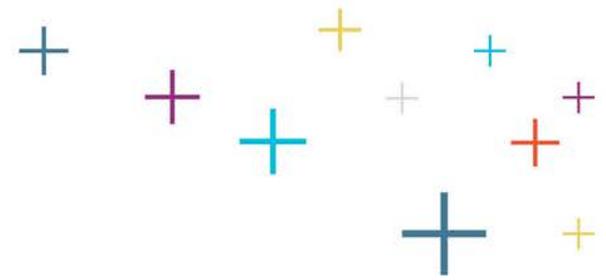


Adding Score Recipients or a Score Advisor

Use this step-by-step guide to add score recipients (schools that will receive your scores) or score advisors (a placement counselor or educational consultant) to receive your scores from a test.

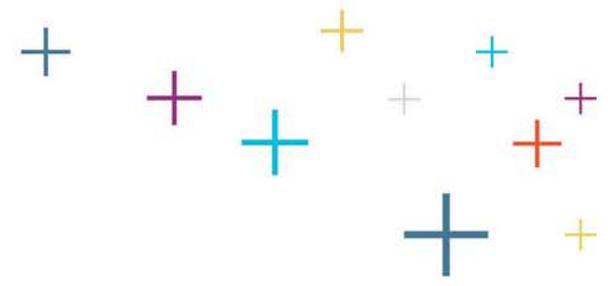
Special Reminders



- **Score Recipients***
 - You can add score recipients before or after testing.
 - You can add as many score recipients as you like for FREE.
 - If scores have already been released, when you add a score recipient they will receive scores IMMEDIATELY.
- **Score Advisor***
 - You can only add one score advisor to each test.
 - The score advisor will be able to view your scores from this test and designate score recipients for you.

*Must be a member of The Enrollment Management Association

First, log in to your SSAT account



Available at: <https://portal.ssat.org>



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](#).

Click "Manage My SSAT"



The SSAT

Student: Jennifer Gera Welcome, Tom Gera • [Manage Account](#) • [Log Off](#)

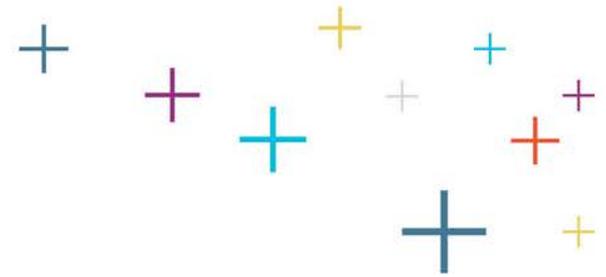
My Tests Practice Check Scores Apply Inquire Profile

What would you like to do?

Manage My SSAT Take the Character Skills Snapshot Practice for SSAT Check Scores

Apply to Schools Send an Inquiry Edit Profile

Click the “+” sign

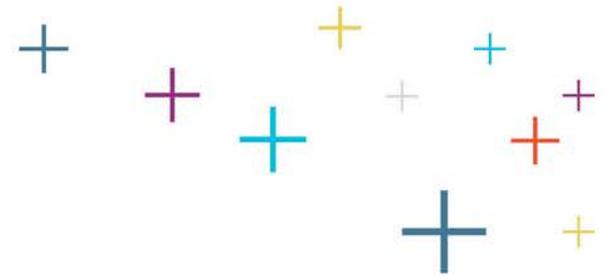


- If you have more than one test, click the “+” sign to expand the test for which you want to send scores to score recipients or a score advisor.
- Information for that test will expand.

MY TESTS

Current Academic Year					
Click on the '+' icon to expand a row.					
	Date	Test Center	Exam Level	Change Date/Site	Admission Ticket
	Dec 9, 2017	Punahou School	Middle	<input type="button" value="Change Test"/>	<input type="button" value="Print Ticket"/>

To add a Score Recipient:



- Click "Add Recipient."
- Then in the popup window, type the recipient's name and click "Search."

MY TESTS

Current Academic Year

Click on the '+' icon to expand a row.

Date	Test Center	Exam Level	Change Date/Site	Admission Ticket
Dec 9, 2017	Punahou School	Middle	Change Test	Print Ticket

Test: Middle Standard

Date: 12/9/2017

Test Center: Punahou School

Address: 1601 Punahou Street, USA

Reporting Instructions: Middle/Upper Level SSAT For Testing Accommodations, arrive by 7:45, testing ends at about 12:45. General Testing check-in begins at 8:30 at the Case Middle School office, testing ends at about 12:40. Please do not wait near the testing rooms.

Score Recipients

Add Recipient ⓘ

Score Advisor

Assign Advisor ⓘ

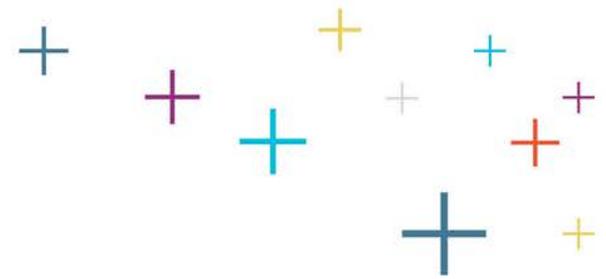
Current Advisor

Find Score Recipient ✕

Enter the name of the school or organization you are looking for here:

Search

To add a Score Recipient: (cont'd)



- Available recipients will appear as links.
- Click on the link for your intended recipient.
- The popup will close and your recipient is now added.

Find Score Recipient ×

Enter the name of the school or organization you are looking for here:

- [SSAT Academy \(1717\), Skillman, NY](#)

SSAT School

Search

To add a Score Advisor:

- Click "Add Advisor."
- In the popup window, type the recipient name and click "Search."

MY TESTS

Current Academic Year

Click on the '+' icon to expand a row.

Date	Test Center	Exam Level	Change Date/Site	Admission Ticket
- Dec 9, 2017	Punahou School	Middle	Change Test	Print Ticket

Test: Middle Standard

Date: 12/9/2017

Test Center: Punahou School
1601 Punahou Street
USA

Address: Honolulu, HI 96822
United States

Middle/Upper Level SSAT For Testing Accommodations, arrive by 7:45, testing ends at about 12:45. General Testing check-in begins at 8:30 at the Case Middle School office, testing ends at about 12:40. Please do not wait near the testing rooms.

Reporting Instructions

Score Recipients

Add Recipient

Score Advisor

Assign Advisor

Current Advisor

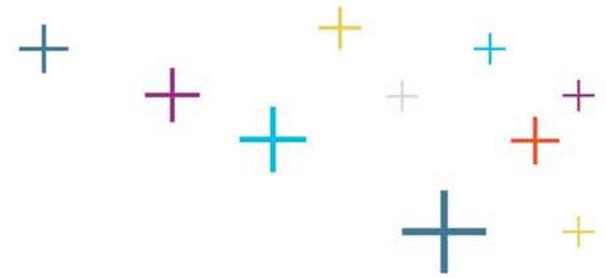
Find Advisor

Note: An advisor is someone who manages scores on your behalf. If you wish to send your scores to the schools to which you are applying, please go back and use the Score Recipient button.

Enter the name of the school or organization you are looking for here:

Search

To add a Score Advisor: (cont'd)



- Available advisors will appear as links.
- Click on the link for your intended advisor.
- The popup will close and your advisor is now added.

Find Advisor ×

Note: An advisor is someone who manages scores on your behalf. If you wish to send your scores to the schools to which you are applying, please go back and use the Score Recipient button.

Enter the name of the school or organization you are looking for here:

- [SSAT Academy \(1717\), Skillman, NY](#)

Search