



## **Educator Access to Scores in the College Board Reporting Portal**

Educators will be able to view SAT®, PSAT 10™, and PSAT 8/9™ scores through the College Board K-12 Reporting Portal. The reporting portal consists of two areas:

- **Report Center:** allows educators to configure and run online reports, apply filters for data analysis, print student reports, and find student registration information
- **Download Center:** provides access to downloadable files of scores

Educators must have the following to access student scores in the score reporting portal:

1. A College Board professional account (If you don't have an account, [create one.](#))
2. Permission from your institution's access manager

To find out the name of your school's access manager:

1. Log in to your College Board professional account.
2. Scroll down to **Add Additional Tools and Services > K-12 > K-12 Assessment Reporting > Request Access.**
3. You should see the name and contact information of your access manager.
4. Please note that choosing **Request Access** from the portal dashboard doesn't notify your access manager. You still need to contact your access manager directly to receive access.

## **Roles at a glance**

Review access levels to make sure you're getting the most useful information.

### **Access Management/DAT K-12**

This is the Access Manager role. Access Managers are responsible for assigning roles to colleagues (and themselves).

### **File Downloads K-12**

People with this role can download pre-generated raw data files. This role is usually given to vendors or IT staff who import data into your student information system.

### **Summary Reports K-12**

People with this role can view aggregate score data, such as mean scores and the percentage of students who meet benchmarks, but they can't see scores or other information for individual students.

### **Detailed Reports K-12**

People with this role can view scores for individual students as well as aggregate data. This role is usually given to teachers, counselors, and others who work directly with students.

For additional questions about the College Board K-12 reporting portal contact us at 1-888-728-4357 or [k12reports@info.collegeboard.org](mailto:k12reports@info.collegeboard.org).