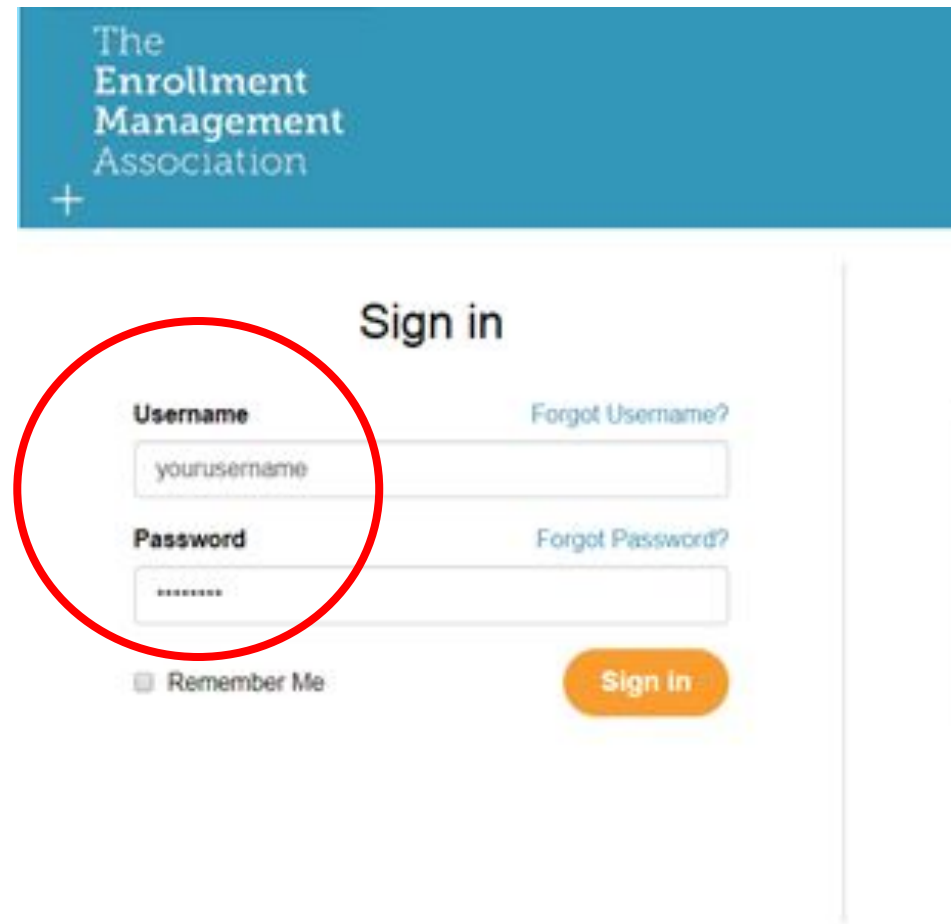


Schedule an Open Flex

Open to the public, anyone can register, order test materials when scheduling the test date.

Log into your MAP

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



The Enrollment Management Association

+

Sign in

Username [Forgot Username?](#)

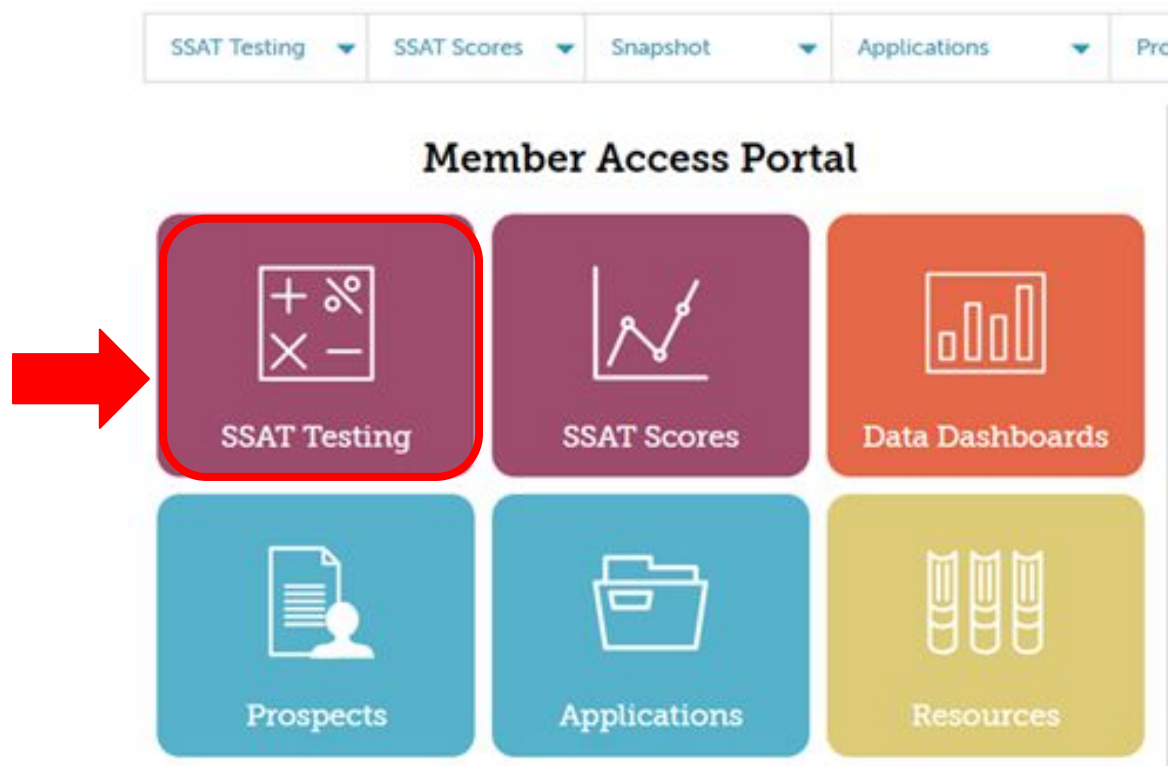
yourusername

Password [Forgot Password?](#)

☐ Remember Me

Sign in

Select SSAT Testing



Select your Test Center & click on Schedule a Test

The screenshot shows a web interface for the SSAT Academy. At the top, there are two tabs: 'Approved Test Center(s)' and 'Test Center(s) Awaiting Approval'. Below these, a list of test centers is shown, with 'SSAT Academy' selected and circled in red. To the right of the list, there are two buttons: 'Schedule a Test' and 'Test Center Profile', both of which are circled in red. Below the buttons, there is a table with the following data:

	Date	Exam Type	Exam Level	Total Registered
+	Aug 15, 2017	Flex	Elementary	2
+	Oct 14, 2017	Standard	Middle/Upper	2
+	Oct 15, 2017	Standard	Middle/Upper	0
+	Nov 11, 2017	Standard	Middle/Upper	1
+	Dec 16, 2017	Standard	Middle/Upper	2
+	Jan 13, 2018	Standard	Middle/Upper	0
+	Feb 3, 2018	Standard	Middle/Upper	0

Set Test Details

- Select test type as Flex, select Exam Level, and indicate Open Flex.
- Indicate the number of test materials that will be needed or chose “I have enough materials” if you have On-Hand Flex materials
- Select a test date — NEW: no more date restrictions, schedule on any day of the season!

New Test

Test Center Name

SSAT Academy (Sample Center - Not Real)

Test Type

*

Flex

▼

Exam Level

*

Middle/Upper

▼

Open or Closed

Create Test As

☒ Open Flex

☐ Closed Flex

Testing Material

☐ I have enough test materials

☒ I need to request more test materials

Middle Level Tests (Grades 5-7)

10

Upper Level Tests (Grades 8-11)

10

Test Date

08/31/2020

Set Test Details (Cont'd)

- Select the test administrator
- If you are willing to accept students with accommodations, check off the box
- Enter in capacities for accommodations seats and general seats
- Include any special instructions (ie. check-in time, parking, etc.)
- Confirm your shipping address
- Click Submit

The screenshot shows a multi-step form for setting test details. The first section, 'Admin Details', shows 'ssat Support' as the administrator, with the option 'Use ssat Support as this test's Administrator' selected. The second section, 'Capacity', includes checkboxes for testing accommodations (checked) and input fields for accommodation (5), general (10), and total (15) capacities. The third section, 'Special Admission Ticket Instructions', contains the text 'Bring extra pencils! Remember this is not a real test center!'. The fourth section, 'Shipping Address', shows a default address in Skillman, NJ, with the option 'Use the above delivery address for this test' selected. Red circles highlight the selected administrator, the 'Willing to Accept Testers with Testing Accommodations?' checkbox, the capacity input fields, the special instructions text box, and the selected shipping address option.

Admin Details

This Test Center currently has **ssat Support** as its Administrator.

☒ Use ssat Support as this test's Administrator

☐ Use a different administrator for this individual test instance.

Capacity

Willing to Accept Testers with Testing Accommodations? ☒

Testing Accommodation Capacity

Are you sure you want to increase your Test Center's capacity for this test? If so, continue.

General Capacity

Are you sure you want to increase your Test Center's capacity for this test? If so, continue.

Total Capacity

Special Admission Ticket Instructions

Shipping Address

This Test Center's delivery address is currently:


862 Route 518
Skillman, NJ 08558
United States

☒ Use the above delivery address for this test

☐ Use a different delivery address for this individual test

Confirmation

- Review the confirmation to ensure everything is correct.
- If you made an error, click Delete Test and schedule the test again.
- Registration for this test will immediately be available to the public on ssat.org.

 Thank you. This test date has been published
The test is available for students to register at www.ssat.org.

The New Test

Test Center Name	New Center (EM)	Delete Test	Batch Registration
Test Type	Flex		
Exam Level	Middle/Upper		
Date	8/31/2020		
Registration Deadline	--/--/----		
Accepts Special Accommodation	Yes		
Special Accommodation Capacity	10		
General Capacity	10		
Total Capacity	20		
Special Admission Ticket Instructions	N/A		
Test Administrator	Erica Molina		
Administrator Cell Phone	555-555-5555		
Administrator Email	emolina@enrollment.org		
Shipping Address	123 Main Street Skillman, NJ 08610 United States		

Standard date test materials are shipped automatically and the test center is not responsible for placing an order.

Materials will be shipped 5 days prior to test unless otherwise indicated by SSATB.

Changes/cancellation of this test date is not permitted after the first student registers.

[Back to Test Center](#)

Notes

- NEW — Flex testing materials will only be shipped on Tuesdays and Thursdays
- If you do not order materials at the time of scheduling a test, remember to do so later allowing at least 2-3 week for processing and shipping.
- You may not cancel a test if there are any students registered.
- Monitor your roster online to see who is registered.
- After testing, don't forget to complete Post-test Processing —honoraria is eligible for Open Flex administrations.

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

The
**Enrollment
Management**
Association

