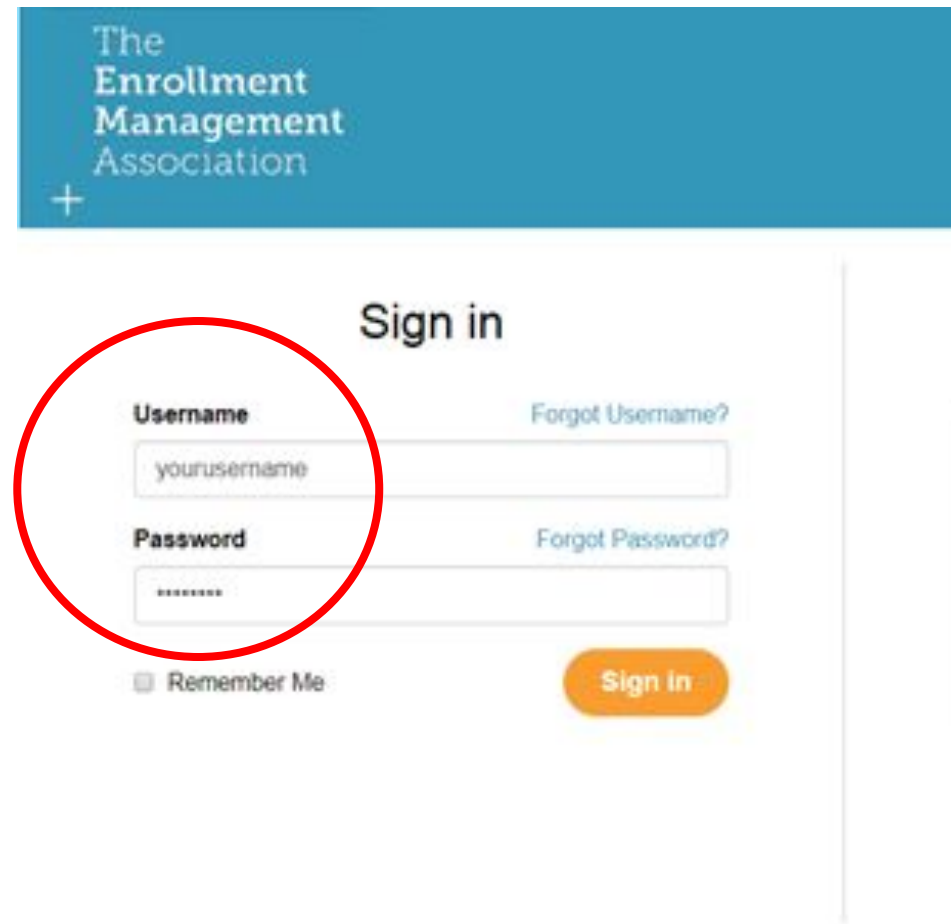


Manage Proctors

Log into your MAP

- [Member Access Portal \(MAP\)](#)
- Enter your username and password



The Enrollment Management Association

+

Sign in

Username [Forgot Username?](#)

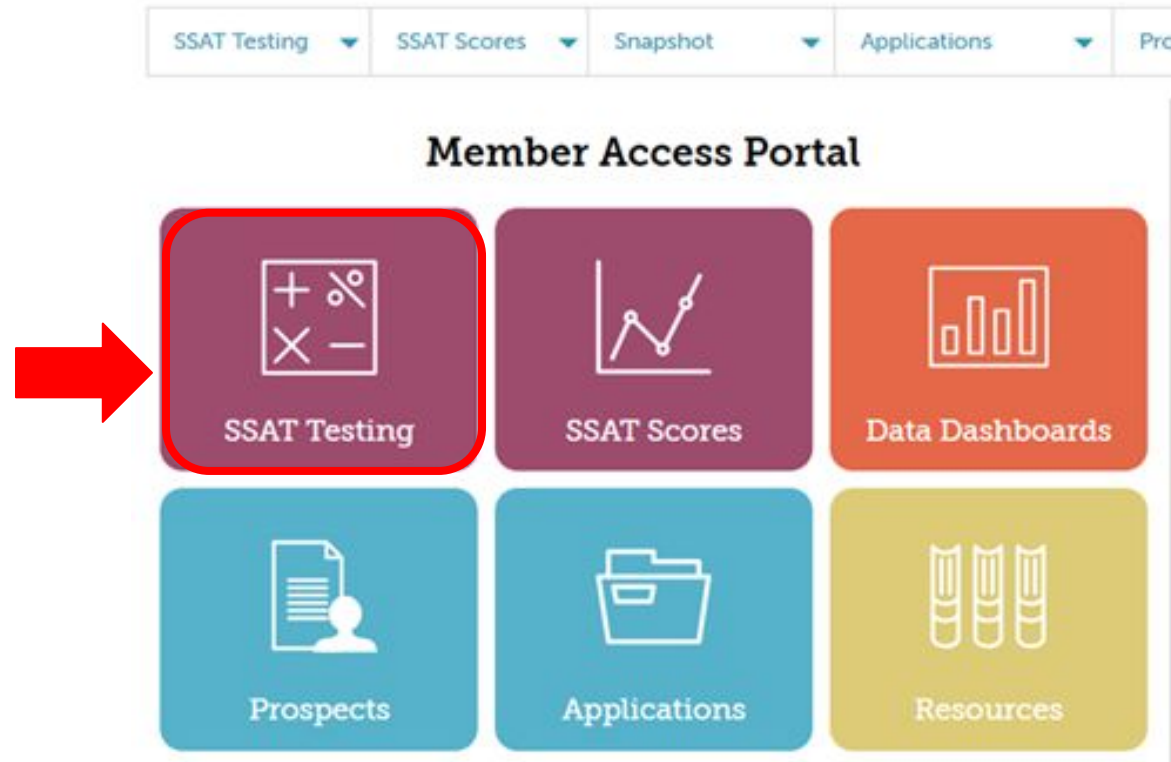
yourusername

Password [Forgot Password?](#)

☐ Remember Me

Sign in

Select SSAT Testing



Click on Manage SSAT Proctors

The screenshot shows the top navigation bar of the SSAT Testing portal. The 'SSAT Testing' menu is open, displaying a list of options. The option 'Manage SSAT Proctors' is highlighted with a red rectangular box. Other visible options in the menu include 'SSAT Testing', 'SSAT Test Fee Waivers', 'Order On-Hand SSAT Testing Materials', 'SSAT Administrator Resources', 'NEW Order SSAT Practice Online Codes', and 'Test Center(s) Awaiting Approval'. A button labeled 'Register a new test center' is also visible in the top right corner of the menu area. Below the menu, a table lists test centers, including 'Fake Test Center' and 'Sample Center - Not Real'. A footer note at the bottom states: 'Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.'

SSAT Testing	SSAT Scores	Snapshot	Applications	Prospects	Data Dashboards	Resources
SSAT Testing						
SSAT Test Fee Waivers						
Order On-Hand SSAT Testing Materials						
SSAT Administrator Resources						
Manage SSAT Proctors						
NEW Order SSAT Practice Online Codes						

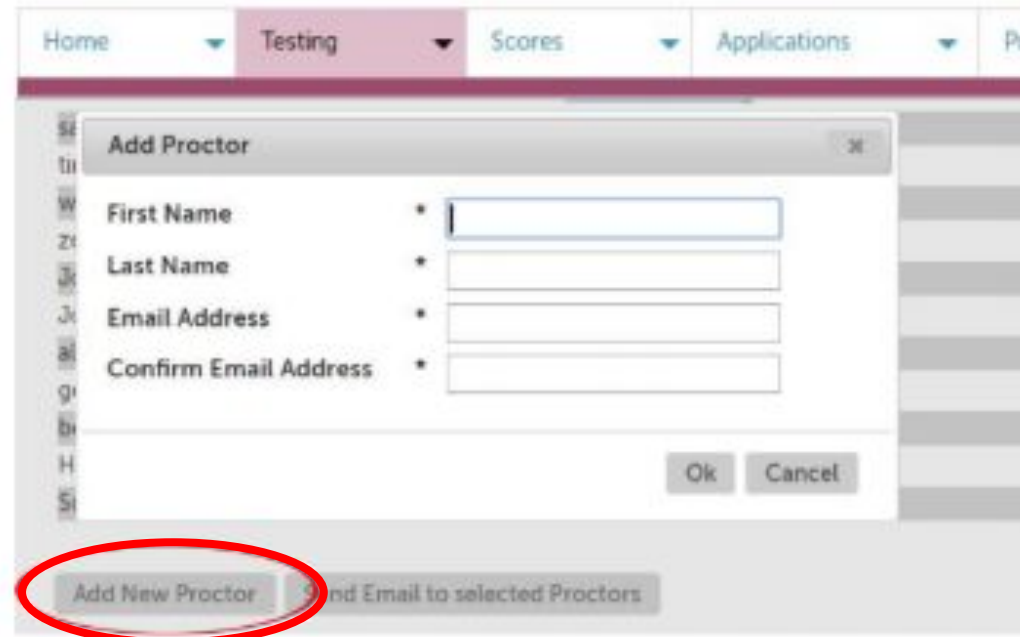
Register a new test center

Test Center(s) Awaiting Approval
Test Center (Fake Test Center)
Test Center (Fake Test Center)
Test Center (Sample Center - Not Real)

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

Add New Proctor

- Select the Add New Proctor button at the bottom, complete the proctor's name and email address, and click Add User.
- The proctor will then receive an email link to complete the rest of their information on a secure online form and to accept the proctor agreement.
- You will see the proctor appear on the Manage Proctor page.



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Testing' (highlighted), 'Scores', 'Applications', and 'Proctors'. A modal window titled 'Add Proctor' is open, featuring four required text input fields: 'First Name', 'Last Name', 'Email Address', and 'Confirm Email Address'. Each field is preceded by an asterisk. At the bottom of the modal are 'Ok' and 'Cancel' buttons. Below the modal, on the main page, are two buttons: 'Add New Proctor' and 'Send Email to selected Proctors'. The 'Add New Proctor' button is circled in red.

Resend Proctor Agreement

- Resend a proctor agreement if the proctor loses the email link or at the start of a new testing season.
- Proctors must sign a new agreement each testing season (August 1st to July 31st) before administering the test.
- Select a proctor or proctors and click Send Email to Selected Proctors.



Check if a Proctor Completed the Proctor Agreement

- Check for a date in the Agreement Signed On column.
- A blank or date from a previous testing season indicates a valid proctor agreement is NOT on file.

Home

Testing

Scores

Applications

Prospects

Data Dashboards

Resources

Manage Proctors

First Name	Last Name	Email Address	Agreement Signed On	Agreement Email Sent On	Select Proctor to send Email	Edit	Delete
dsfsdfr	dsfsdf	dsf@ss.com			<input type="checkbox"/>	Edit	Delete
abc	efg	abcxyz@ssat.org			<input type="checkbox"/>	Edit	Delete

Edit/Delete a Proctor

- Click either the Edit or Delete button in that proctor's row.
- Deleting a proctor will move them to the inactive section at the bottom.
- Editing a proctor allows you to update a proctor's name or e-mail address.

Home

Testing

Scores

Applications

Prospects

Data Dashboards

Resources

Manage Proctors

First Name	Last Name	Email Address	Agreement Signed On	Agreement Email Sent On	Select Proctor to send Email	Edit	Delete
dsfsdfr	dsfsdf	dsfess.com			<input type="checkbox"/>	Edit	Delete
abc	efg	abcxyz@ssat.org			<input type="checkbox"/>	Edit	Delete

Thank you!

Contact us with any questions or concerns

Test Administration Support:

Email: testgroup@enrollment.org

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST

Erica Molina

Test Administration Coordinator

Email: emolina@enrollment.org