Standard Application Online

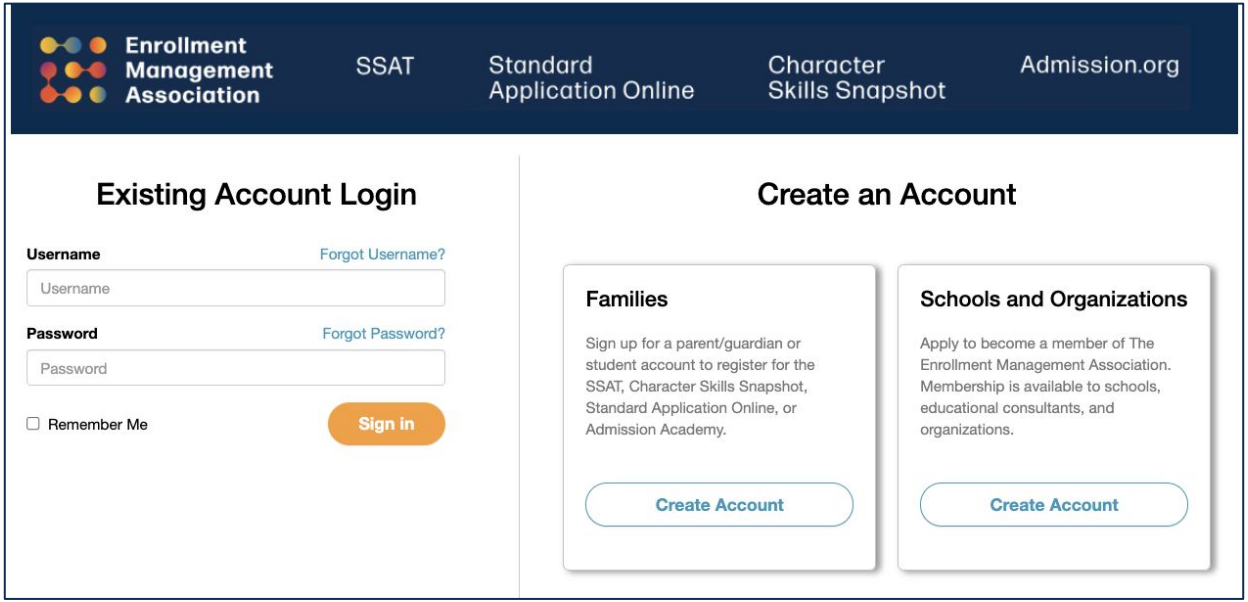
Set Up for Community-Based Organizations

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%.

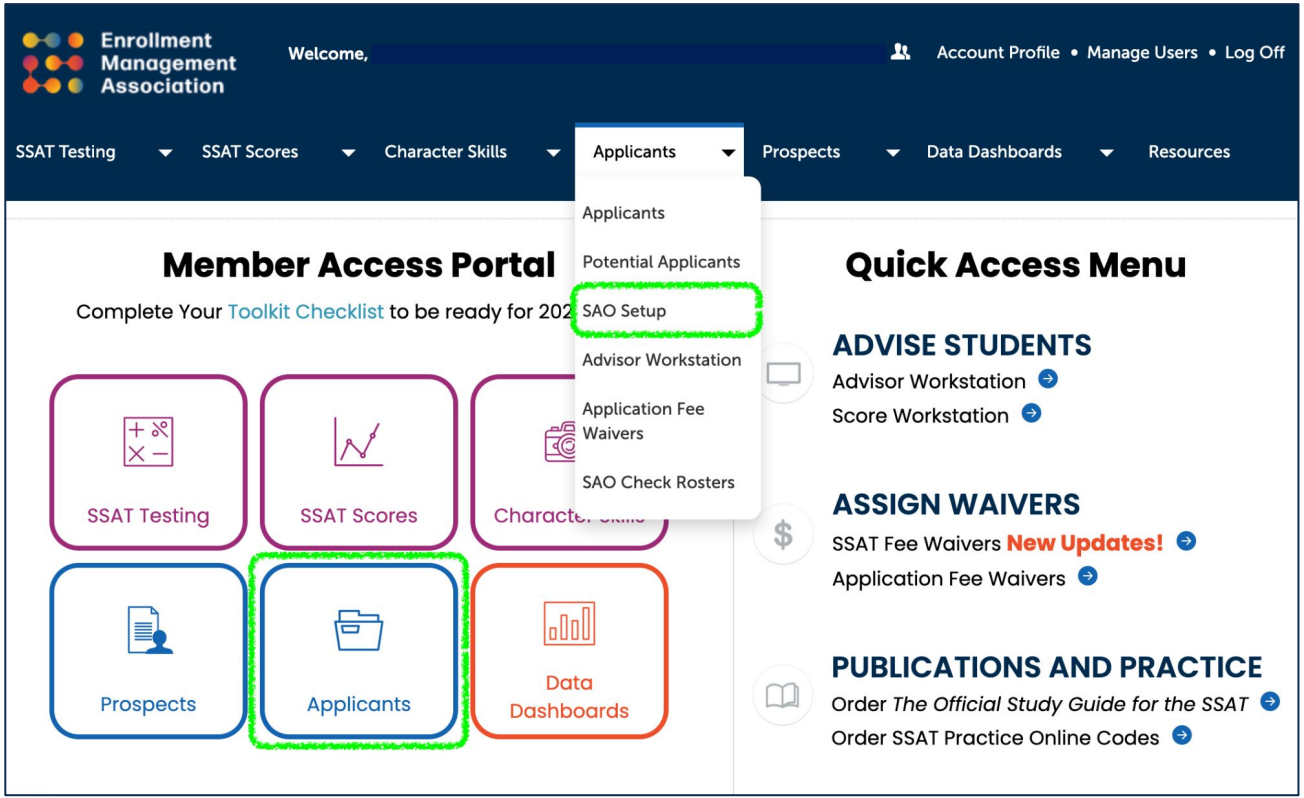
Log Into Your Member Access Portal (MAP)

- Go to portal.ssat.org 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.



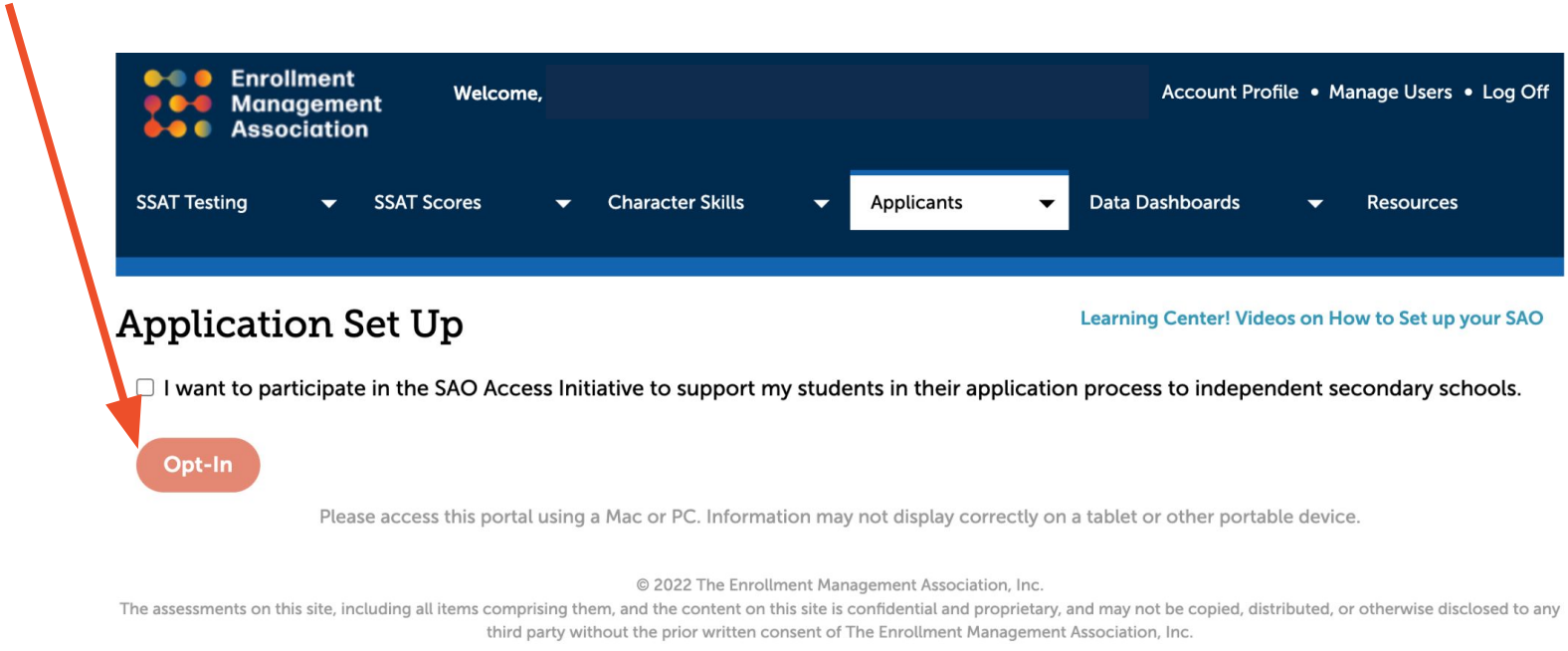
Get Started

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



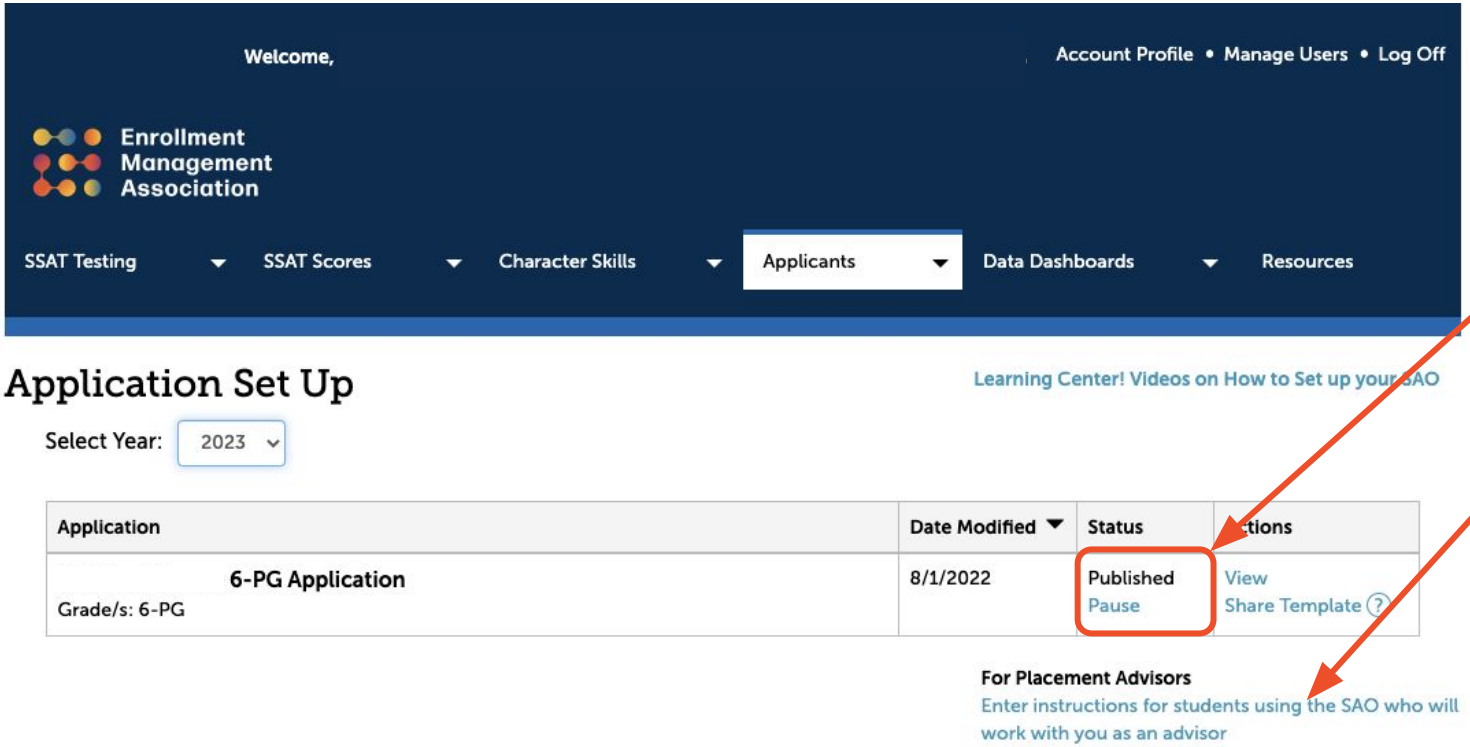
New Users

- 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.



Manage Your Application

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

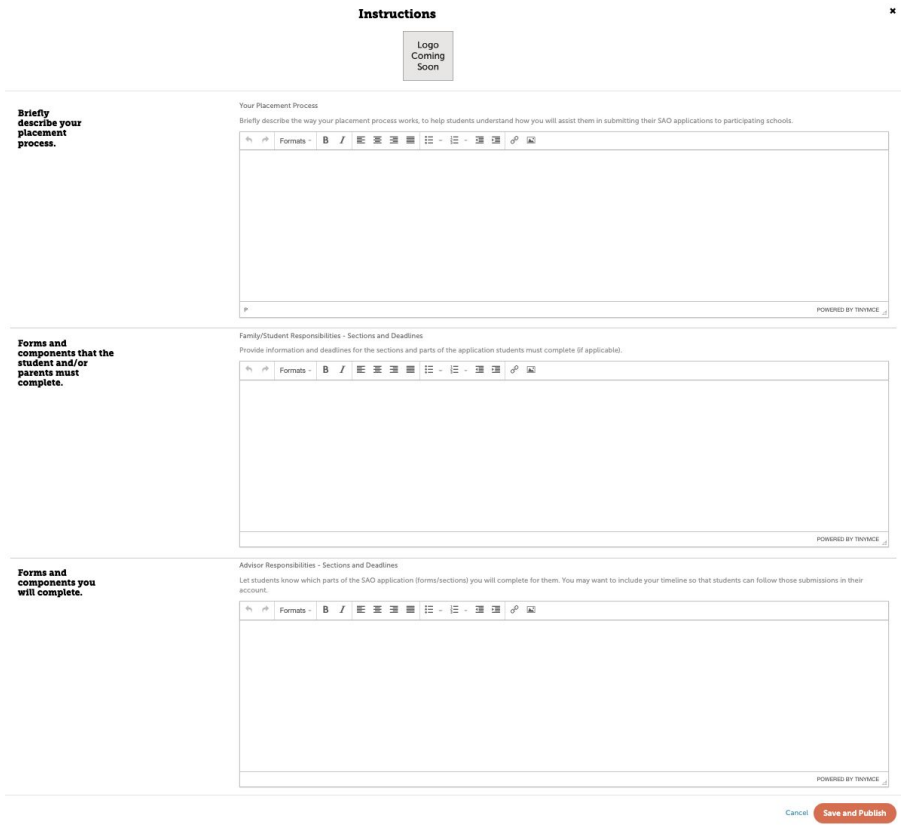


If you click **Pause**, this will not allow your scholars to add your CBO as their advisor, applications fees are not waived, and you will not be able to add schools for your scholars.

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

Special Instructions

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



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.

EMA

For Frequently Asked Questions visit the SAO Help Center

Contact:
members@enrollment.org