

# Standard Application Online

Set Up for Community-Based  
Organizations

# SAO for Community-Based Organizations



- When your CBO opts-in to the SAO for the All-Access Initiative, scholars indicate your CBO as a **CBO Advisor** and you manage their applications to independent schools accepting the SAO.
  - ❖ Automated opt-in process.
  - ❖ Provide specific instructions to your scholars about your process.
  - ❖ Manage your scholars' applications electronically through the **Advisor Workstation**.
  - ❖ Automated SAO fee waivers to applicants.
  - ❖ Submit an application once the Student Profile is complete at 100%.

# Log Into Your Member Access Portal (MAP)



- Go to [portal.ssat.org](https://portal.ssat.org) and enter your Username and Password.
- Your Username is your work email address.
- If you forgot your password, please click on “Forgot Password” to reset. An email from the “EMA Team” will land in your inbox. Check the spam folder if you do not receive an email within 2–3 minutes.

The screenshot shows the user interface of the Member Access Portal (MAP). At the top is a dark blue navigation bar with the Enrollment Management Association logo on the left and the text "SSAT Standard Application Online Character Skills Snapshot Admission.org" on the right. Below the navigation bar, the page is split into two main sections: "Existing Account Login" on the left and "Create an Account" on the right. The "Existing Account Login" section contains a "Username" field with a "Forgot Username?" link, a "Password" field with a "Forgot Password?" link, a "Remember Me" checkbox, and an orange "Sign in" button. The "Create an Account" section has two sub-sections: "Families" and "Schools and Organizations". Each sub-section includes a brief description of the account type and a "Create Account" button.

**Enrollment Management Association** SSAT Standard Application Online Character Skills Snapshot Admission.org

### Existing Account Login

**Username** [Forgot Username?](#)

**Password** [Forgot Password?](#)

Remember Me

### Create an Account

#### Families

Sign up for a parent/guardian or student account to register for the SSAT, Character Skills Snapshot, Standard Application Online, or Admission Academy.

#### Schools and Organizations

Apply to become a member of The Enrollment Management Association. Membership is available to schools, educational consultants, and organizations.

# Get Started



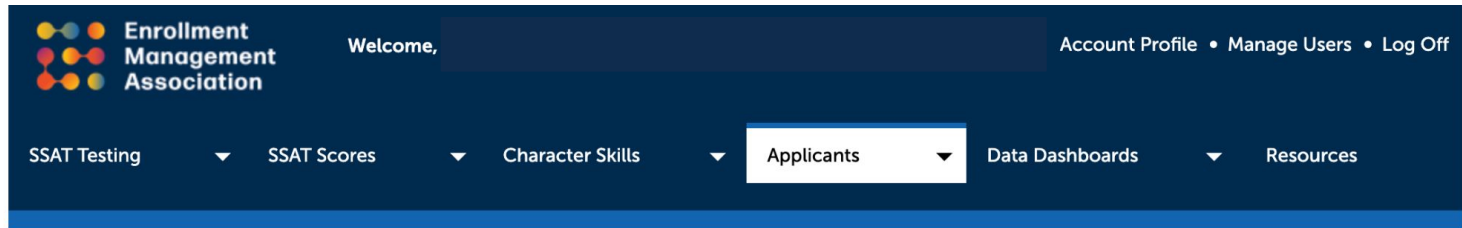
- Click on either the **Applicants tile** or **Applicants tab** > *SAO Setup* to get started.

A screenshot of the Enrollment Management Association (EMA) Member Access Portal. The top navigation bar is dark blue with the EMA logo on the left and user options like "Account Profile", "Manage Users", and "Log Off" on the right. Below the navigation bar, there are several menu items: "SSAT Testing", "SSAT Scores", "Character Skills", "Applicants", "Prospects", "Data Dashboards", and "Resources". The "Applicants" menu is open, showing a list of options: "Applicants", "Potential Applicants", "SAO Setup" (highlighted with a green dashed box), "Advisor Workstation", "Application Fee Waivers", and "SAO Check Rosters". The main content area is titled "Member Access Portal" and includes a prompt to "Complete Your Toolkit Checklist to be ready for 2024". Below this are six large, rounded square tiles: "SSAT Testing" (purple), "SSAT Scores" (purple), "Character Skills" (purple), "Prospects" (blue), "Applicants" (blue, highlighted with a green dashed box), and "Data Dashboards" (orange). To the right of the tiles is a "Quick Access Menu" with three sections: "ADVISE STUDENTS" (Advisor Workstation, Score Workstation), "ASSIGN WAIVERS" (SSAT Fee Waivers with "New Updates!" badge, Application Fee Waivers), and "PUBLICATIONS AND PRACTICE" (Order The Official Study Guide for the SSAT, Order SSAT Practice Online Codes).

# New Users



- Opting in is easy. Click the box: “I want to participate in the SAO Access Initiative to support my students in their application process to independent secondary schools.”
- Click the **Opt-In** button.



## Application Set Up

[Learning Center! Videos on How to Set up your SAO](#)

I want to participate in the SAO Access Initiative to support my students in their application process to independent secondary schools.

Opt-In

Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

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# Manage Your Application



- Following the notification of opting-in, this Application Set Up page appears. The application for your program has been automatically published.

Welcome, Account Profile • Manage Users • Log Off

Enrollment Management Association

SSAT Testing ▾ SSAT Scores ▾ Character Skills ▾ Applicants ▾ Data Dashboards ▾ Resources

If you click **Pause**, this will not allow your scholars to add your CBO as their advisor, applications fees are not waived, and you will not be able to add schools for your scholars.

## Application Set Up

[Learning Center! Videos on How to Set up your SAO](#)

Select Year:

Application	Date Modified ▾	Status	Actions
6-PG Application Grade/s: 6-PG	8/1/2022	Published <b>Pause</b>	View Share Template ?

Add special instructions for your scholars. This set of instructions will help your scholars navigate their application process better.

**For Placement Advisors**  
Enter instructions for students using the SAO who will work with you as an advisor

# Special Instructions



- List instructions that will help your scholar-families understand your specific process.

### Instructions

Logo Coming Soon

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**Briefly describe your placement process.**

Your Placement Process  
Briefly describe the way your placement process works, to help students understand how you will assist them in submitting their SAO applications to participating schools.

Formats - B / [Rich Text Editor Icons]

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**Forms and components that the student and/or parents must complete.**

Family/Student Responsibilities - Sections and Deadlines  
Provide information and deadlines for the sections and parts of the application students must complete (if applicable).

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**Forms and components you will complete.**

Advisor Responsibilities - Sections and Deadlines  
Let students know which parts of the SAO application (forms/sections) you will complete for them. You may want to include your timeline so that students can follow those submissions in their account.

Formats - B / [Rich Text Editor Icons]

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Cancel Save and Publish

# We are here for you . . .



## **Virtual Trainings for Individuals, Teams, or Regional Groups**

One-hour training with Q&A after each session.

## **Office Hours**

We can set monthly office hours for your team.

## **Webinar for your scholar-families**

We can set up a webinar to give your families an overview of the SAO.





For Frequently Asked Questions  
visit the [SAO Help Center](#)

Contact:  
**[members@enrollment.org](mailto:members@enrollment.org)**