

4 Steps to Accessing SAT[®] Suite of Assessment Results

EDUCATORS

1 Create a College Board Account

All data users must have a College Board Professional account. Sign up, or, if you already have an account, just sign in at: collegeboard.org

2 Identify an Access Manager

Using your school's access code, identify an Access Manager who will use the Manage Access Tool to assign access roles to school staff: collegeboard.org/dat-login

If you do not have an access code, call Customer Service at 888-477-7728 for PSAT-related assessments; 888-SAT-HELP for the SAT[®]; or email k12reports@info.collegeboard.org. Note that only one access code is needed. Once an Access Manager is established, that person can assign additional users to the role of Access Manager if more than one is required.

All staff who need to view only **aggregate-level data** should have **Assessment Reporting Summary** access, and all staff who need to view **aggregate** and **student-level data** should have **Assessment Reporting Detail** access. For role descriptions and recommended users, see box below.

3 Assign Access Roles in the Manage Access Tool

Additional information on access roles is available at: sat.org/k12reports. Scroll down to Managing User Access section.

4 Get Access to the K–12 Assessment Reporting Portal

Once users receive an email notification granting access to the integrated score reporting portal, log in and view scores at: k12reports.collegeboard.org/login

ACCESS ROLES

- » **DAT for Assessment Reporting (Access Manager)**: This role can assign any of the four roles listed in this section, including additional Access Managers, who are responsible for logging in to the score reporting portal and determining the appropriate level of access to data for all other staff. In order to view data, Access Managers must assign themselves one or more of the additional roles listed below.
- » **Assessment Reporting Data Files Management**: Assign this role to colleagues in charge of **uploading results into your local data systems**. Users with this role may be IT vendors hired by institutions, institution technology staff, or other institution staff.
- » **Assessment Reporting Summary**: Assign this role to colleagues who need to view **aggregate-level reports** for your institution. This reporting role will **not** have access to students' personally identifiable information.
- » **Assessment Reporting Detail**: Assign this role to colleagues who need to view **aggregate-level reports** and **student-level reports** for your institution. This reporting role will have access to students' personally identifiable information.

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STUDENTS

1 Create a College Board Account

Students need a College Board account to view scores and access college- and career-planning tools. Sign up, or, if you already have an account, just sign in at: collegeboard.org

- a. To prevent duplicate accounts, ensure students use a standard naming convention and easy-to-remember password (e.g., date of birth and school mascot).
- b. Tools are available on the website to retrieve forgotten passwords and usernames.
- c. Customer service support is available at 866-756-7346 for students who need to merge multiple accounts.
- d. Students can log on to view their scores directly at studentscores.collegeboard.org.

2 Create a Khan Academy[®] Account

Make sure all students have a Khan Academy account to link their scores and get free SAT[®] practice: satpractice.org

3 Download the Daily Practice for the New SAT App

By downloading the Daily Practice for the New SAT app to a smartphone, students can make practice part of their routine — any place, any time: sat.org/scoring

4 Get Step-by-Step Guidance, and Share Results with Students and Families

Step-by-step guidance for analyzing and communicating PSAT/NMSQT[®] and PSAT[™] 10 results is available at: psat.org/sharing-results. For guidance on sharing PSAT[™] 8/9 results, visit psat.org/sharing-8-9-results.

1. Promote consistent practice (recommended minimum 30 minutes a day, two times a week).
2. Determine the best way to deliver SAT practice from Khan Academy:
 - a. Directly to students
 - b. Via a college-access or community-based organization, during or after school
 - c. Via school staff, during or after school