

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.

Progress bar: About You (1), Find a Test (2), Reporting (3), Add a Score Advisor (4), Payment (5), Review (6)

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 Academy (0000), Ithaca, NY

[Select](#)

i 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."

TB
STUDENT ACCESS PORTAL

[My Profile Logout]

MY TESTS

Tests | Archive

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

Date	Test Center	Exam Level	Change Date/Site	Cancel a Test	Admission Ticket
+ Jun 7, 2014	SSAT Academy	Upper	Change Test	Cancel Test	Print Ticket
+ Jan 4, 2014	SSAT Academy	Upper	Change Test	Cancel Test	Print Ticket

Date	Test Center	Exam Level	Change Date/Site	Cancel a Test	Admission Ticket
- Jan 4, 2014	American Councils Edu	Upper			Print Ticket

Test: Upper Standard
Date: 04/2014
Test Center: American Councils Edu
Address: 337 Deyouva Street, Suite 20, East Park 72061, Hyattsville

Print receipt | Print admission ticket

Score Recipients
Add Recipient

Current Recipients

- 1 SSAT Academy [Remove]
Your scores are currently pending delivery to SSAT Academy
- 2 Stoneleigh-Durham Scho- [Remove]
Your scores are currently pending delivery to Stoneleigh-Durham School

Score Advisor
Assign Advisor (circled in red)
Current Advisor

Order Additional Services

Order Writing Sample
 Order Score Report by Mail (FedEx + Standard Mail)
 Order Score Alert via Email

Order The Official Guide to the SSAT (Upper Level) (FedEx + Standard Mail)
 Order The Official Guide to the SSAT (Middle Level) (FedEx + Standard Mail)



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.”

