

College Board Systems

Permissions Guide

		DAC	SAC/Test Coordinator	SSD Coordinator	Proctor
SAT Suite Ordering & Registration (SSOR)	Add/ Remove Access	Use the Managing Access tool to give/remove “SAT Suite Ordering” role * Guidance Info	DAC grants/ removes access through the Managing Access tool for “SAT Suite Ordering” role*	N/A	N/A
State Data Management System (SDMS)	Add/ Remove Access	Update Testing Details contact info in the District-level survey in SSOR **	Update Testing Details contact info in the School-level survey in SSOR **	Update Testing Details contact info in the School-level survey in SSOR **	N/A
Test Day Toolkit (TDTK)	Add/ Remove Access	Update Testing Details contact info in the District-level survey in SSOR **	Update Testing Details contact info for Primary Test Coordinator in the School-level survey in SSOR **	N/A	SAC Updates Staff Roster in TDTK
Services for Students with Disabilities - SSD Online	Add Access	N/A	N/A	Complete the SSD Coordinator Form ***	N/A
	Remove Access	N/A	N/A	Refer to the Removing SSD Online Coordinator Access guide	N/A

*SSOR Access Codes to grant the access manager role can be found in Syncplicity> Assessments> PSAT_SAT folder

**Allow up to an hour for access to be granted for SDMS and TDTK once surveys are completed in SSOR.

***An email will be sent to grant access once College Board has processed the SSD Coordinator form.