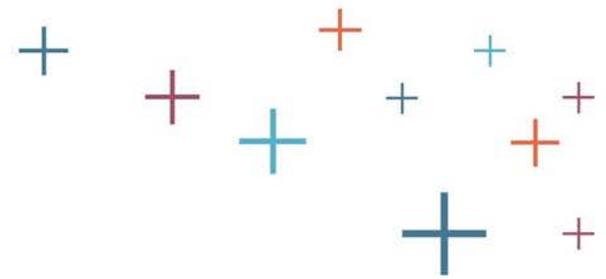


Updating or Cancelling a Test

The
**Enrollment
Management**
Association



Assessment
Resources



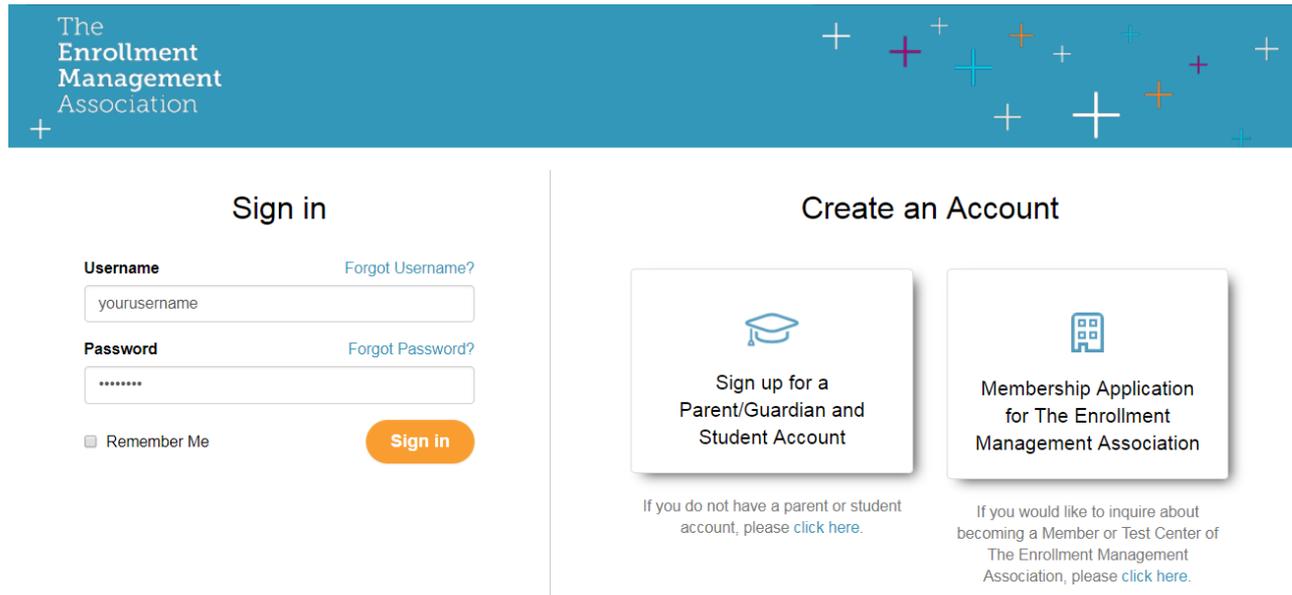
Updating a Test

- Once a student has registered for a test, you must contact The Enrollment Management Association to make any updates.
- E-mail testgroup@enrollment.org with any such updates.
- You can update a test without registrants by cancelling and rescheduling it with new information or by contacting testgroup@enrollment.org .



To Delete a Test, 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 Enrollment Management Association

Sign in

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Me

Create an Account



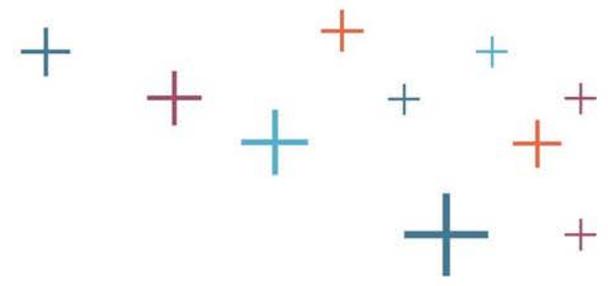
Sign up for a Parent/Guardian and Student Account

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](#).



Select the Testing link

SSAT Testing ▾	SSAT Scores ▾	Snapshot ▾	Applications ▾	Prospects ▾	Data Dashboards ▾	Resources
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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 ◉
	PUBLICATIONS AND PRACTICE Order Official Guide or SSAT Brochure ◉ NEW Order Practice Online Codes ◉

Open the Test and Click Delete

You can only delete a test if there are no registrants.

The screenshot shows the SSAT Academy interface. At the top, there is a dropdown menu for 'SSAT Academy' and two buttons: 'Schedule a Test' and 'Test Center Profile'. Below these are three tabs: 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. The 'Upcoming Tests' tab is active, displaying a table with the following data:

Date	Exam Type	Exam Level	Total Registered
Jan 9, 2016	Standard	Middle/Upper	0

Below the table, there is a detailed view for the selected test. It includes fields for 'Test Admin Name', 'Special Accommodation' (No), 'Cell' (555-1212), 'Special Accommodation Capacity' (0), and 'Capacity' (1). There are also two buttons: 'Batch register this test' and 'Student Roster'. At the bottom right of this view, a 'Delete' button with a red 'X' icon is circled in red.