

# How to Export Biographical Data from the Standard Application Online (SAO)

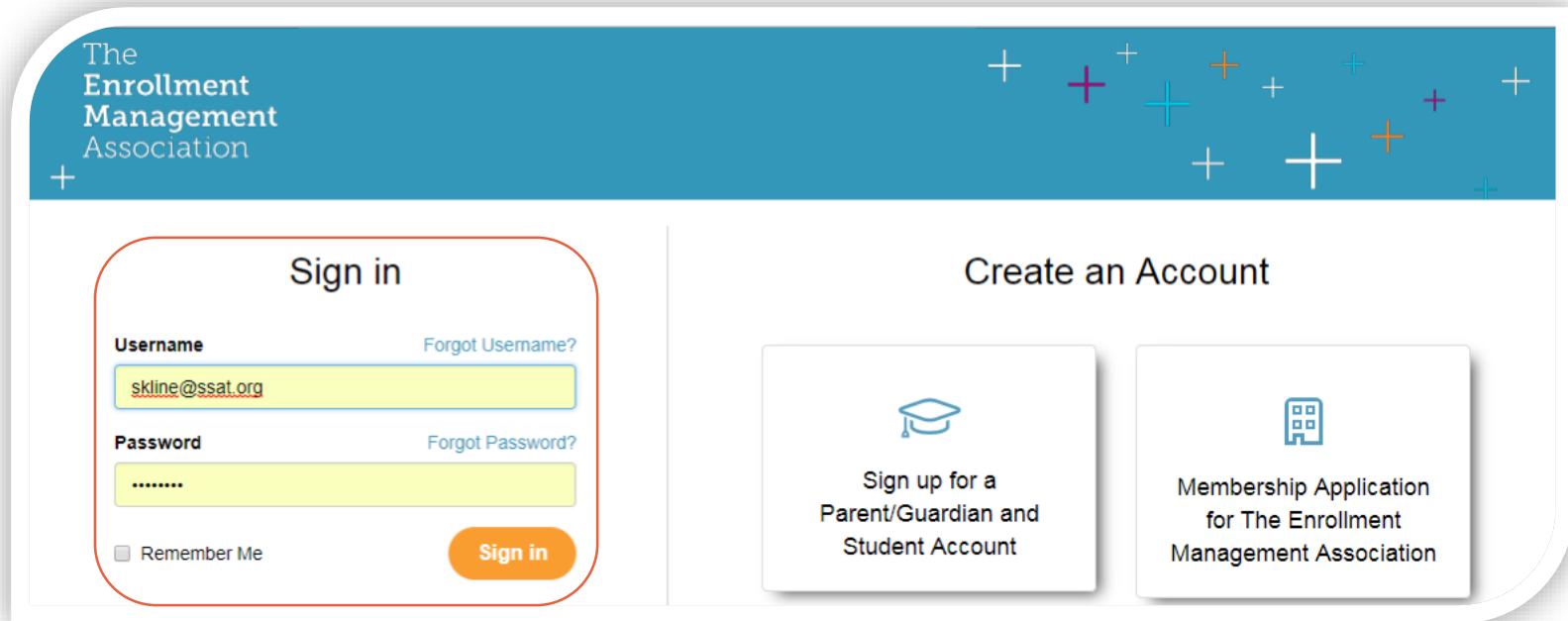
The  
**Enrollment  
Management**  
Association



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

A screenshot of the Member Access Portal (MAP) login page. The page has a blue header with the text "The Enrollment Management Association" and a decorative pattern of colorful plus signs. Below the header, there are two main sections: "Sign in" and "Create an Account". The "Sign in" section is highlighted with a red border and contains a "Username" field with the value "skline@ssat.org", a "Password" field with masked characters, a "Remember Me" checkbox, and a "Sign in" button. There are also links for "Forgot Username?" and "Forgot Password?". The "Create an Account" section contains two buttons: "Sign up for a Parent/Guardian and Student Account" (with a graduation cap icon) and "Membership Application for The Enrollment Management Association" (with a building icon).

The  
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# Select the Applications icon

The Enrollment Management Association

Welcome, [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**  
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

**MAP RELEASE NOTES**  
Click here to review our most recent release notes.

# Find the students you'd like to export

A list of students who have applied to your school will be listed under the grade group tab(s) for which you accept the Standard Application Online. There will be more than one tab, if you have created multiple applications.

Fall 2018 Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

**9-12**

Export New Profile/s Go

3 Applicants 2 Boys 1 Girl 2 Day 1 Boarding - Int'l 3 Domestic

Grade Gender Residential Status Requesting Aid Status Filter

		Parent/Student					Recommendations				Other Components		Status
Updated	Name	Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay	SSAT Scores	
09/22	Student Names	<input checked="" type="checkbox"/>	09/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="radio"/>
09/21		<input checked="" type="checkbox"/>	09/21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="radio"/>
09/12		<input type="checkbox"/>	08/24	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	<input type="radio"/>

Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

# Find the students you'd like to export

Using the dropdown menu, select "Export All Profile/s" or "Export New Profiles/s" from the drop down menu and click "Go". If you select "Export All Profile/s," all biographic records (including previously exported ones) will be available for export. Refer to the legend for symbols representing current status.

Fall 2018 Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

9-12

Export New Profile/s Go

3 Applicants 2 Boys 1 Girl 2 Day 1 Boarding - Int'l 3 Domestic

Grade Gender Residential Status Requesting Aid Status Filter

Updated	Name	Parent/Student				Recommendations				Other Components		Status	
		Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay		SSAT Scores
09/22	Student Names	<input checked="" type="checkbox"/>	09/11	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="clock"/>
09/21		<input checked="" type="checkbox"/>	09/21	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="clock"/>
09/12		<input type="checkbox"/>	08/24	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	<input type="clock"/>

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# Understanding the Legend

The legend shows you which pieces of an application have been received, exported/downloaded, not required, or are in progress. The green check mark indicates a completed application.

A screenshot of a software interface. At the top left, there are filters for 'Fall' and '2018', and a 'Key:' label with an information icon. Below these is a '9-12' filter and an 'Export New Profile/s' dropdown with a 'Go' button. A legend bar is highlighted with a red border, containing six items: 'Pending' (white circle), 'Received' (blue circle with horizontal line), 'Exported/Downloaded' (blue circle), 'N/A Not Required' (text), 'In progress' (clock icon), and 'Complete' (green checkmark).

A diagram showing a row from a table labeled 'Student Profile'. The row contains three status icons: a solid blue circle, a blue circle with a horizontal line, and a blue circle with a vertical line. Red arrows point from the first and third icons to explanatory text below.

This record has been downloaded

This record has not been downloaded

# Locate your .CSV exported file

After selecting Go, the report you have requested will download as a .CSV file (in Excel). You can easily open the file and review the information in Excel.

Fall 2018 Key: Pending Received Exported/Dow

9-12

Export All Profile/s Go

3 Applicants 2 Boys 1 Girl 2 Day

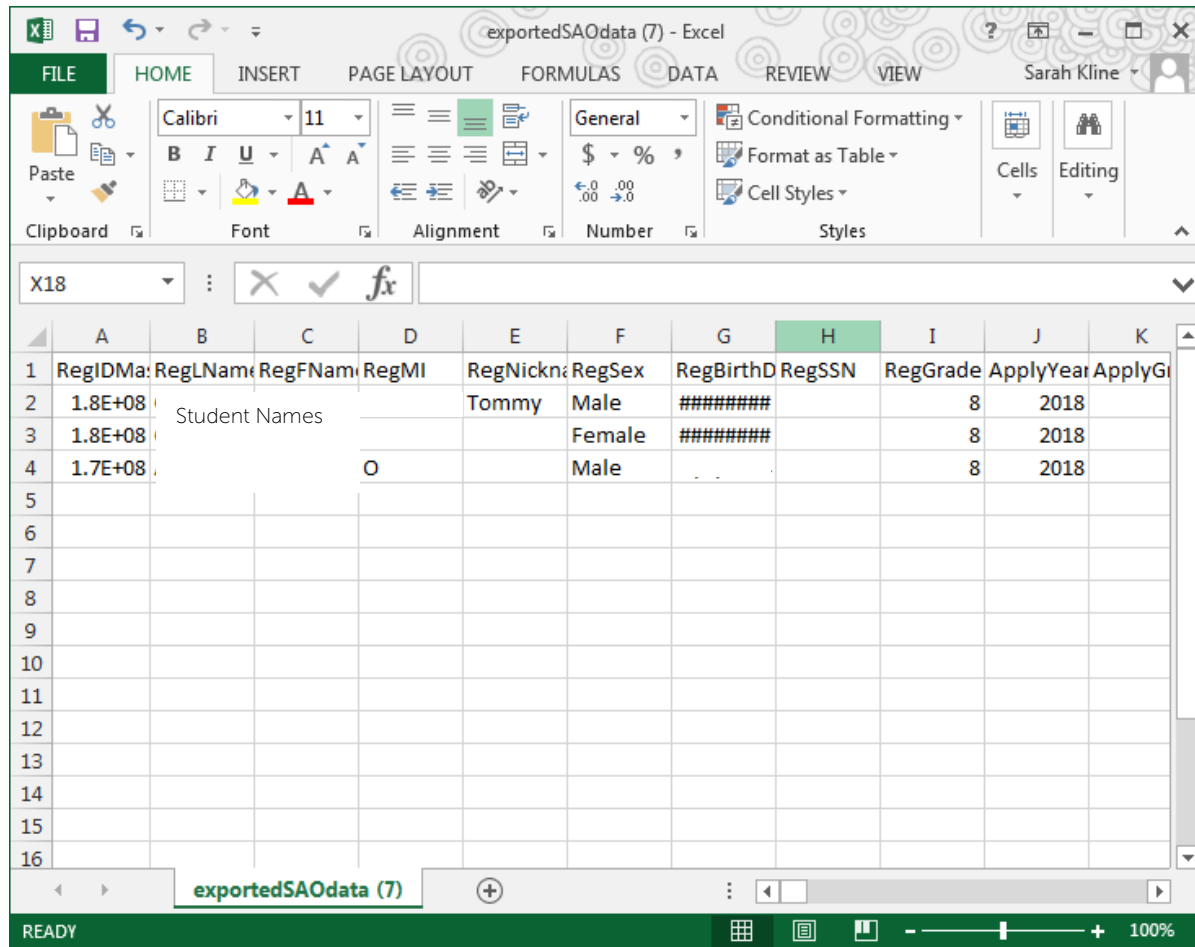
Grade Gender Residential Status Reque

		Parent/Student					
Updated	Name	Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English
09/22	Student Names	<input checked="" type="checkbox"/>	09/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09/21		<input checked="" type="checkbox"/>	09/21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09/12		<input type="checkbox"/>	08/24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

exportedSAOdata (...csv)

# Review your download in Excel

The Excel document can be opened and sorted or filtered as you wish, for uploading into your school's database system. (Below is a sample biographic data export, showing a sample of the fields that are collected. The original data export contains over 100 biographic data fields)



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	RegIDMa	RegLName	RegFName	RegMI	RegNickn	RegSex	RegBirthD	RegSSN	RegGrade	ApplyYear	ApplyG
2	1.8E+08	Student Names			Tommy	Male	#####		8	2018	
3	1.8E+08					Female	#####		8	2018	
4	1.7E+08				O	Male			8	2018	
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											



# Export Complete

The Legend in the application grid indicates actions that have occurred related to the student biographic data. After the student biographic data has been exported, the student record will indicate this. In the example below, after the "Export New Profiles/s" was exported, the symbol under the "Student Profile" section changed from "Received" to "Exported/Downloaded".

Fall 2018 Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

9-12

Export New Profile/s

3 Applicants 2 Boys 1 Girl 2 Day 1 Boarding - Int'l 3 Domestic

Grade Gender Residential Status Requesting Aid Status

Updated	Name	Parent/Student				Recommendations				Other Components		Status	
		Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay		SSAT Scores
09/22	Student Names	<input checked="" type="checkbox"/>	09/11		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
09/21		<input checked="" type="checkbox"/>	09/21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
09/12		<input type="checkbox"/>	08/24			<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	No	