Designating a SSAT Score Advisor

An "score advisor" is someone who manages scores on a student's behalf. This differs from those schools to which students are applying, which are referred to as "score recipients."

You can add a score advisor during or after registration.

During Registration

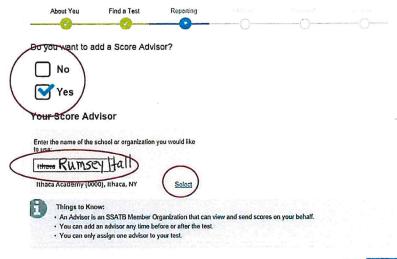- Indicate you would like to add a Score Advisor.

  Select "Yes" if you are working with a placement director at your school, or if you are working with an educational consultant.

- Type the Member's name and click "Select."*

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

  *Only Members of The Enrollment Management Association can be added as score advisors.

- Click Next and continue the registration process.

About You   Find a Test   Reporting

Do you want to add a Score Advisor?

☐ No

☑ Yes

Your Score Advisor

Enter the name of the school or organization you would like to use:

Ithaca Rumsey Hall

Ithaca Academy (0000), Ithaca, NY   Select

Things to Know:
- An Advisor is an SSATB Member Organization that can view and send scores on your behalf.
- You can add an advisor any time before or after the test.
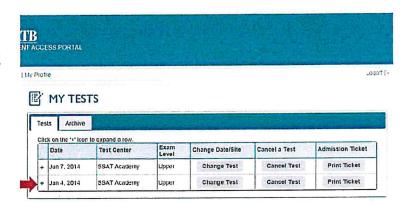- You can only assign one advisor to your test.

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After Registration

- Log On to your student's account at https://portal.ssat.org .

- Click "My Tests."

- In your account, click the "+" sign next to the test to which you want to add a score advisor

- Click "Assign Advisor."

After Registration

- Enter the name of the Member who you are selecting to be a score advisor.*

Only Members of The Enrollment Management Association can be added as score advisors.

- Click "Search."

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

- Click "Add Advisor."