Registering for the SSAT

<u>Continue if you have an SSAT Account and will be registering:</u>

- Without ANY Accommodations
  - With Approved Testing Accommodations
    - With Approved Sunday Testing
      - With Approved Sunday Testing & Testing Accommodations

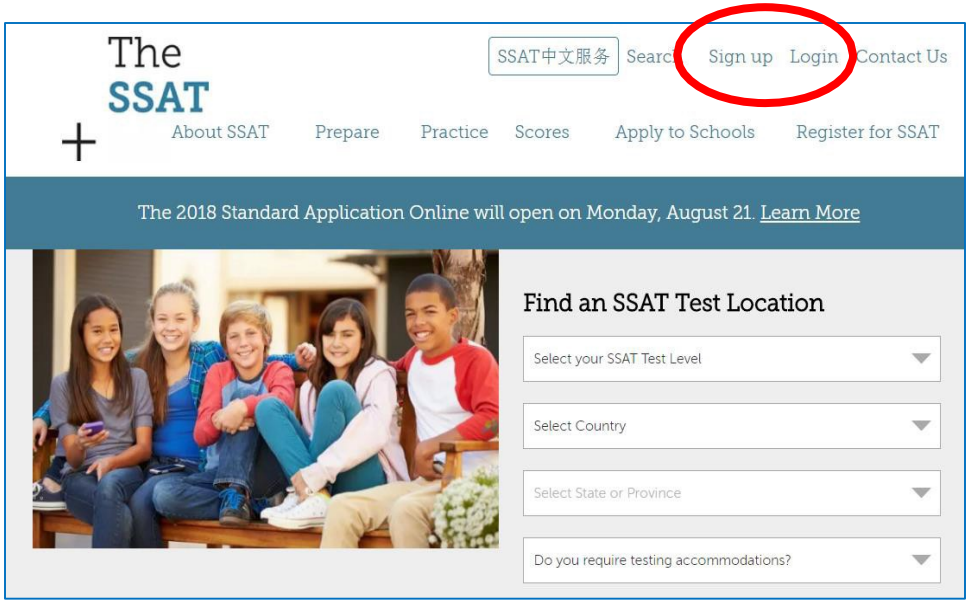
**If you do not yet have an SSAT account, see the separate tutorial for creating accounts.*

**If you require Testing Accommodations or Sunday Testing and have not been approved for these after 8/1/2019, please see the "Requesting Testing Accommodations" tutorial first.*

The SSAT

- Go to ssat.org, click on "Login", and enter your user name and password. If you have yet to create an online account, you will need to do so first before attempting to register. Click "Sign up" and follow the prompts.

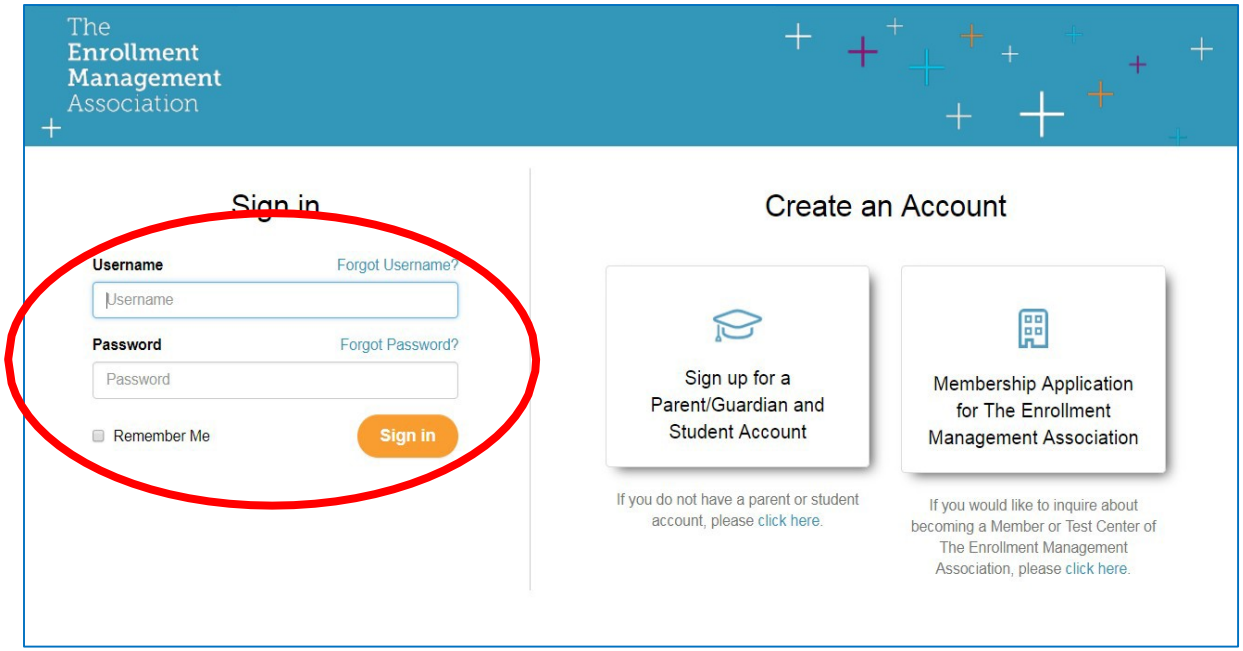
You can click "Forgot Username" or "Forgot Password."



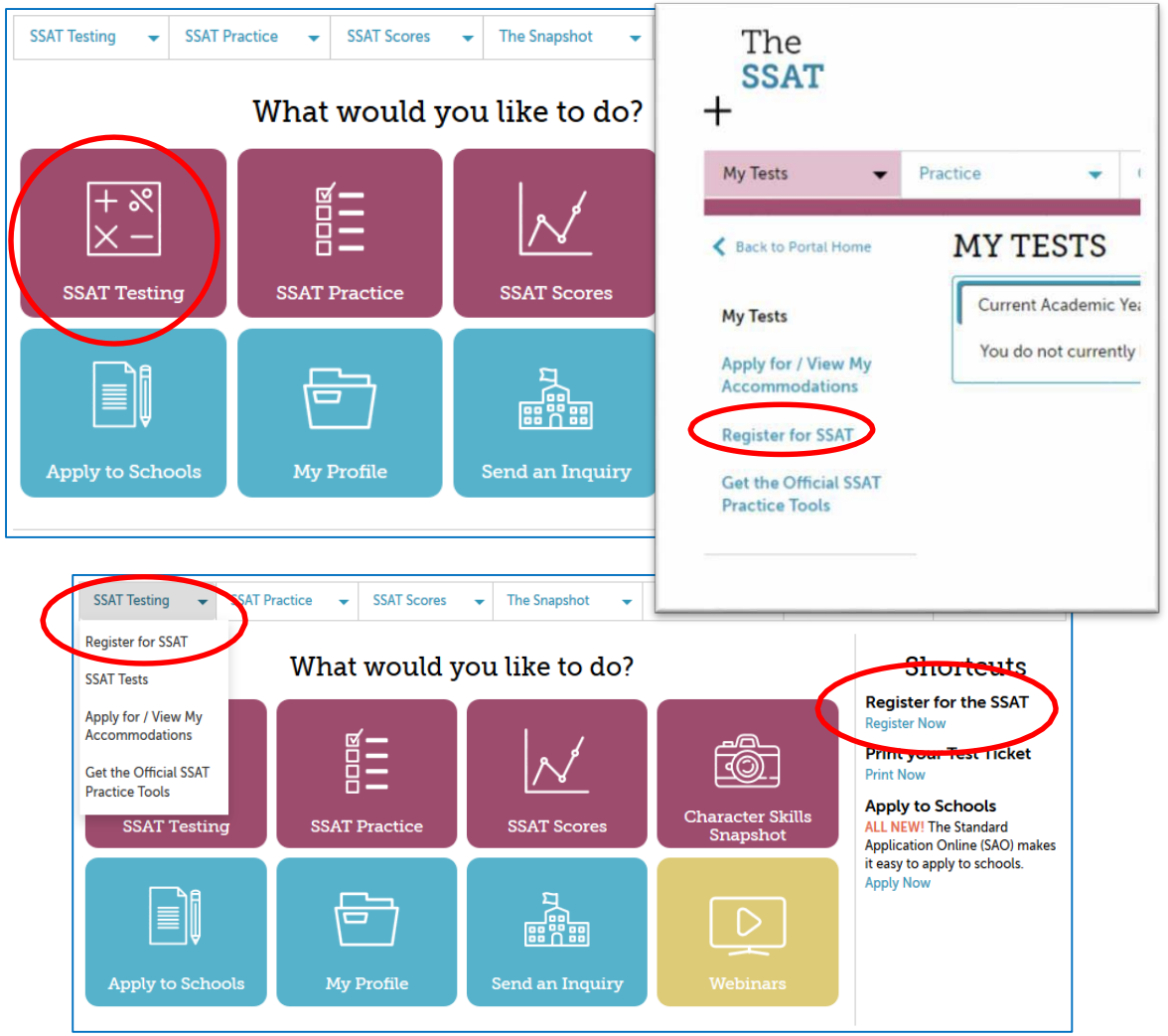
The SSAT

- After creating your online account or clicking "Login," please enter your username and password and click "Sign in."

You can also login by clicking "Forgot Username" or "Forgot Password."

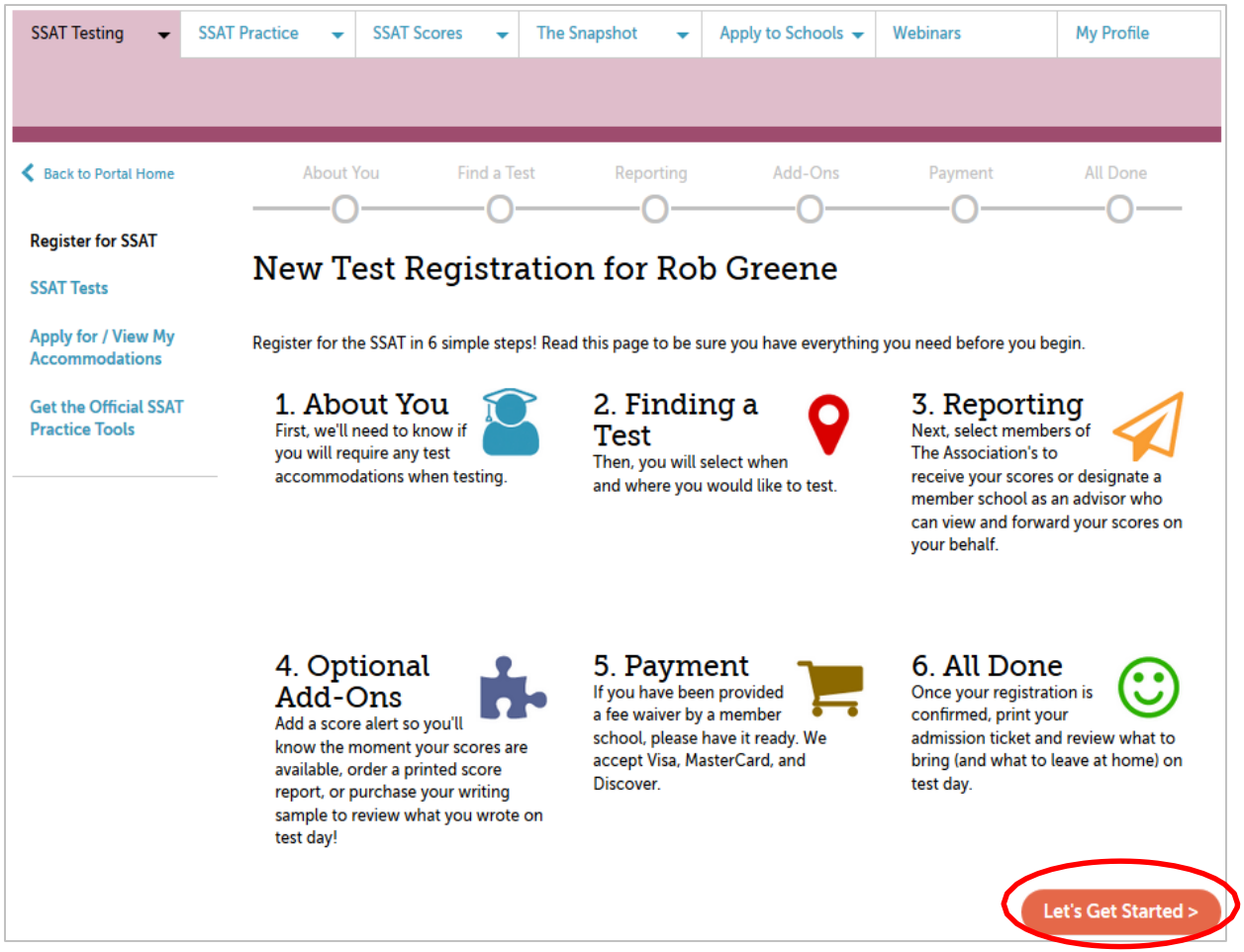


- Click on "SSAT Testing" and then "Register for SSAT."
- OR you can select the "SSAT Testing" drop down menu circled and click "Register for SSAT."
- OR, you can click "Register Now" from the right side of the screen.



The SSAT

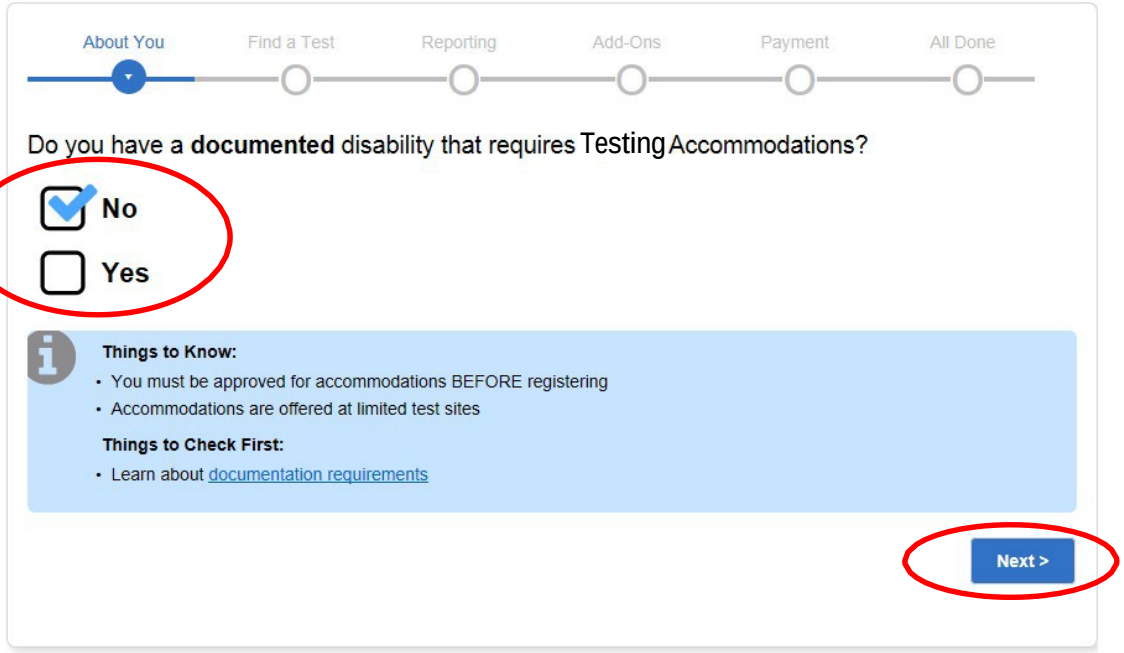
- Click “Let’s Get Started.”



The SSAT

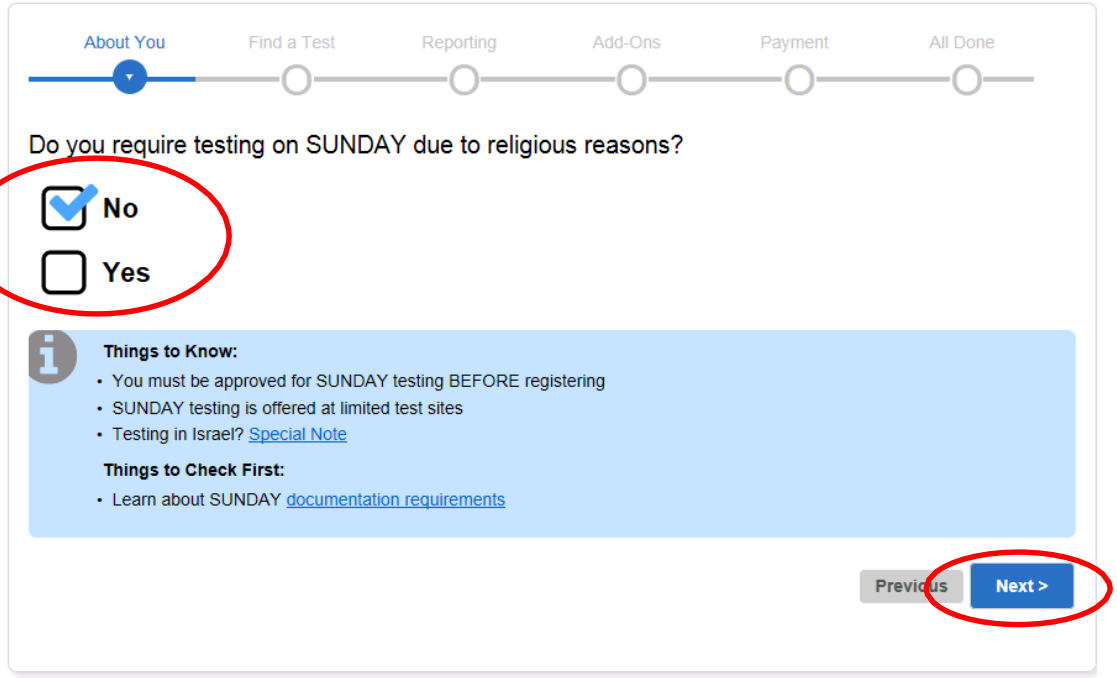
- First, please indicate if the test taker will require accommodations due to a documented disability.
- Then click, “Next.”

TIP: Throughout the registration process, check the blue box at the bottom for important information, reminders, and examples!



The SSAT

- Indicate if the test taker will require testing on a Sunday due to religious reasons.
- Click "Next."

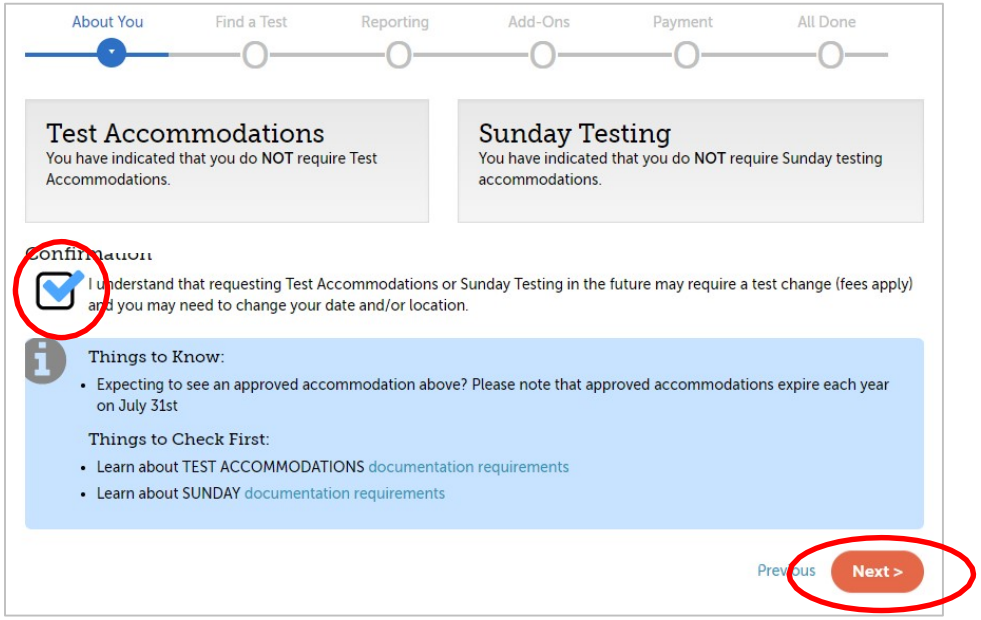


The SSAT

- Review the confirmation information and click "Next".
- Any approved accommodations will be listed in the gray boxes.
  - If you require additional accommodations beyond what is listed, you will need to exit the registration process, apply for them, and wait for them to be approved before registering.
  - Otherwise, if your listed accommodations are correct, select the confirmation and click Next.

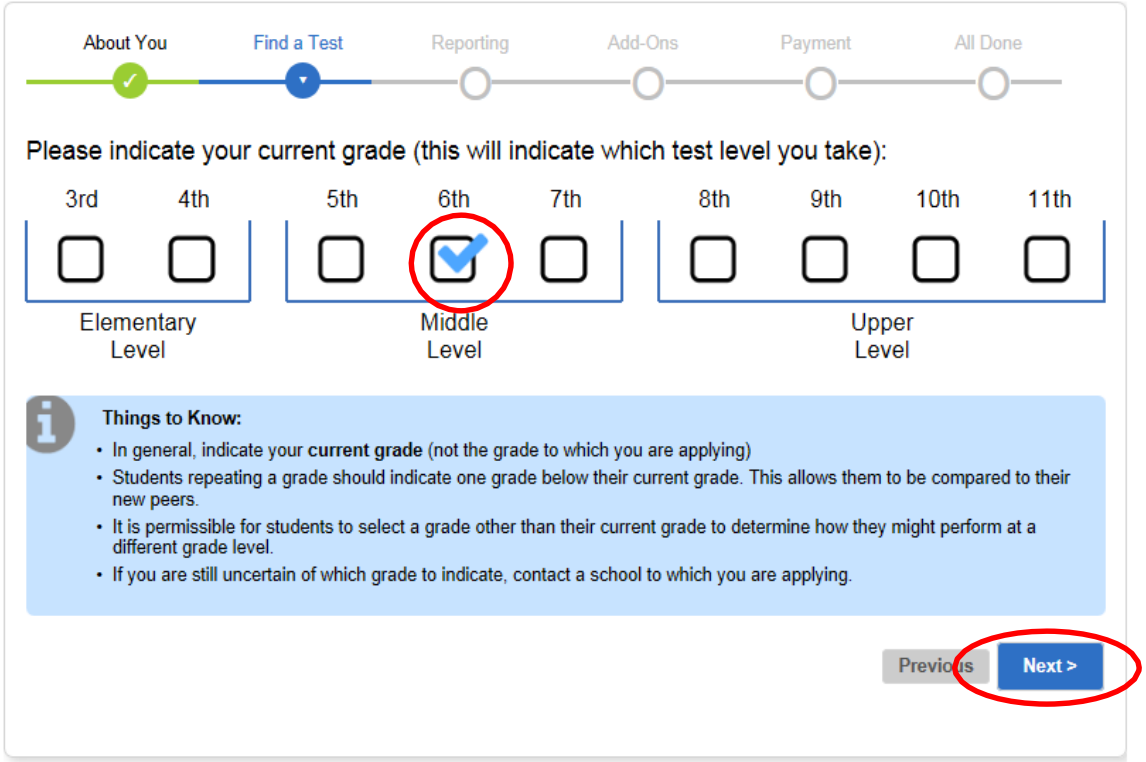
Please note: Accommodation approvals expire on July 31. After this you must have them approved again before you will be permitted to register for accommodated testing.

Note:
You will not be able to continue with registration for accommodated seating if you indicate you need accommodations and have yet to apply AND be approved for accommodations.



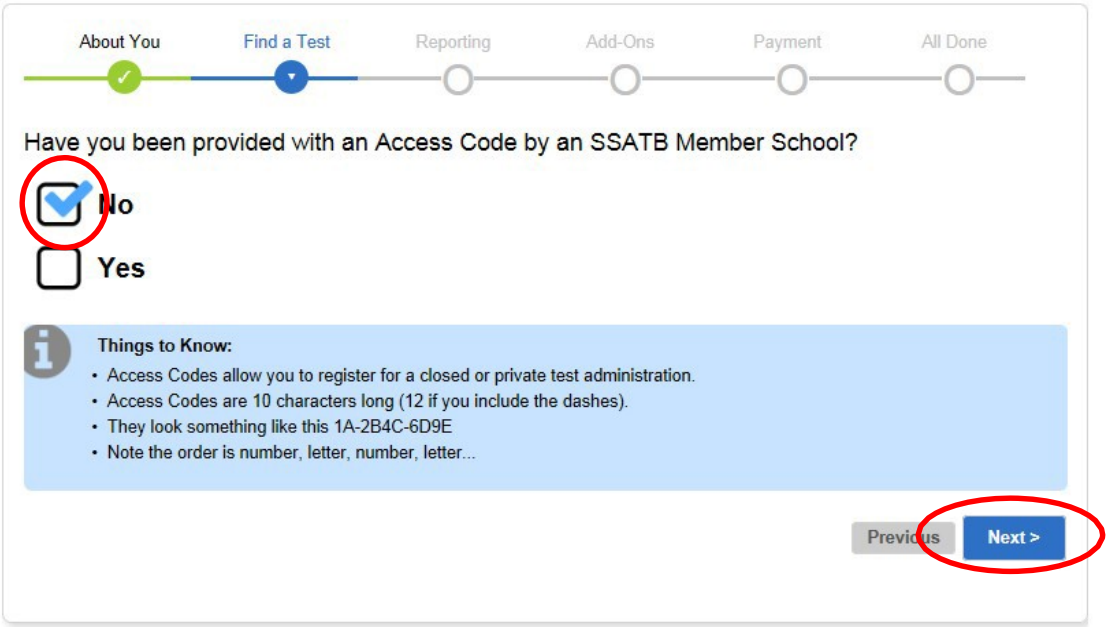
The SSAT

- Indicate your CURRENT grade – the grade you are in now.
- Click "Next."



The SSAT

- Indicate if you have been provided with an SSAT “Access Code“ for a scheduled FLEX test.
    - If you select Yes, a field will appear for you to enter the alphanumeric code.
- Click "Next."



The SSAT

- You will now select a date/site.

The search defaults to the location in your student account.

- You may change the location and click “Search.”

- Standard Tests display here:

A student may test on up to all 8 Standard test dates.

If a site is full, if the deadline has passed, or if you have already registered for a date, an icon will appear.

- Open Flex Tests display here:

Any Flex tests open to the public appear here.

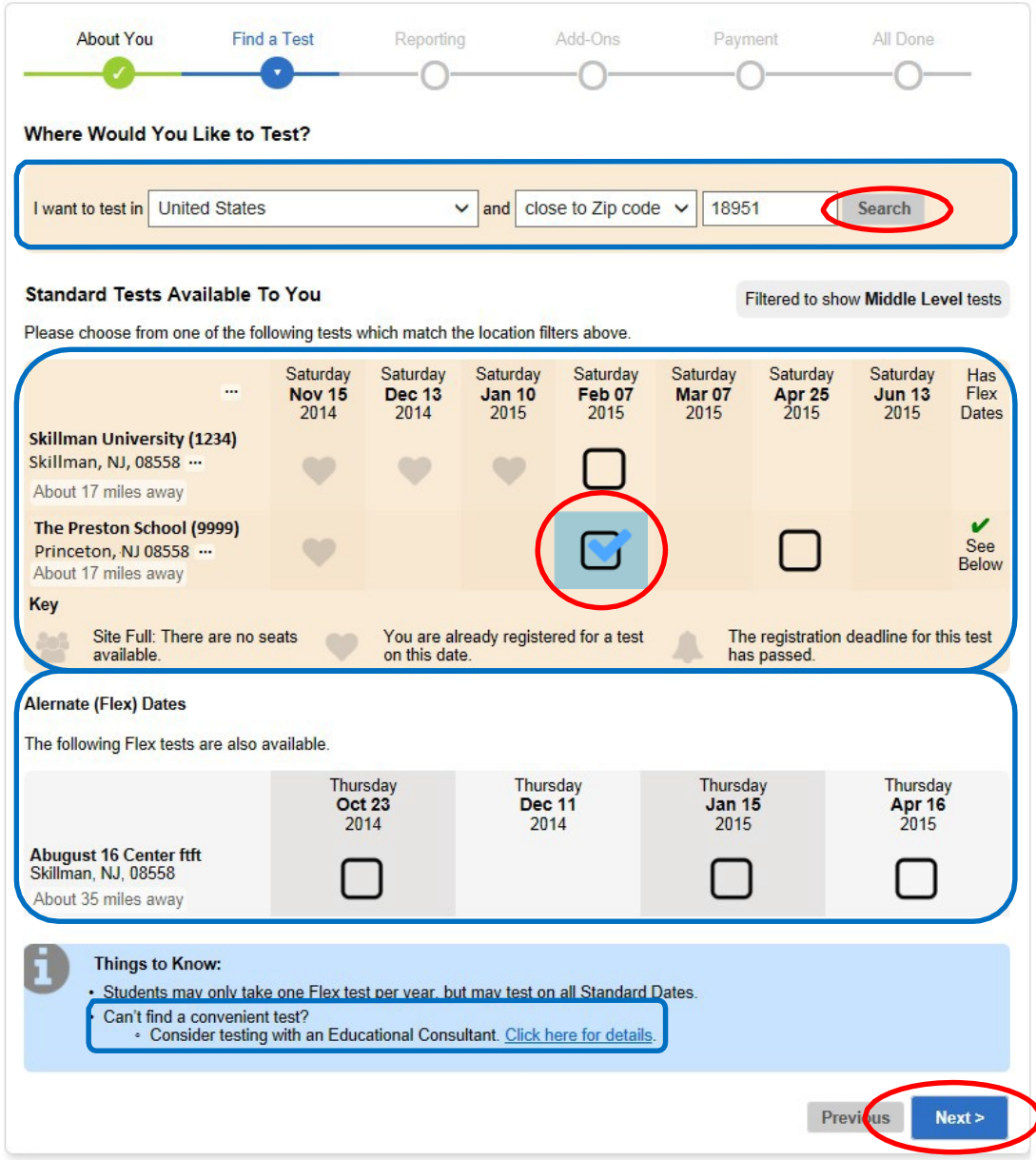
A student may take only 1 Flex from Aug 1st to July 31st.

- Can’t find a convenient test?

Consider scheduling a closed Flex test with an educational consultant. Note that additional fees may apply.

The SSAT

-After you select a test, click, “Next."



- Indicate if you would like to add Score Recipients.

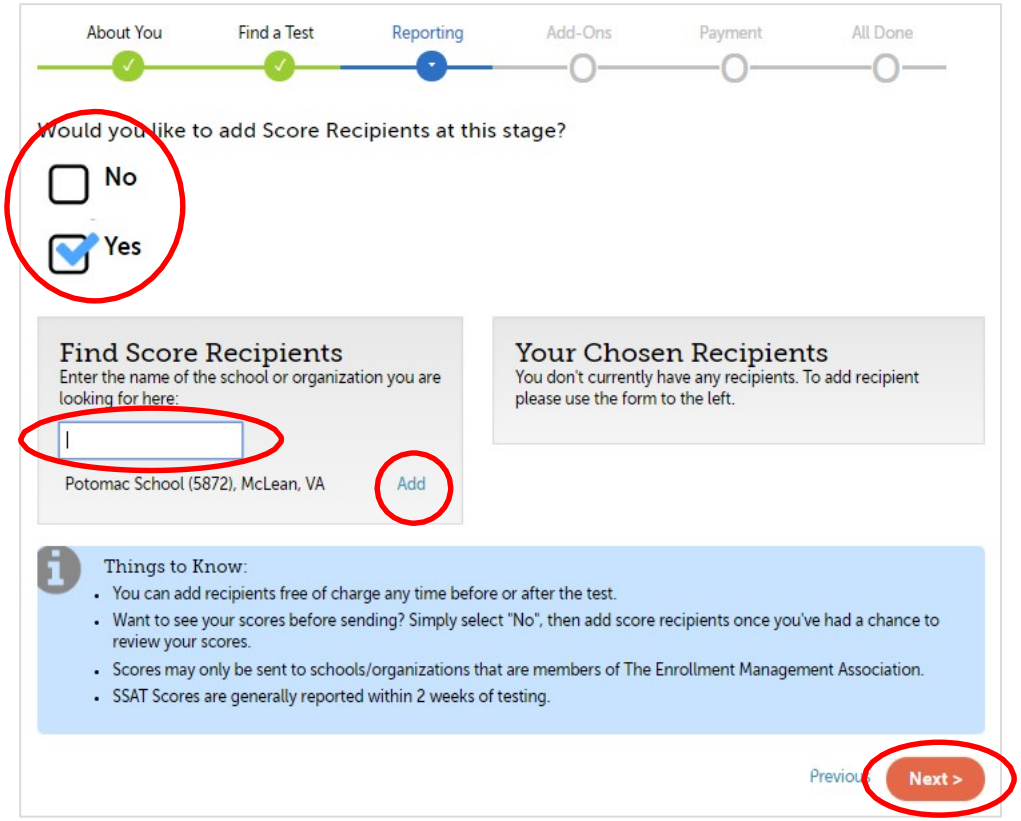
  **These schools will receive the test taker's scores as soon as they are released.*

- If so, type the Member School's name and click "Add."

  Be sure to double-check the 4-digit code and location of each recipient before you add it. Many members have similar names.

  Your additions will be shown to the right under "Your Chosen Recipients."

  - After adding recipients as needed, click "Next."



The SSAT

- Indicate if you would like to add a Score Advisor.

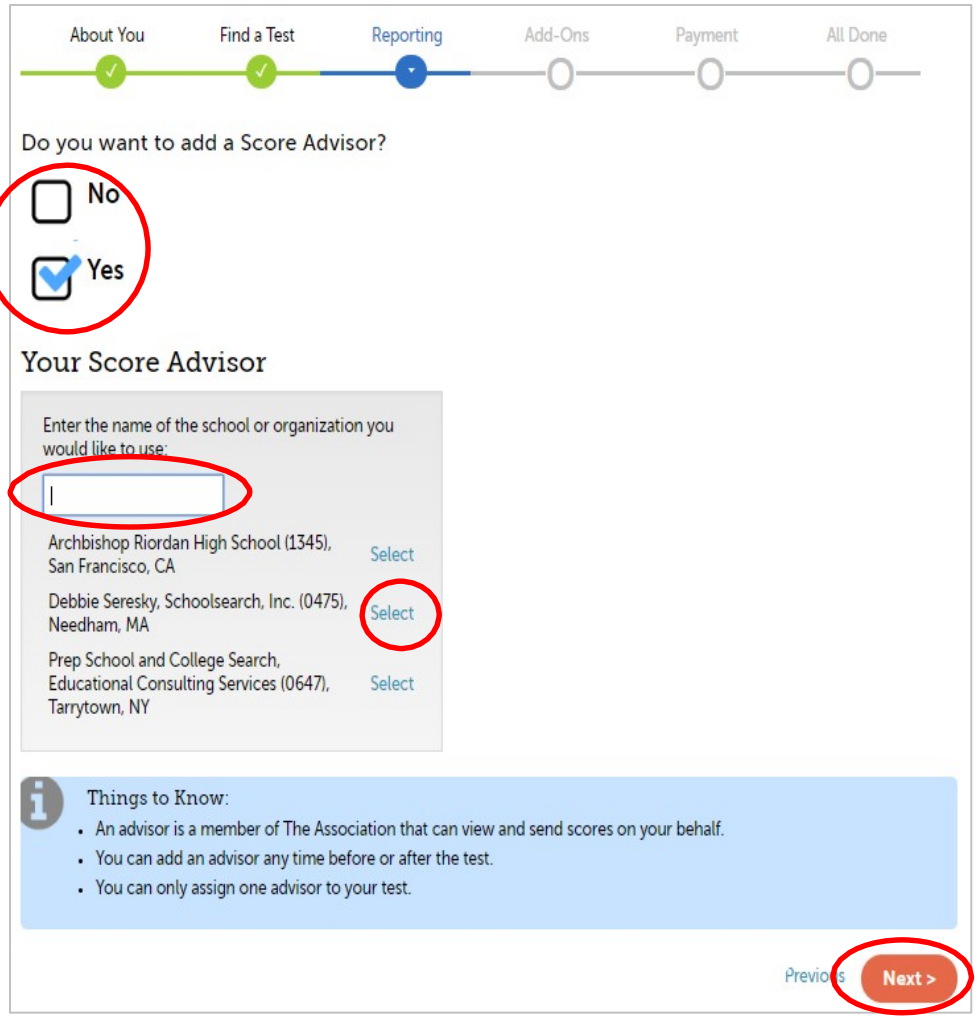
  Select "Yes" if you are working with a placement director at your school, or if you are working with an educational consultant. If not, Select "No."

- If so, type the Member's name and click "Select."

  Be sure to check the 4-digit code and location. Many members have similar names.

  Your Score Advisor will then be shown as selected.

- Click "Next."



The SSAT

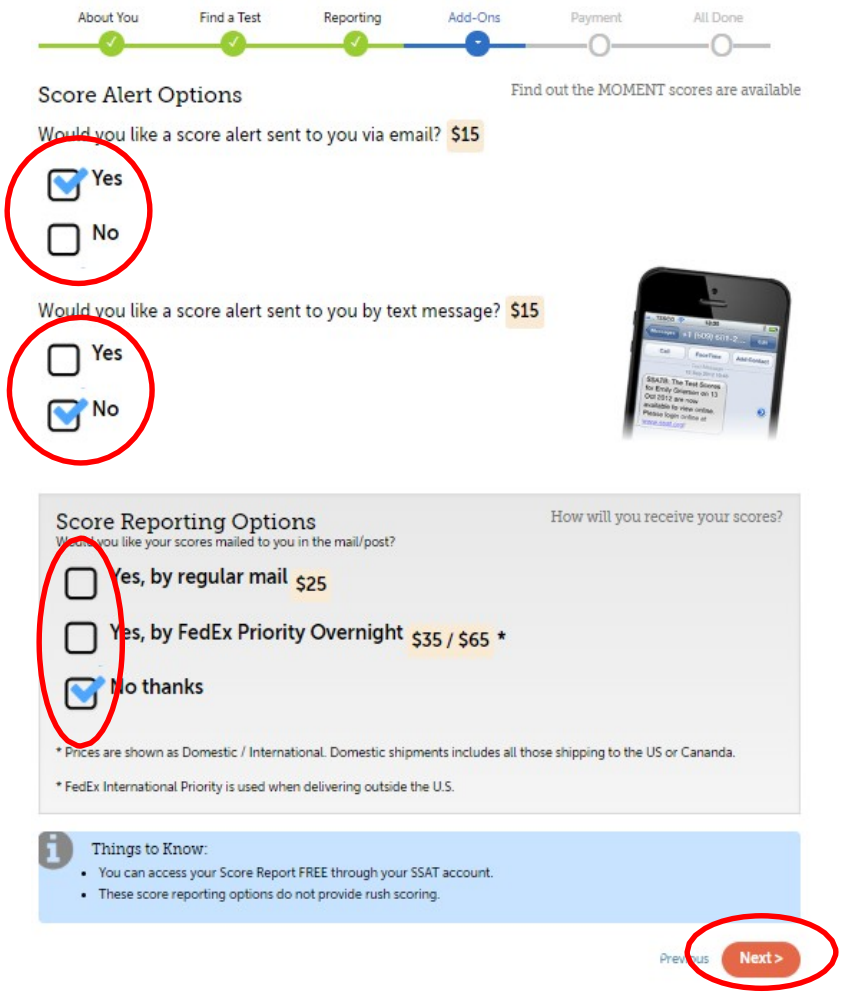
- Indicate if you would like to add a Score Alert option.

  **Score alerts let you know the moment your scores are released online.*

- Indicate if you would like an alternate Score Reporting Option.

  **Score reports are always delivered online to your SSAT account at no cost.*

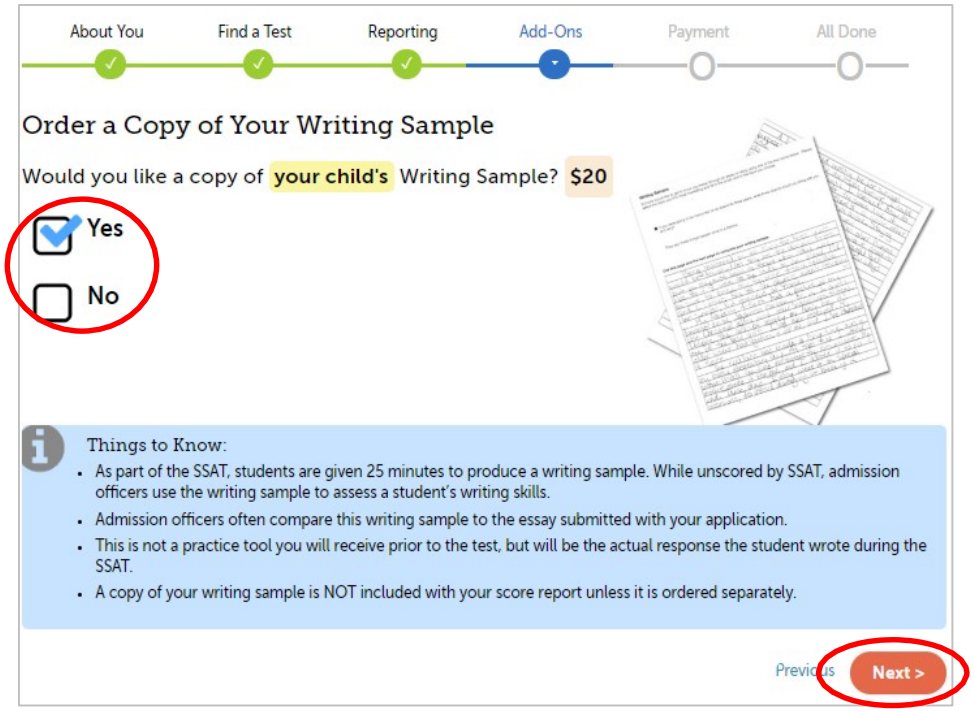
- Click "Next."



The SSAT

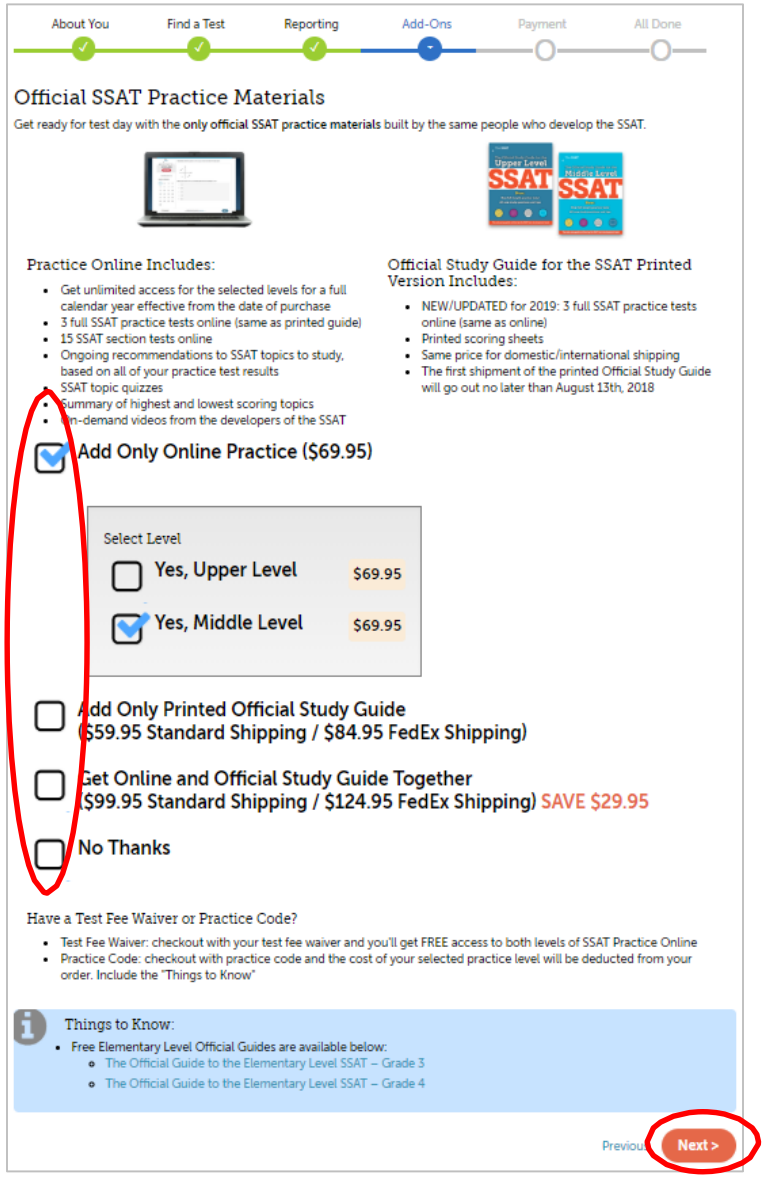
- Indicate if you would like to receive a copy of the completed writing sample.
- The writing sample is NOT automatically provided with your score report and must be ordered separately if the family wishes to have a copy.
    - Selected score recipients will ALWAYS receive a copy of the writing sample.
- Click "Next."

NOTE: This service is not available for Elementary Level tests.



The SSAT

- Indicate if you would like to purchase SSAT Practice Materials, available in both online and print versions.
    - *Please note that the Official Guide to the SSAT contains practice tests and guidance which have been written by the same SSAT professionals that create the actual SSAT.*
- Click "Next."

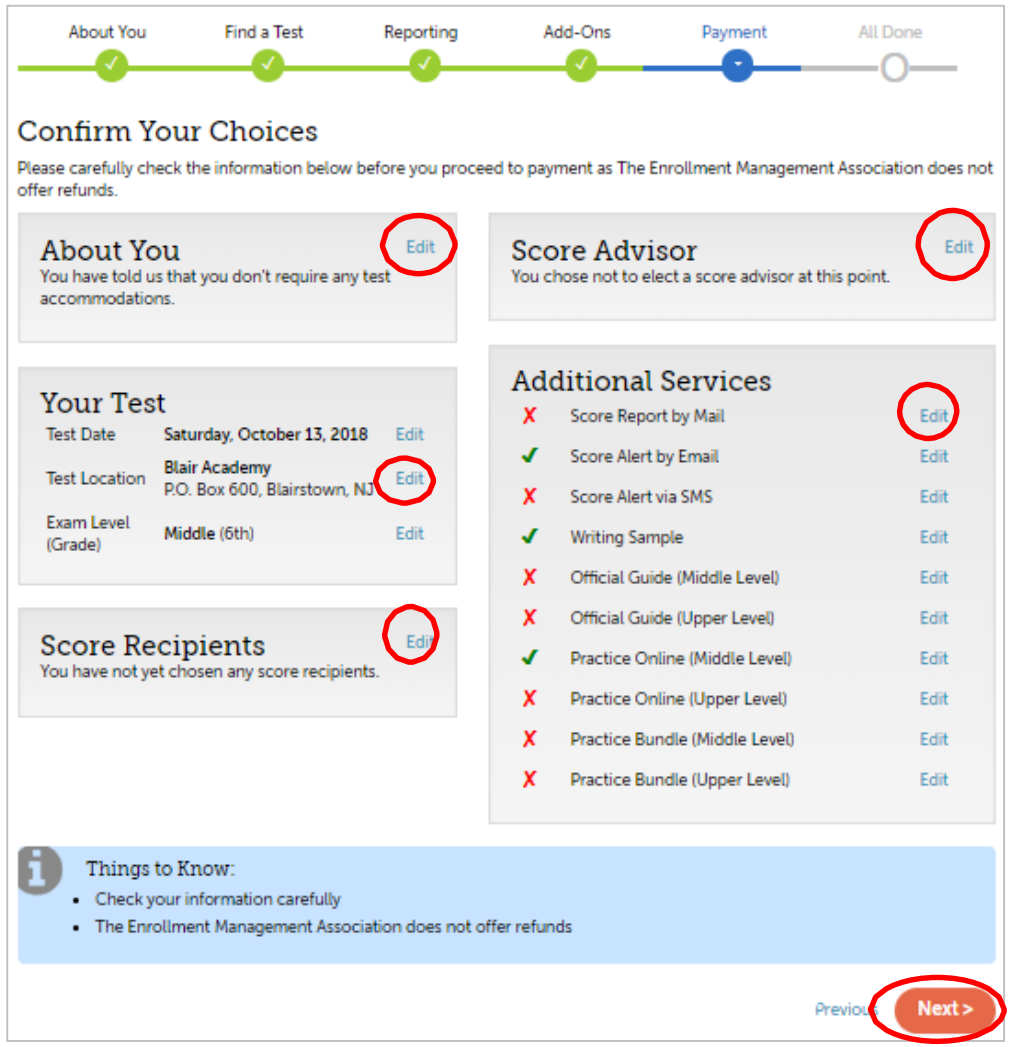


The SSAT

- Review the information entered carefully before proceeding.
- Click “Edit” next to any information you need to change.

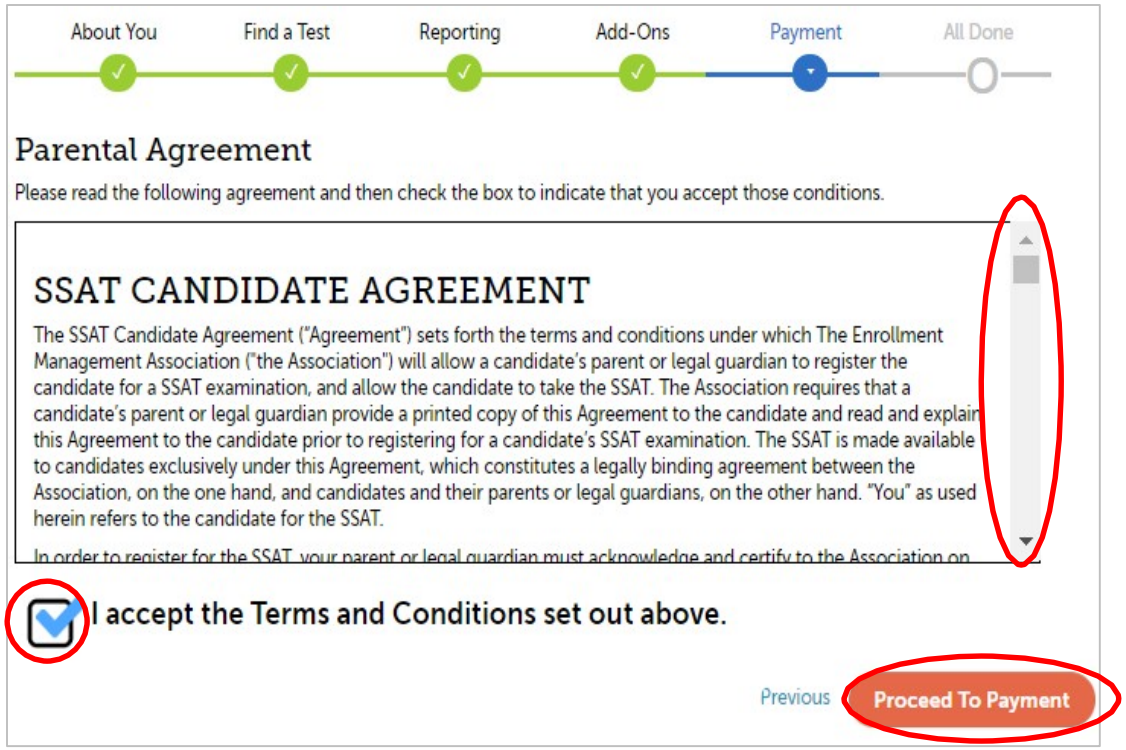
**You will return to the original page, make the change, and then return. Some changes may require you to re-select items other than the information you are changing.*

- Click “Next.”



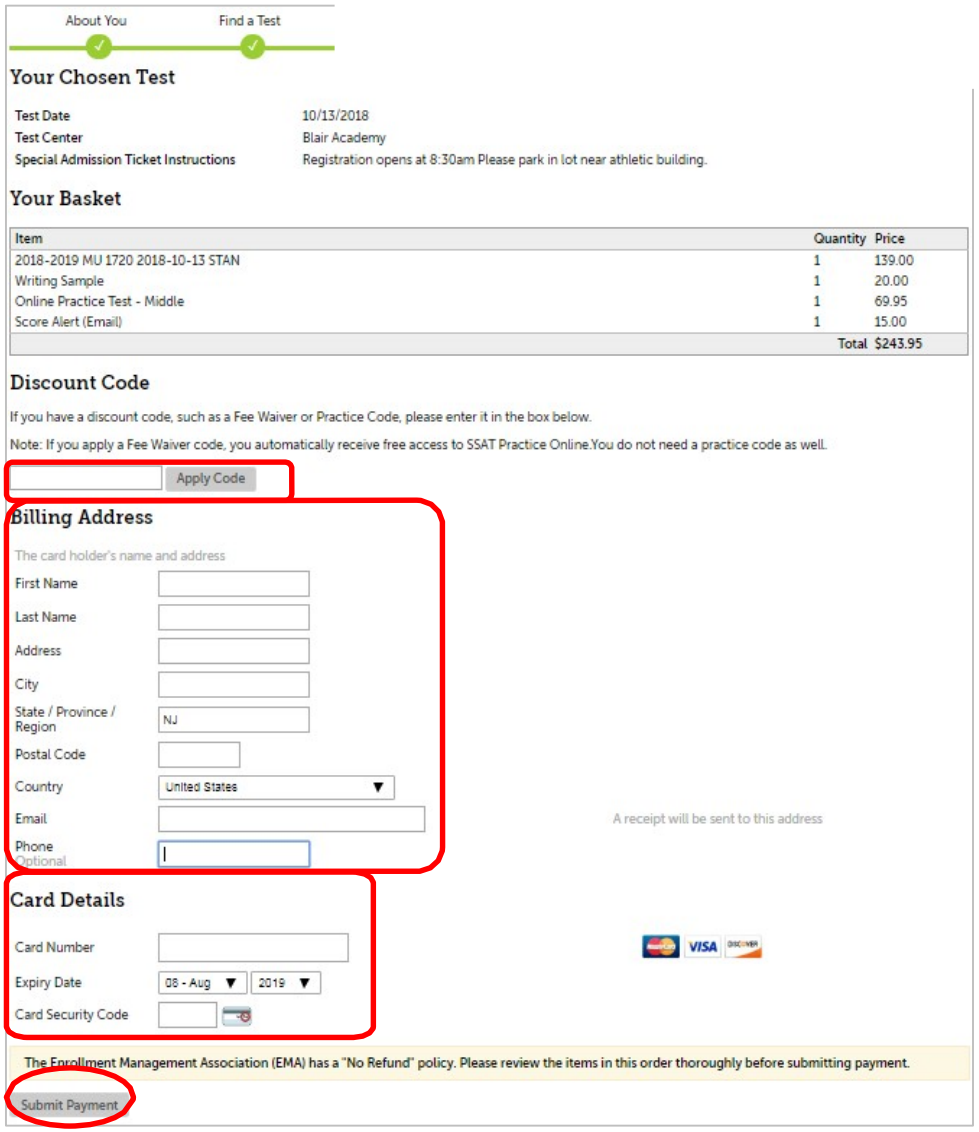
The SSAT

- Next, you will need to accept the terms and conditions of the "SSAT Candidate Agreement."
- Use the scroll bar to read full agreement before checking box to accept these terms and conditions
- Click, "Proceed to Payment" to complete checkout / payment process.



The SSAT

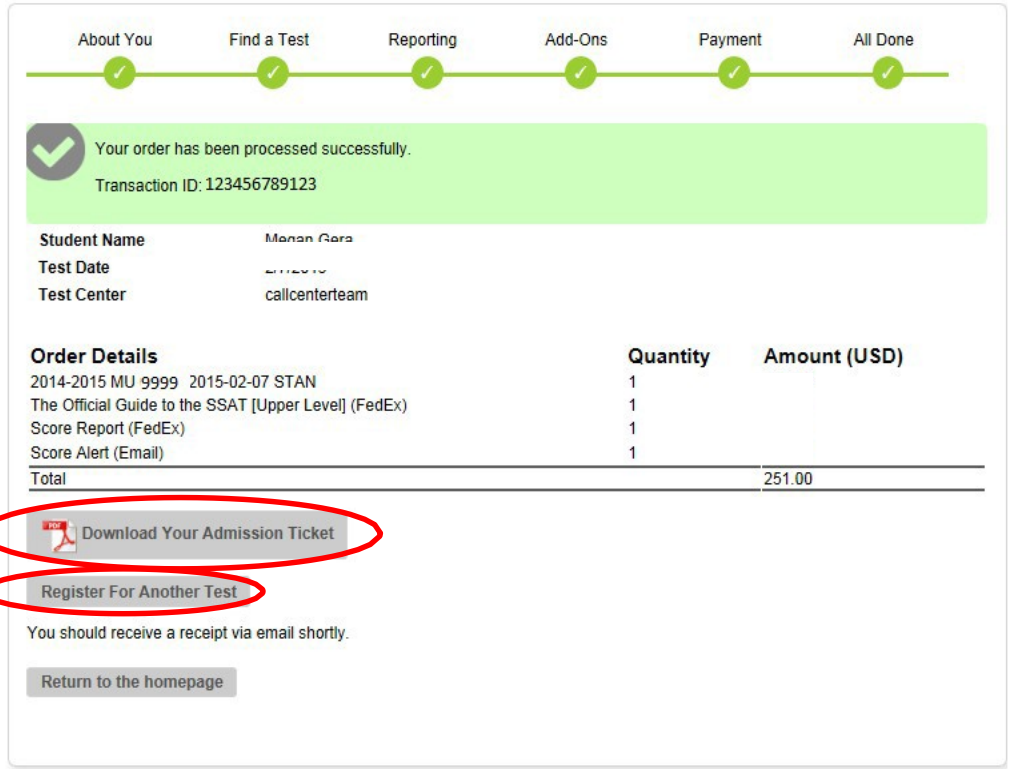
- Next, you will submit payment.
- If you have received an SSAT fee discount code from a member school such as a registration fee waiver code or the like, enter it where appropriate. Then click, "Apply Code" to have code applied to order.
- Enter your billing address.
- Enter all credit card details.
- Click, “Submit Payment.”



The SSAT

- You are now registered for the SSAT!
- Click, "'Download Your Admission Ticket", save it to your computer, and print it.

  **The admission ticket will also be sent to you via email following registration.*
- Your Admission Ticket will be required for entry to the test room. Please be sure to print and have the test taker bring it with them on test day.
- If you wish to do so, you can also click "Register For Another Test" if you would like to create another registration for an additional test date.



The SSAT