

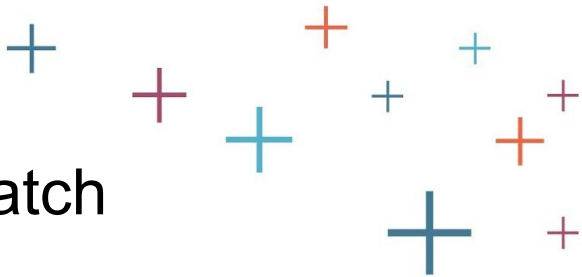
SSAT Batch Registration

Registering students as a group with and without testing accommodations

The
**Enrollment
Management**
Association



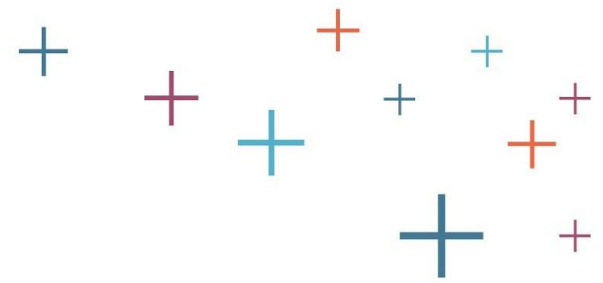
Assessment
Resources



These instructions will show you the batch registration process from start to finish. The main steps are:

- Create a test
- Start a batch registration for the test
- Confirm parental consent
- Select if you'd like scores or to be a Score Advisor
- Download and complete a CSV spreadsheet template with student information
- Upload the spreadsheet
- Verify student information
- Confirm proper completion

If you will be using fee waivers or registering students with approved testing accommodations we recommend you read through the entire process before beginning since those require additional steps to be completed first.



Learn SSAT Basics before learning the finer details of Batch Registration

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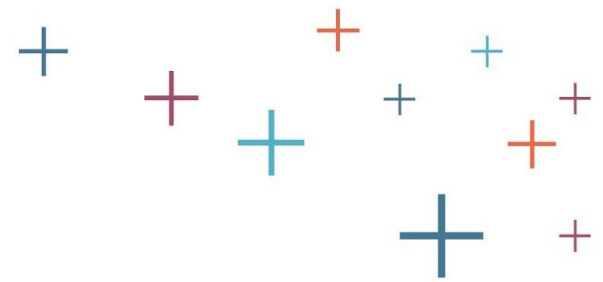
Assessment
Resources



Basics — SSAT Test Types

When scheduling a test, you will need to select the type of test you are giving. The test types are as follows:

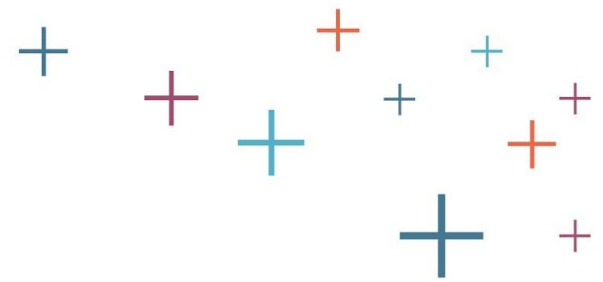
- **Standard** – open to public, anyone can register, test materials will automatically be sent based on the number of registered testers
- **Open Flex** – open to the public, anyone can register, order test materials at this step
- **Closed Flex** – only students with the automatically generated access code that you provide can register for the test, order test materials at this step
- **Benchmark** – internal test for your enrolled students only, given at discounted price, scores cannot be used for admission, order test materials at this step



Basics — Exam Levels

When scheduling a test, you will need to select the Exam Level you are offering. The Exam Levels are as follows:

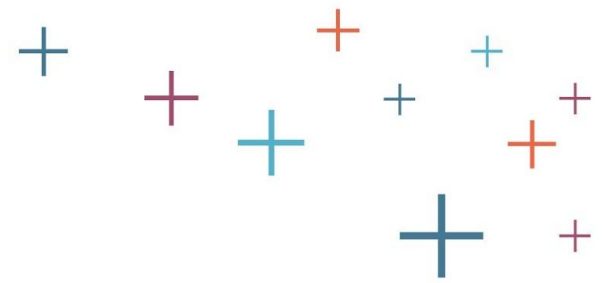
- **Elementary** – Choose the Elementary Level test for students currently in grades 3 and 4. (EL testing begins December 8th, 2018)
- **Middle/Upper** – Choose the Middle/Upper level test for students currently in grades 5-11. The Middle level test is for students currently in grades 5-7, and the Upper level test is for student currently in grade 8 to 11.



Basics — Parental Consent

Before uploading batch registration information for most tests, you will need to ensure you have parental consent to provide Personally Identifiable Information (PII) to The Association. PII might include information like the student's name or date of birth.

- **Flex or Standard** – You need to either have parental consent by:
 - Getting a signed consent from each parent/guardian (shown in later steps)
 - Having ‘in loco parentis’ or a similar legal agreement granting you authority to provide each student’s PII—many boarding schools already have such authority.
- **Benchmark** – As a research study benchmark administrations do not require parental consent.
- It is important to remember that you must have consent **BEFORE** submitting any student information.



How to Schedule a Test Date at Your Test Center

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

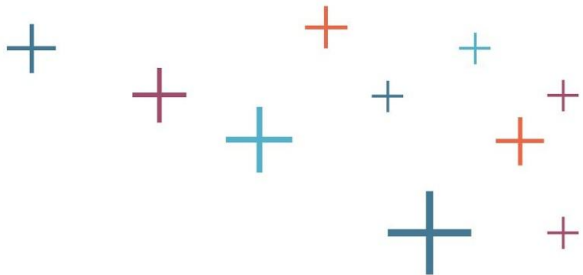

Sign up for a Parent/Guardian and Student Account

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 |
|----------------|---------------|------------|----------------|-------------|-------------------|-----------|

Member Access Portal

| | | |
|---|---|--|
|  SSAT Testing |  SSAT Scores |  Data Dashboards |
|  Prospects |  Applications |  Resources |

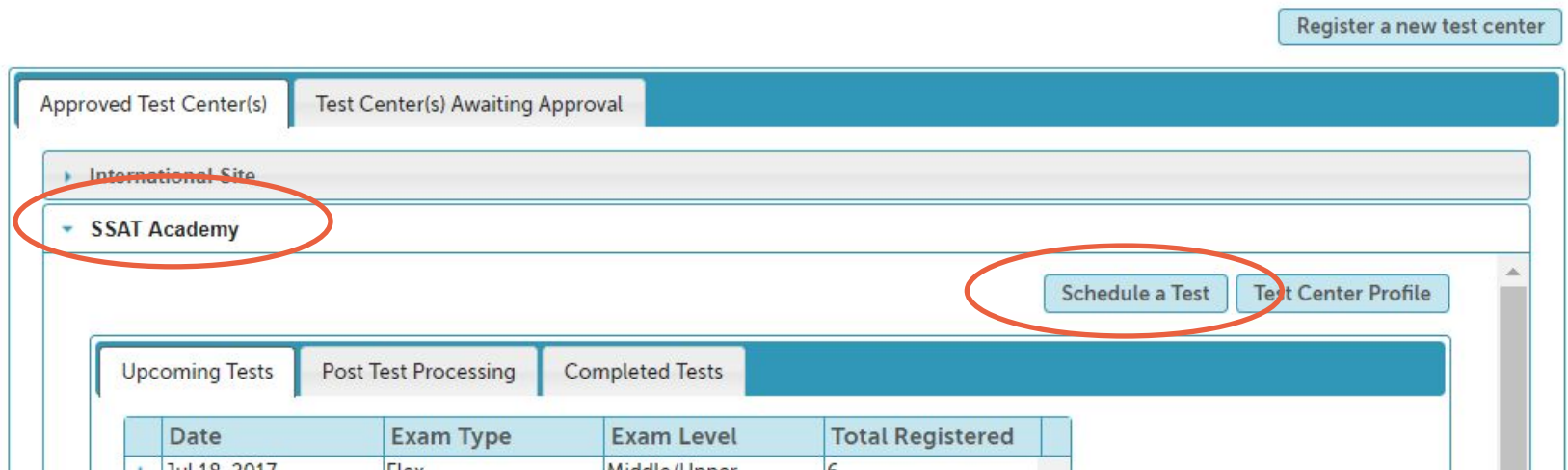
Quick Access Menu

| | |
|---|---|
|  | 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 ◉ |
|  | |

Schedule The Test

- Under “Approved Test Centers” click on your school name to expand
- Then, click on the blue button “Schedule a test”

TESTING



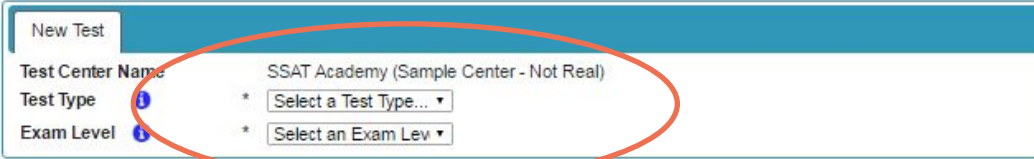
The screenshot displays the SSAT Academy testing interface. At the top right, there is a button labeled "Register a new test center". Below this, there are two tabs: "Approved Test Center(s)" and "Test Center(s) Awaiting Approval". Under the "Approved Test Center(s)" tab, there is a list of test centers. The "SSAT Academy" entry is circled in red. To the right of the "SSAT Academy" entry, there are two buttons: "Schedule a Test" and "Test Center Profile". The "Schedule a Test" button is also circled in red. Below the test center list, there are three tabs: "Upcoming Tests", "Post Test Processing", and "Completed Tests". The "Upcoming Tests" tab is active, showing a table with the following columns: "Date", "Exam Type", "Exam Level", and "Total Registered". The first row of the table shows the date "Jul 18, 2017", "Exam Type", "Exam Level", and "Total Registered".

| Date | Exam Type | Exam Level | Total Registered |
|--------------|-----------|-------------|------------------|
| Jul 18, 2017 | Exam | Middle/High | 6 |

Schedule The Test

Select your test type from the drop down menu (batches can be submitted for standard, flex or benchmark administrations)

- Select Exam Level
- Select test date from the dropdown menu, and press the submit button




The screenshot shows the 'New Test' form. The 'Test Center Name' is 'SSAT Academy (Sample Center - Not Real)'. The 'Test Type' dropdown is set to 'Select a Test Type...' and the 'Exam Level' dropdown is set to 'Select an Exam Lev...'. These two dropdown menus are circled in red. Below this is the 'Admin Details' section, which states 'This Test Center currently has **ssat Support** as its Administrator.' and offers two radio button options: 'Use ssat Support as this test's Administrator.' (selected) and 'Use a different administrator for this individual test instance.'



The screenshot shows the 'Test Date' dropdown menu. The selected date is 'Saturday, October 15, 2016'. A black arrow points from the text to the right of the dropdown to the dropdown menu itself.

Once you select a Test Type you will be able to select the test date



The screenshot shows the 'New Test' form with the 'Test Type' dropdown set to 'Flex'. Below this is the 'Open or Closed' section, which has a sub-section 'Create Test As' with two radio button options: 'Open Flex' (selected) and 'Closed Flex'. A black arrow points from the text to the right of the section to the 'Open Flex' radio button.

If you choose Flex test, you will be given an option to select Open or Closed Flex test.

Schedule The Test

Enter administrator details, test center capacity, special instructions and confirm shipping information, then click Submit.

The form is divided into three sections:

- Admin Details:** Shows the current administrator as 'ssat Support'. It offers two options: 'Use ssat Support as this test's Administrator' (unselected) and 'Use a different administrator for this individual test instance.' (selected). Below are fields for 'Test Administrator' (a dropdown menu with 'Select a User...' and an 'Add User' button), 'Administrator Email' (lhofmann@ssat.org), and 'Administrator Cell' (555-5555).
- Capacity:** Includes a checkbox for 'Willing to Accept Testers with Testing Accommodations?'. Below are input fields for 'Testing Accommodation Capacity', 'General Capacity', and 'Total Capacity', all currently set to 0. A text area for 'Special Admission Ticket Instructions' contains the text: 'Enter information about testing room, directions to campus, parking, items required at check-in.'
- Shipping Address:** Displays the current delivery address: '862 Route 518, Skillman, NJ 08558, United States'. It offers two options: 'Use the above delivery address for this test' (selected) and 'Use a different delivery address for this individual test' (unselected).

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Choose the Test Administrator, adding a new user if needed.


Set your capacity keeping in mind that if you offer **testing accommodation**, you will need to prepare your site with extra rooms and extra proctors

Special Instructions can be added to help the tester

Verify your shipping address

Test Confirmation Page

This is your confirmation page. Check your entry for accuracy.

 Thank you. This test date has been published
The test will be available for students to register in the academic year of the test (beginning August 1st each year).

The New Test

| | | |
|--|--|--|
| Test Center Name | SSAT Academy (Sample Center - Not Real) | Delete Test Batch Registration |
| Test Type | Standard | |
| Exam Level | Middle/Upper | |
| Date | 10/15/2016 | |
| Registration Deadline | --/--/---- | |
| Accepts Special Accommodation | No | |
| Special Accommodation Capacity | 0 | |
| General Capacity | 4 | |
| Total Capacity | 4 | |
| Special Admission Ticket Instructions | Bring extra pencils! | |
| Test Administrator | SSAT Support | |
| Administrator Cell Phone | 123-123-1234 | |
| Administrator Email | Youremail@youremail.org | |
| Shipping Address | Your Test Center's delivery address is listed here | |

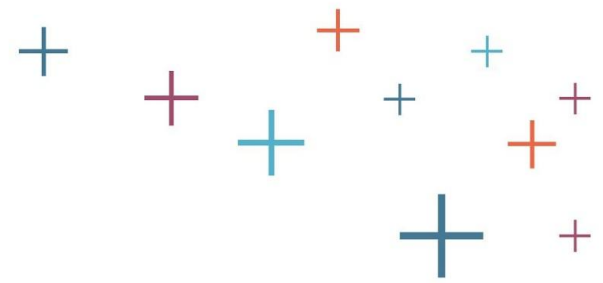
Standard date test materials are shipped automatically and the test center is not responsible for placing an order.

Materials will be shipped 5 days prior to test unless otherwise indicated by SSATB.

Changes/cancellation of this test date is not permitted after the first student registers.

If you made an error, you can delete the test as long as no one has registered.





How to Create Batch Registrations


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Batch Now

If you plan to register students immediately, via Batch Registration, simply click on the Batch Registration button to get started.

 Thank you. This test date has been published
The test will be available for students to register in the academic year of the test (beginning August 1st each year).

The New Test

| | | | |
|--|--|-----------------------------|------------------------------------|
| Test Center Name | SSAT Academy (Sample Center - Not Real) | Delete Test | Batch Registration |
| Test Type | Standard | | |
| Exam Level | Middle/Upper | | |
| Date | 10/15/2016 | | |
| Registration Deadline | --/--/---- | | |
| Accepts Special Accommodation | No | | |
| Special Accommodation Capacity | 0 | | |
| General Capacity | 4 | | |
| Total Capacity | 4 | | |
| Special Admission Ticket Instructions | Bring extra pencils! | | |
| Test Administrator | SSAT Support | | |
| Administrator Cell Phone | 123-123-1234 | | |
| Administrator Email | Youremail@youremail.org | | |
| Shipping Address | Your Test Center's delivery address is listed here | | |

Standard date test materials are shipped automatically and the test center is not responsible for placing an order.

Materials will be shipped 5 days prior to test unless otherwise indicated by SSATB.

Changes/cancellation of this test date is not permitted after the first student registers.

Batch Later

If you wish to register students at a later time, you can return to this test under Upcoming Tests. Select the test you want to register students for by clicking on the + (plus) key next to the date. Then select the Batch Register This Test link.

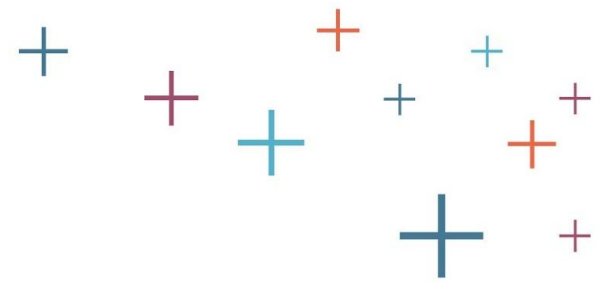
The screenshot displays the 'TESTING' section of a web application. At the top, there is a navigation bar with tabs for Home, Testing (selected), Scores, Applications, Prospects, Data Dashboards, and Resources. Below the navigation bar, the word 'TESTING' is prominently displayed. A button labeled 'Register a new test center' is located in the top right corner. The main content area is divided into two tabs: 'Approved Test Center(s)' and 'Test Center(s) Awaiting Approval'. Under the 'Approved Test Center(s)' tab, there are two sub-sections: 'International Site' and 'SSAT Academy'. The 'SSAT Academy' section contains two buttons: 'Schedule a Test' and 'Test Center Profile'. Below these buttons is a table with three tabs: 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. The 'Upcoming Tests' tab is active, showing a table with the following data:

| Date | Exam Type | Exam Level | Total Registered |
|--------------|-----------|--------------|------------------|
| Jul 18, 2017 | Flex | Middle/Upper | 6 |

Below the table, there is a detailed view for the selected test. It includes the following information:

- Test Admin Name:
- Cell: 555-1212
- Capacity: 10
- Special Accommodation: Yes
- Special Accommodation Capacity: 10

At the bottom of this detailed view, there are two links: 'Batch register this test' (circled in red) and 'Student Roster'.



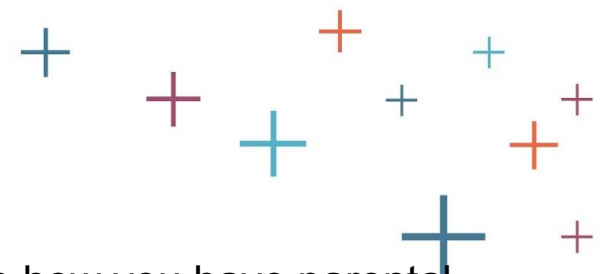
Special Notes:

Testing Accommodations

- If you will be registering a student that needs testing accommodations, ensure they have already created an account, requested all accommodations, and been approved before proceeding.

Fee Waivers

- If you will be using test fee waivers, see and follow the separate instructions on your MAP for creating bulk or individual fee waivers before proceeding.



Parental Consent

You must have parental consent before proceeding. Indicate how you have parental consent.

- If you have 'in loco parentis' or equivalent, select the first option.
- If you have consent via signed SSAT provided consent forms, select the second option.**

***You can access the consent form or request EMA to send you preprinted paper forms where highlighted below.*

****No parental consent is necessary for benchmark registrations.*

Batch Registration

You are about to batch register test takers for the following test. Batch registration allows you to register a group of students for this test instead of having each taker's parent/guardian register on their own.

For an overview of batch registration, [click here](#).

TEST INFORMATION

Test Date: Saturday, October 14, 2017 at International Site (Middle/Upper)

Test Type: Standard Test

Step 1 - Confirm Data Authorization

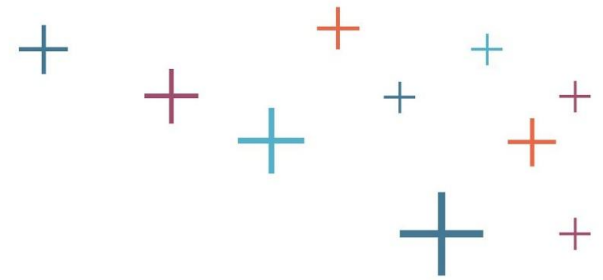
In order to batch register students for a Flex or Standard test, you must indicate that you have parental consent.

Select how you have parental consent:

- We have consent through an agreement such as "In loco parentis" **for each test taker included in the spreadsheet** granting us the authority to provide the student's Personally Identifiable Information to The Association. We additionally understand that it is our responsibility, based upon our acceptance of The Association's membership agreement, to notify all parents/guardians about the provision of their student's information to The Association.
- We have a parent/guardian signed SSAT Batch Registration Agreement **for each test taker included in the spreadsheet**. We will keep the signed agreement(s) on record at our location for no less than five years and will provide SSAT Batch Registration Agreements to The Association within five business days if requested.

SSAT Batch Registration Agreement

- [Download the SSAT Batch Registration Agreement here](#) -or-
- E-mail members@enrollment.org and request we send you the number of pre-printed agreements you need by FedEx.



Scoring Options

- Indicate if you'd like to receive scores for these registrants and if you'd like to be a Score Advisor
 - A Score Advisor is able to see scores and report those scores to other score recipients on behalf of the test taker.

**You will NOT receive scores if you do not select one of the options below!

Step 2

Select Your Score Options Check all that apply

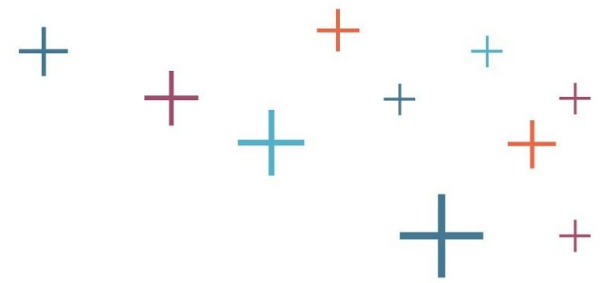
If you don't select either option below, you WILL NOT have access to scores from any students registered!

- We would like to receive scores for all registrants
- We wish to act as the Score Advisor for all registrants

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CSV Download

Step 3

- Download the CSV file template file and complete it with the test taker information (see CSV tips on the next slides)
- Do not include any test taker for whom you do not have parental consent.

Step 3

Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the [template here](#).

No file chosen

First row contains column headers

[Cancel](#)

CSV Template – General/Info Match

- Download the spreadsheet and save it as a .CSV Excel file
- Do not re-order, rename or delete columns
- Enter information in all columns marked with an *asterisk
- Match accounts previously made by matching these criteria:

| ALL 3 MUST MATCH EXACTLY | One of the following must MATCH EXACTLY |
|---------------------------------|--|
| First Name | Parent Email Address |
| Last Name | Zip Code |
| Date of Birth | Middle Initial |

**Same parent email, parent first name and parent last name required for parent match*

CSV Template – Test Fee Waivers

If using test fee waivers, ensure you copy/paste them into the spreadsheet carefully.


| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|------------|---------------|--------|--------------|--------|------|----------|--------|-------------------|------------|--------|--------------|---|---|
| 1 | Last Name* | First Name MI | Street | Street City* | State* | Zip* | Country* | Phone* | Parent Birthdate* | Sex (M/F)* | Grade* | Fee Waiver # | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |

In the Member Access Portal be sure you are creating Test Fee Waivers and not Application Fee Waivers, for students that need a fee waiver.

Data Dashboards 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
- CHARACTER SKILLS SNAPSHOT**
NEW Invite families that aren't taking the SSAT to take The Snapshot



CSV Template – Student Emails

The email account entered for this student during registration is permanently and FOREVER linked in our system; and as such, may not be changed once an account is created.

- Please DO NOT use your own personal or work email account or a “dummy” account when registering students.
- In the case of divorced parents, only one email can be used/associated with the student record so a parent will have to confirm which email to use. Once a username/password is assigned to them, they can share that with each other so both parent can log in and see their child's information.

student@email.com

(skip this page if no testing accommodations)

CSV Template – Testing Accommodations

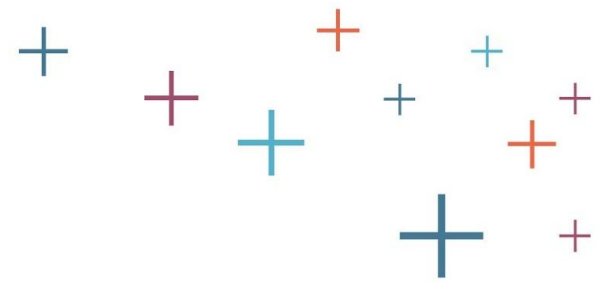
Students requiring testing accommodations must create their own SSAT user account and complete the process of requesting special accommodations online **BEFORE** you can register them for testing via batch registration.

- Once the student is approved for testing accommodation, you can include them in your spreadsheet (register them with accommodations). When you upload the spreadsheet, the system will identify them with testing accommodations and you will apply them to the test.
- Be sure the matching criteria is utilized here so that the system can find the account the student created with the testing accommodation affixed:

| ALL 3 MUST MATCH EXACTLY | One of the following must MATCH EXACTLY |
|--------------------------|---|
| First Name | Parent Email Address |
| Last Name | Zip Code |
| Date of Birth | Middle Initial |

**Same parent email, parent first name and parent last name required for parent match*

Instructions for student requesting special accommodations can be found on our website at <http://ssat.org/about-ssat/testing-accommodations>



CSV File Upload

Use the Choose File button to select your CSV file that you saved on your computer using the template.

- Then click Upload Batch File.

Step 3

Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the template [here](#).

No file chosen

First row contains column headers

[Cancel](#)

Batch Registration – Verification

- After selecting Upload Batch File, individual registrant information will appear. Confirm the details for each student.
- Prior to clicking Submit, you can still make changes or additions to the spreadsheet. Once you click submit, you cannot alter your data in any way. Please take the time now to be sure your data is correct.

Batch Registrations

Please confirm that the following details are correct before continuing:

| Registration #1 | | | | | <input type="checkbox"/> Remove this student from the batch |
|--|---|----------------|-------|---------------|---|
| <p>According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account.</p> | | | | | |
| Last Name * | First Name * | Middle Initial | | | |
| Davis | Liam | | | | |
| Birth Date * (mm/dd/yyyy) | Sex * | Grade * | | | |
| 07/28/2000 | <input checked="" type="radio"/> Male <input type="radio"/> Female | 8 | | | |
| Address Lines 1 * / 2 | City * | State * | Zip * | Country * | |
| 18 Orchard Street | Trucksville | PA | 18708 | United States | |
| Phone * | Parent's Email Address * | | | | |
| 6096834440 | jeidamdavis+0408@gmail | | | | |
| Fee Waiver (optional) | Special Accommodations | | | | |
| | <input type="radio"/> Yes, please apply the listed Special Accommodations to this test. <input type="radio"/> No, do not apply the listed Special Accommodations to this test. | | | | |
| Registration #2 | | | | | <input type="checkbox"/> Remove this student from the batch |
| <p>According to our records, there is no SSATB account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.</p> <p>If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.</p> | | | | | |
| Last Name * | First Name * | Middle Initial | | | |
| Smith | Jane | | | | |

← The **green box** tells you this student already has an account with SSAT. For special accommodation students this MUST be the case. Click yes to apply or no to not apply them to this test. You MUST take an action.

← The **yellow box** indicates this registration will create an account for this student. You may edit in this view, remove a registration or add a registration.





Batch Registration – Verification

- Check special accommodation
- Check spelling of name
- Check fee waiver number
- Check birthdate
- Check email address

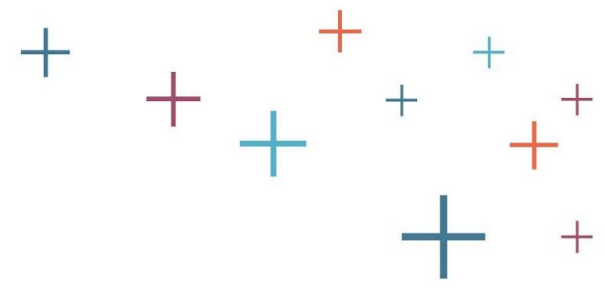
Batch Registrations

Please confirm that the following details are correct before continuing:

| | | | | | |
|---|--|-----------------------|----------------------|------------------|---|
| Registration #1 | | | | | <input type="checkbox"/> Remove this student from the batch |
| According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account. | | | | | |
| Last Name * | First Name * | Middle Initial | | | |
| <input type="text"/> | Liam | <input type="text"/> | | | |
| Birth Date * (mm/dd/yyyy) | Sex * | Grade * | | | |
| 07/28/2000 | <input checked="" type="radio"/> Male <input type="radio"/> Female | 8 | | | |
| Address Lines 1 * / 2 | City * | State * | Zip * | Country * | |
| <input type="text"/> <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | United States | |
| Phone * | Parent's Email Address * | | | | |
| <input type="text"/> | jeidamdavis+0408@gmail. | | | | |
| Fee Waiver (optional) | Special Accommodations | | | | |



If anything is wrong, you can remove the registrant from the batch by selecting Remove this student from the batch.



Batch Registration – Adding Students

To add another student, select the Add Another Student button at the bottom of the screen.

Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1 Remove this student from the batch

According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account.

| Last Name * | First Name * | Middle Initial |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Birth Date * (mm/dd/yyyy)

Address Lines 1 * / 2

Phone *

Fee Waiver (optional)

Registration #2 Remove this student from the batch

According to our records, there is no SSATB account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.

If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.

| Last Name * | First Name * | Middle Initial |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Birth Date * (mm/dd/yyyy) | Sex * | Grade * |
|---------------------------|--|--------------------------------|
| <input type="text"/> | <input type="radio"/> Male <input checked="" type="radio"/> Female | <input type="text" value="7"/> |

| Address Lines 1 * / 2 | City * | State * | Zip * | Country * |
|--|----------------------|----------------------|----------------------|-----------------|
| <input type="text"/> <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | United States ▼ |

| Phone * | Parent's Email Address * |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> |

| Fee Waiver (optional) | Special Accommodations |
|-----------------------|------------------------|
| <input type="text"/> | <input type="text"/> |

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

Batch Registration – Click Import

When you are satisfied with all the data, Click Import

Registration #2 Remove this student from the batch

According to our records, there is no SSATB account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.

If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.

| | | | | |
|---------------------------|--|--------------------------------|----------------------|---------------|
| Last Name * | First Name * | Middle Initial | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Birth Date * (mm/dd/yyyy) | Sex * | Grade * | | |
| <input type="text"/> | <input type="radio"/> Male <input checked="" type="radio"/> Female | <input type="text" value="7"/> | | |
| Address Lines 1 * / 2 | City * | State * | Zip * | Country * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | United States |
| Phone * | Parent's Email Address * | | | |
| <input type="text"/> | <input type="text"/> | | | |
| Fee Waiver (optional) | Special Accommodations | | | |
| <input type="text"/> | <input type="text"/> | | | |

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Processing Your Registrations

Please be patient while we process your batch registrations.

Done! Redirecting to payment page...

Depending on the number of students you are registering this process could take several minutes.

Please do not close your browser or refresh the page during this time.

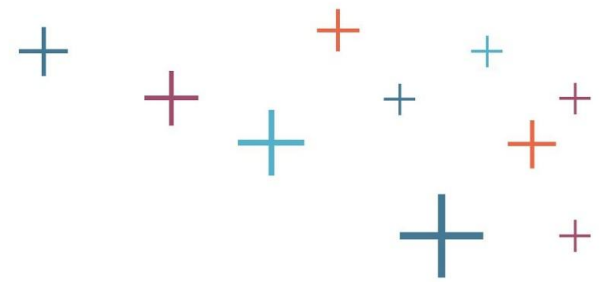
Be patient while the information loads. This window will open to notify you of your status.

Batch Registration – Confirmation and Payment Process

NEW!

- Within 30 days of EMA scoring your returned test materials, an invoice is generated by [bill.com](https://www.bill.com) and sent via email to the test administrator email on file.
- The invoice is based on the number of tests successfully administered and returned to EMA for a scheduled test date.
- Please help us support this process by completing your attendance roster on your portal (via post-test processing).

** Note: Fee waivers, if uploaded to column O during batch registration, will be applied to the final invoice.*



Family Emails

Once you submit the Batch Registration, the parents of your students registered will receive an email regarding the SSAT registration.**

- Please alert your parents to your batch registration so they are on the lookout for emails from noreply@enrollment.org
- Ask parents to contact you if they do not get an email.
- If a student already had an account, they will be notified that the registration has been added to the existing account.
- If a student did not previously have an account, they will be notified of their new account, new registration, and how to login.

***Not applicable for Benchmark registrations*

[Return to Menu](#)

Student Roster

To confirm you've completed the Batch Registration, return to your test center page

- Click on the + (plus) next to your test date and view the details
- Click on the Student Roster and you should see all those batch registered

The screenshot displays a web interface for a test center. At the top, there are tabs for 'Approved Test Center(s)' and 'Test Center(s) Awaiting Approval'. Below this, there are sections for 'International Site' and 'SSAT Academy'. A 'Schedule a Test' button is visible. The main content area has tabs for 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. A table lists test dates, exam types, exam levels, and total registered students. The first row is for 'Aug 21, 2014' with 'Flex' exam type, 'Middle/Upper' level, and 2 registered students. Below the table, there is an 'Access Code' field and a 'Test Admin Name' field. A 'Batch register this test' button with an information icon is present. A 'Student Roster' button with a person icon is highlighted with a red circle. An 'Order Materials' button is at the bottom right.

| Date | Exam Type | Exam Level | Total Registered |
|----------------|-----------|--------------|------------------|
| - Aug 21, 2014 | Flex | Middle/Upper | 2 |

Access Code: _____

Test Admin Name: _____ Special Accommodation: No

Cell: 555-1212 Special Accommodation Capacity: 2

Capacity: 2

[Batch register this test](#) [Student Roster](#) [Order Materials](#)



Student Roster

After clicking on Student Roster, a spreadsheet will open with the details for your registrants, including their registration IDs.

- Adjust the columns to see more information in each column
- You can sort each column by clicking on the blue arrow at the top of each column

Email testgroup@enrollment.org if you have any questions resulting from your batch registration.

Below is the most up-to-date roster for your upcoming scheduled SSAT administration. Use the column headers to sort the roster. You can also export the roster into a CSV file if desired.

Test Date Thursday, August 21, 2014
Test Center SSAT Academy
Attendance total 2

[Export to CSV](#)

| Registration Id | First Name | Last Name | Exam Level | Grade | Special Accommodations | Date Of Birth | Parent Name | Parent Email |
|-----------------|------------|-----------|------------|-------|--|---------------|-------------|--------------|
| | | | Upper | 8 | Extra time (1.5x standard time per sec | 07-28-2000 | | |
| | | | Middle | 7 | | 01-01-2000 | | |