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

The Enrollment Management Association

Recruitment and Retention Tools

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

Select Manage Users link

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   www.ssat.org
Email ⓘ   s
School Phone
Extension
Fax
Street Address
Street Address - Line 2
Street Address - Line 3
City
Country
State or Province   NJ
Zip   08558
Send SAO Checks To

Edit

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 con
 No

Uses the SSAT as con
 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

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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.

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

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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	Mr.
First Name *	SSAT
Middle Initial	
Last Name *	Support
Suffix	
Title	Technical Support
Job Function	Staff
Email Address *	ssatacademy@ssat.org
MAP Roles ⓘ	MAP Administrator

Submit

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.

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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.

To remove a contact, select delete here.

Need to change your password? Click here.

| Org Profile | **Contacts** | School Profile |

Name	Email	Title	Job Function	MAP Role ℹ	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
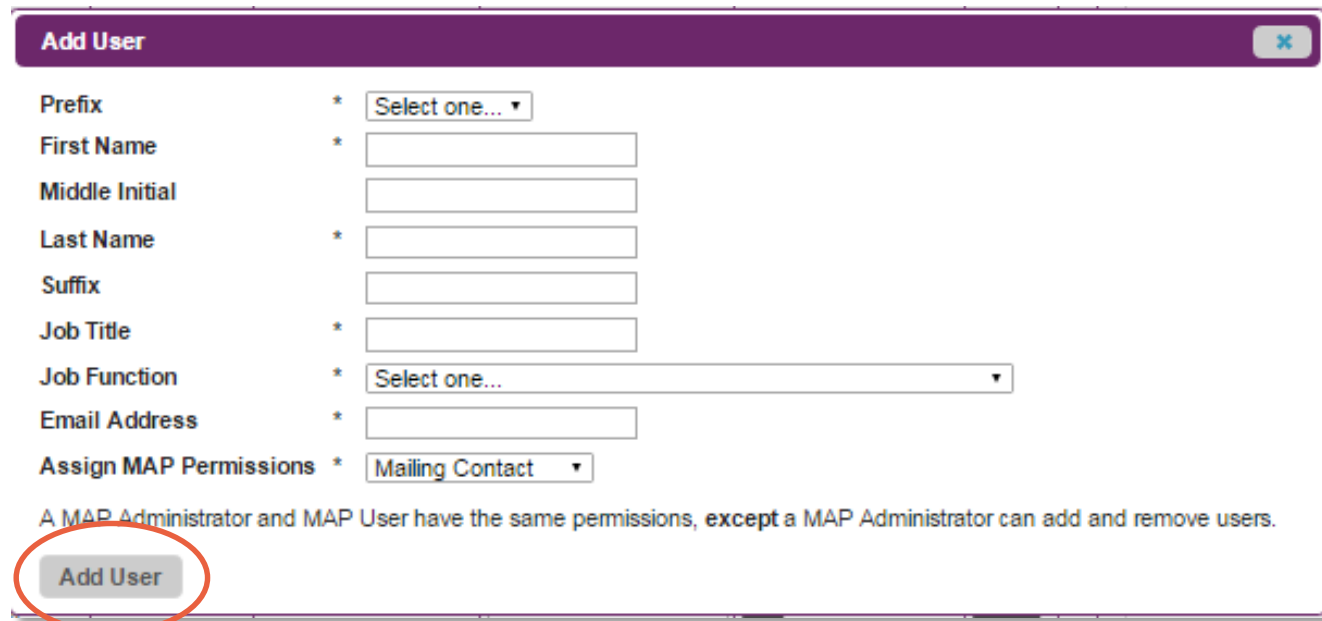
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Add contacts

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

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.*

Add User

Prefix	*	Select one... ▾
First Name	*	
Middle Initial		
Last Name	*	
Suffix		
Job Title	*	
Job Function	*	Select one... ▾
Email Address	*	
Assign MAP Permissions	*	Mailing Contact ▾

A MAP Administrator and MAP User have the same permissions, **except** a MAP Administrator can add and remove users.

Add User

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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.