academic Information

Varsity Sports

Recreational Sports

Clubs

Art

Edit

Review current contacts

Please be sure each contact has a title, job function, and role. This will help with targeting communications to the appropriate staff in your office.

Need to change your password? Click [here](#).

| Org Profile Contacts School Profile | | | | | | |
|--|-------|------------------------------|--|---------------------|----------------------|------------------------|
| Name | Email | Title | Job Function | MAP Role ⓘ | Edit | Delete |
| Lauren SSAT | | | Academics - Dean or Department Head | MAP Administrator ▾ | Edit | Delete |
| Jaek Howlett | | | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |
| SSAT Staff | | Director of Admission | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |
| Brian Cook | | IT | IT Director | MAP Administrator ▾ | Edit | Delete |
| Jennifer Davis | | Test Administration Manager | Admission - Office Manager | MAP Administrator ▾ | Edit | Delete |
| SSAT Support | | Technical Support | Staff | MAP Administrator ▾ | Edit | Delete |
| Kate Auger-Campbell | | | Secondary School Placement Director | MAP Administrator ▾ | Edit | Delete |
| Karen Smith | | Assoc. Director of Admission | Admission - Assistant/Associate Director | MAP Administrator ▾ | Edit | Delete |

To edit contact information for anyone in your office, click the Edit link.

Edit current contacts

You can easily change contact's first/last name, title, job function, and role.

Need to change your password? Click [here](#).

Org Profile **Contacts** School Profile

Edit Contacts

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Title

Job Function

Email Address *

MAP Roles ⓘ

Email addresses may not be changed as they are also the user's login username. In the event you need an email address changed for a particular user, please email members@enrollment.org.

Delete contacts

It is important to delete contacts that may no longer be employed at your school/organization, so they no longer have access to your SSAT data. Click the delete link in the row of the specific user to remove them from your contacts. Once deleted, the user will no longer be able to access your portal.

Need to change your password? Click [here](#).

| Org Profile Contacts School Profile | | | | | |
|--|-------|------------------------------|--|---------------------|---|
| Name | Email | Title | Job Function | MAP Role ⓘ | Edit Delete |
| Lauren SSAT | | | Academics - Dean or Department Head | MAP Administrator ▾ | Edit Delete |
| Jaek Howlett | | | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit Delete |
| SSAT Staff | | Director of Admission | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit Delete |
| Brian Cook | | IT | IT Director | MAP Administrator ▾ | Edit Delete |
| Jennifer Davis | | Test Administration Manager | Admission - Office Manager | MAP Administrator ▾ | Edit Delete |
| SSAT Support | | Technical Support | Staff | MAP Administrator ▾ | Edit Delete |
| Kate Auger-Campbell | | | Secondary School Placement Director | MAP Administrator ▾ | Edit Delete |
| Karen Smith | | Assoc. Director of Admission | Admission - Assistant/Associate Director | MAP Administrator ▾ | Edit Delete |

To remove a contact, select delete here.

Add contacts

Be sure to add new staff members in your office by clicking the Add New Contact button.

Need to change your password? Click [here](#).

Org Profile **Contacts** School Profile

| | | | | | | |
|---------------------|--|------------------------------|--|---------------------|----------------------|------------------------|
| Jaek Howlett | | | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |
| SSAT Staff | | Director of Admission | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |
| Brian Cook | | IT | IT Director | MAP Administrator ▾ | Edit | Delete |
| Jennifer Davis | | Test Administration Manager | Admission - Office Manager | MAP Administrator ▾ | Edit | Delete |
| SSAT Support | | Technical Support | Staff | MAP Administrator ▾ | Edit | Delete |
| Kate Auger-Campbell | | | Secondary School Placement Director | MAP Administrator ▾ | Edit | Delete |
| Karen Smith | | Assoc. Director of Admission | Admission - Assistant/Associate Director | MAP Administrator ▾ | Edit | Delete |
| Dave Taibl | | Outreach | Academics - Dean or Department Head | MAP Administrator ▾ | Edit | Delete |
| Aimee Gruber | | Director of Admission | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |
| Linda Johnson | | | Academics - Dean or Department Head | MAP Administrator ▾ | Edit | Delete |
| Trish Frazzetto | | Asst. Director of Admission | Admission - Director, Dean, Enrollment Manager | MAP Administrator ▾ | Edit | Delete |

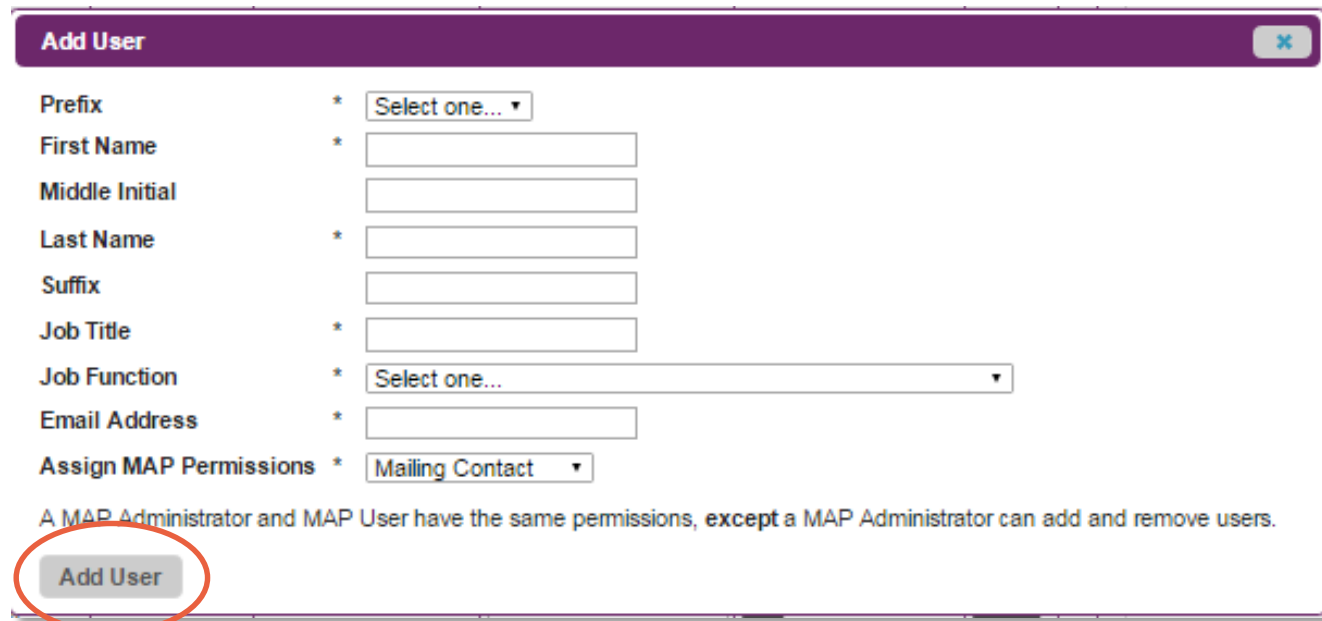
[Add New Contact](#)

The
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Recruitment
and Retention
Tools

Add contacts

Please provide us with the user's name, title, job function, email address, and permissions. Click Add User to add this contact to your school/organization's contacts listing.*



The screenshot shows a web form titled "Add User" with a purple header bar. The form contains the following fields, each with an asterisk indicating it is required:

- Prefix: A dropdown menu with "Select one..." as the placeholder.
- First Name: A text input field.
- Middle Initial: A text input field.
- Last Name: A text input field.
- Suffix: A text input field.
- Job Title: A text input field.
- Job Function: A dropdown menu with "Select one..." as the placeholder.
- Email Address: A text input field.
- Assign MAP Permissions: A dropdown menu with "Mailing Contact" as the selected option.

Below the fields, a note states: "A MAP Administrator and MAP User have the same permissions, except a MAP Administrator can add and remove users." At the bottom of the form is a grey button labeled "Add User", which is circled in red in the original image.

You should add all contacts at your school that would benefit from our resources – for example, if the Head of School would like to receive the State of the Industry report please include him/her. If the contact does not need access to the MAP you can label them as a Mailing Contact. We recommend all stakeholders – Head, Marketing, and Admission teams.