How to Export Biographical Data from the Standard Application Online (SAO)
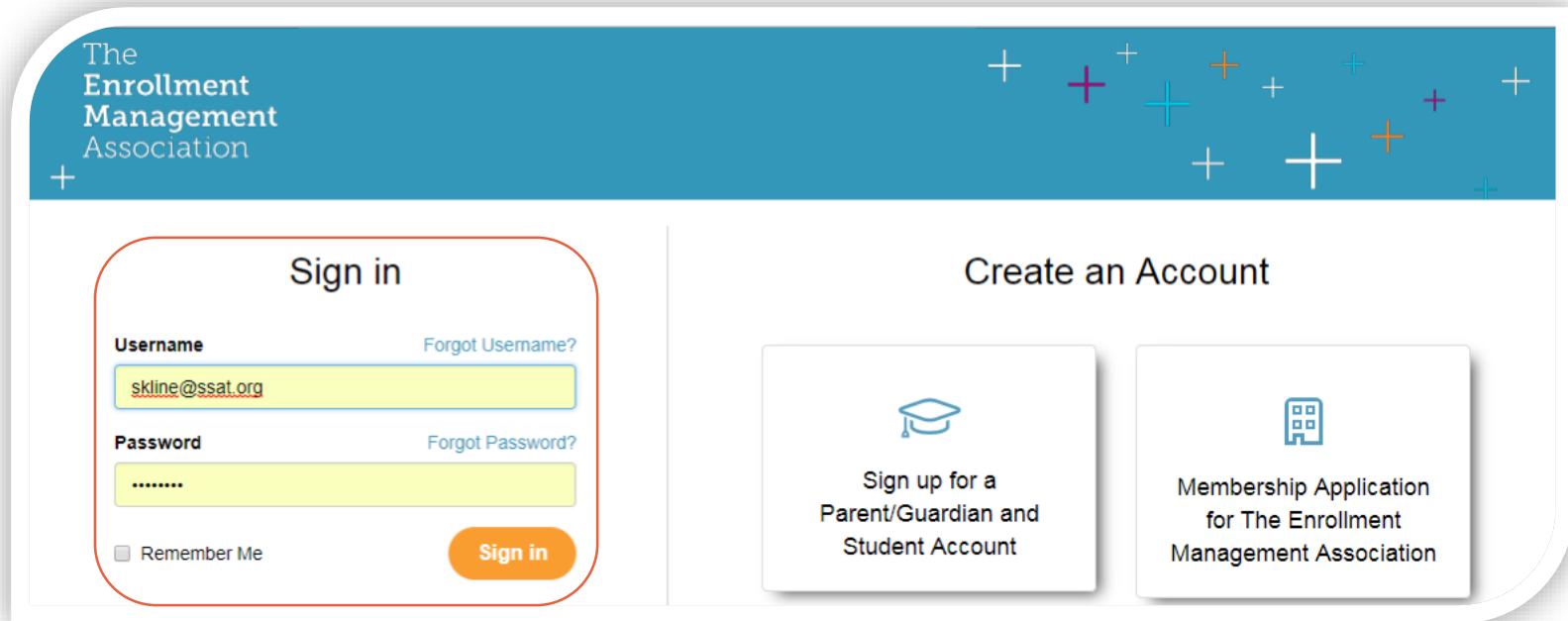
Log into your MAP

- 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

Recruitment
and Retention
Tools

Select the Applications icon

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** |

Updated ⇕	Name ⇕	Printed Profile ⓘ	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay	SSAT Scores ⓘ	Status
09/22	Student Names	☑	09/11	◐	○	○	●	●	○	○	○	No	◷
09/21		☑	09/21	◐	○	○	○	○	○	○	○	No	◷
09/12	.	☐	08/24	●	●	○	●	●	○	●	○	No	◷

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

The **Enrollment Management** Association

Recruitment and Retention Tools

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.

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.

| Fall | 2018 ▼ | Key: ⓘ | ○ Pending | ◓ Received | ● Exported/Downloaded | N/A Not Required | 🕐 In progress | ✔ Complete |

9-12

Export New Profile/s ▼ Go

● ◐ ◐ **Student Profile**

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.
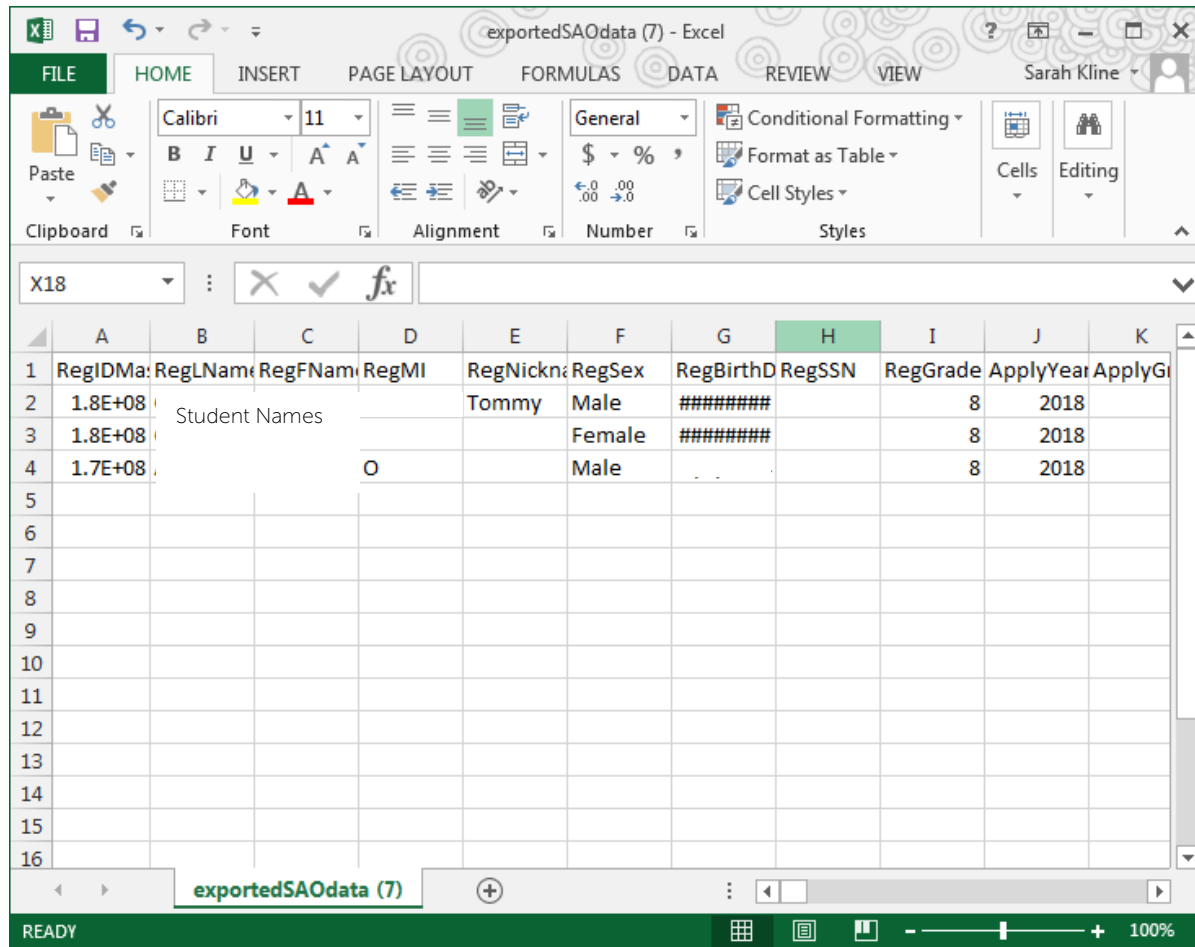
Review your download in Excel

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)

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".

		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	☑	09/11	●	○	○	●	●	○	○	○	No	🕐
09/21		☑	09/21	●	○	○	○	○	○	○	○	No	🕐
09/12		☐	08/24	●	●	○	●	●	○	●	○	No	🕐

Key legend: Pending, Received, Exported/Downloaded, N/A Not Required, In progress, Complete

Fall 2018

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