

# Standard Application Online

Training for  
Community-Based  
Organizations

# Overview

- 1** What is the Standard Application Online (SAO)?
- 2** Portal Preview: CBO Staff
- 3** Special Features

# A streamlined process for students & families



**Alleviates the stress of applying to independent schools** by streamlining the process for applicants and their families

1

**ONE** standard application, accepted by an average of **400 top private schools** over the past 5 years in North America



**Students and parents** fill out **ONE** application



**Teachers** fill out **ONE** recommendation



**Families** enter household information **ONE** time to be used across SAO, SSAT, and Snapshot

**ALL** selected schools receive application materials



EMA's **help center** provides families assistance with all aspects of the SAO; available via phone calls, live chats, and mails

# SAO for Community-Based Organizations

- ❖ When your CBO opts-in to the SAO for the **All-Access Initiative**, students 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 students' applications electronically through the **Advisor Workstation**.
  - Automated SAO fee waivers to applicants.
  - Submit an application once the Student Profile is complete at 100%.



## Portal Preview: CBO Advisors

# Two Types of Advisors

**SSAT Score Advisor** – a family assigns the CBO advisor during their SSAT registration process. If a family forgets to add your CBO as the SSAT Advisor during SSAT registration, there is an opportunity to add through the Score Workstation.

**CBO Advisor** – a family assigns the CBO advisor when they create a new account to start the SAO via **Apply to Schools**.

# CBO Advisor

- Manages applications components on behalf of, or in partnership with a scholar-family.
- Creates a list of schools where an application can be sent.
- Monitors the status of a scholar's applications and upload documents for the application.
- Submits the application to schools on behalf of the scholar with built-in fee waiver.

# 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 and text on the left, and links for "SSAT", "Standard Application Online", "Character Skills Snapshot", and "Admission.org" on the right. Below the navigation bar, the page is split into two main sections: "Existing Account Login" and "Create an Account".

**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

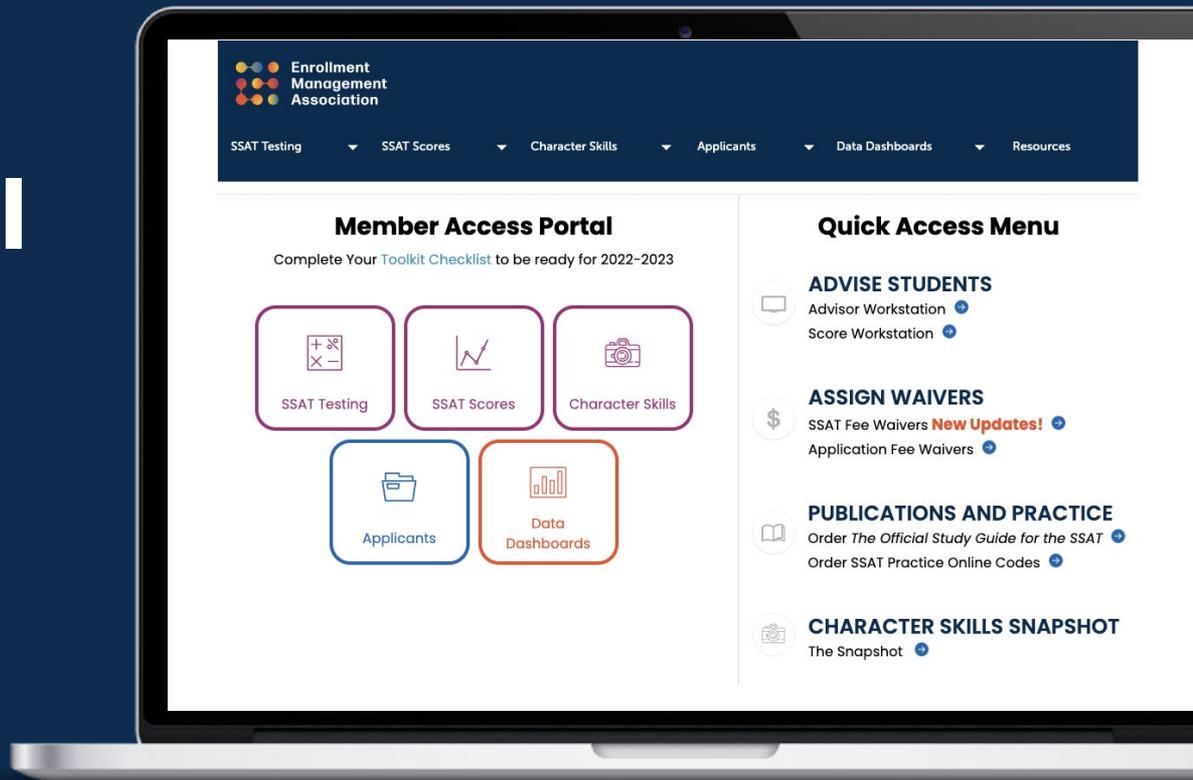


- Click on either the **Applicants tile** or **Applicants tab** > *SAO Setup* to get started.

The screenshot displays the 'Member Access Portal' for the Enrollment Management Association. At the top, a dark blue navigation bar contains the logo and name of the association, a 'Welcome,' message, and user options: 'Account Profile', 'Manage Users', and 'Log Off'. Below this is a secondary navigation bar with dropdown menus for 'SSAT Testing', 'SSAT Scores', 'Character Skills', 'Applicants', 'Prospects', 'Data Dashboards', and 'Resources'. The 'Applicants' dropdown menu is open, showing options: 'Applicants', 'Potential Applicants', 'SAO Setup' (highlighted with a green dashed border), 'Advisor Workstation', 'Application Fee Waivers', and 'SAO Check Rosters'. The main content area is divided into two sections. On the left, the 'Member Access Portal' section includes a prompt to 'Complete Your Toolkit Checklist to be ready for 2024' and a grid of six tiles: 'SSAT Testing', 'SSAT Scores', 'Character Skills', 'Prospects', 'Applicants' (highlighted with a green dashed border), and 'Data Dashboards'. On the right, the 'Quick Access Menu' section features three categories: 'ADVISE STUDENTS' with links for 'Advisor Workstation' and 'Score Workstation'; 'ASSIGN WAIVERS' with links for 'SSAT Fee Waivers' (marked with 'New Updates!') and 'Application Fee Waivers'; and 'PUBLICATIONS AND PRACTICE' with links to 'Order The Official Study Guide for the SSAT' and 'Order SSAT Practice Online Codes'.

# Member Access Portal

Homepage for your team that offers easy navigation to all of EMA's tools, including the **Advisor Workstation** for scholars.



# 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 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]

POWERED BY TINYMCE

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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).

Formats - B / [Rich Text Editor Icons]

POWERED BY TINYMCE

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**Forms and components you will complete.**

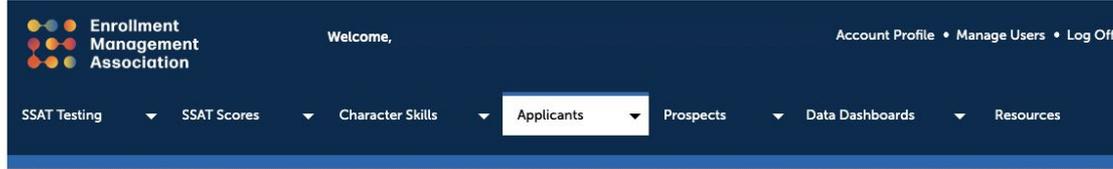
Advisor Responsibilities - Sections and Deadlines  
Let students know which parts of the SAO application (forms/sections) you will complete for them. You may want to include your timeline so that students can follow those submissions in their account.

Formats - B / [Rich Text Editor Icons]

POWERED BY TINYMCE

Cancel Save and Publish

# Advisor Workstation



The **Advisor Workstation** (dropdown from the Applicants tab) is where you manage your scholars' applications.

## Advisor Workstation

School Year:

Pending = Not yet completed    N/A = Not needed    Draft = In-Progress/draft    ✓ = Done/Date submitted

Filter By:

**The Key** indicates Pending, N/A, Draft, Done with Date Submitted.

If you don't see your student here, ask them to add you as an advisor.  
The dashboard below shows your student's progress towards applying. Click on **Manage** to upload recommendations and transcripts.

[Download Student List](#)

Student Name	Current Grade	School/s Added	Parent & Student Forms			Recommendations & Transcripts				
			Student Profile	Graded Essay	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	
Rectangle J Ssat 1 App Submitted	Grade 10	1	<a href="#">View</a>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benu ssat 1 App Submitted	Grade 6	1	<a href="#">View</a>	✓ Sep-07	✓ Sep-06	✓ Sep-07	✓ Sep-07	✓ Sep-07	✓ Sep-07	Pending

Click on any blue hyperlink to view Student Profile or Download PDF.

# Teacher Recommendations



## Two methods:

**Online**—Scholars assign teacher recommendation forms from their portal directly. Teachers complete the recommendation forms by email and those forms are sent through the SAO.

**Advisors Upload**—Scholars DO NOT assign their teacher recommendations from their portal. You collect recommendations from your office or their school and upload the PDF recommendations via Advisor Workstation.

# Online Teacher Recommendations



Enrollment Management Association

Welcome, Account Profile • Manage Users • Log Off

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

## Advisor Workstation

School Year: 2023 ▾ Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft ✓ = Done/Date submitted

Filter By: First Name Last Name All Countries ▾ Filter

If you don't see your student here, ask them to add you as an advisor.

The dashboard below shows your student's progress towards applying. Click on **Manage** to upload recommendations and transcripts.

Download Student List

Student Name	Current Grade	School/s Added	Parent & Student Forms			Recommendations & Transcripts				
			Student Profile	Graded Essay	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	
Rectangle J Ssat 1 App Submitted	Grade 10	1	<a href="#">View</a>	N/A	N/A	N/A	N/A	N/A	N/A	
Benu ssat 1 App Submitted	Grade 6	1	<a href="#">View</a>	✓ Sep-07	✓ Sep-06	✓ Sep-07	✓ Sep-07	✓ Sep-07	Pending	

You may view and download the teacher recommendation by clicking on the blue hyperlink.

# Advisor Upload Teacher Recommendations



From the Advisor Workstation, you find a link that says "Download The SAO Recommendation Forms here"; forms are updated every year. We aim to get the fillable PDF forms uploaded by August 1. You may share these forms with teachers to complete.

## Advisor Workstation

School Year:  Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft ✓ = Done/Date submitted

Filter By:

If you don't see your student here, ask them to add you as an advisor. The dashboard below shows your student's progress towards applying. Click on Manage to upload recommendations and transcripts. [Download Student List](#)

Student Name	Current Grade	Schools Added	Parent & Student Forms			Recommendations & Transcripts				
			Student Profile	Graded Essay	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	
Rectangle J Ssat 1 App Submitted	Manage	Grade 10	1	View	N/A	N/A	N/A	N/A	N/A	N/A
Benu ssat 1 App Submitted	Manage	Grade 6	1	View	✓ Sep-07	✓ Sep-06	✓ Sep-07	✓ Sep-07	✓ Sep-07	Pending
Square Ssat	Manage	Grade 6	1	View	N/A	N/A	N/A	N/A	N/A	N/A
Andy Ssat	Manage	Grade 9	1	View		✓ Oct-11	Pending	Pending	Pending	Pending
Bimb ssat 1 App Submitted	Manage	Grade 10	1	View		Pending	Pending	Pending	Pending	Pending
Rafiki Ssat	Manage	Grade 3	1	View	✓ Oct-10	Draft	✓ Oct-11	✓ Oct-10	✓ Oct-10	Pending
Tasya ssat 1 App Submitted	Manage	Grade 8	1	View	✓ Nov-11	✓ Nov-11	✓ Nov-11	✓ Nov-11	✓ Nov-11	Pending
abhi t ssat 1 App Submitted	Manage	Grade 8	1	View		✓ Nov-11	Pending	✓ Nov-11	Pending	Pending
Ektha ssat 1 App Submitted	Manage	Grade 8	1	View	Draft	Dec-11	Pending	Dec-11	Dec-11	Dec-12
Nala Ssat 1 App Submitted	Manage	Grade 8	1	View	Pending	Dec-12	Pending	Dec-12	Pending	Dec-12

[Download The SAO Recommendation Forms here](#)

# Manage an Application



Enrollment Management Association

Welcome,

Account Profile • Manage Users • Log Off

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

## Advisor Workstation

School Year: 2023 ▾ Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft ✓ = Done/Date submitted

Filter By: First Name Last Name All Countries ▾ Filter

To Upload components of the Application, click on **Manage** from the scholar's profile.

If you don't see your student here, ask them to add you as an advisor. The dashboard below shows your student's progress towards applying. Click on **Manage** to upload recommendations and transcripts. [Download Student List](#)

Student Name	Current Grade	School/s Added	Parent & Student Forms			Recommendations & Transcripts			
			Student Profile	Graded Essay	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...
Rectangle J Ssat 1 App Submitted	Grade 10	1	View	N/A	N/A	N/A	N/A	N/A	N/A
Benu ssat 1 App Submitted	Grade 6	1	View	✓ Sep-07	✓ Sep-06	✓ Sep-07	✓ Sep-07	✓ Sep-07	Pending

# Manage an Application



**abhi t ssat** Submit

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying.

<b>Any Teacher Rec</b> Pending <a href="#">Add</a>	<b>English Rec</b> ✓ Dec-10	<b>Mathematics Rec</b> ✓ Dec-10	<b>Official School Report and Transcripts</b> Pending <a href="#">Add</a> Upload reports for 2019-20, 2020-21, 2021-22	<b>Principal/Guidance</b> Pending <a href="#">Add</a>
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Add School Specific Forms and Track Applications.

School	Deadline	Grade Applying	Advisor Recommendation	SSAT Score Select
The Enrollment Management Association	Mar-24 (Standard)	Grade 9	<a href="#">Add one for all</a> <a href="#">Add</a>	Pending

Click on the **Add** or paper clip icon and a window will pop up to upload forms from your computer files.

**abhi t ssat** Submit

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying.

<b>Any Teacher Rec</b> Pending <a href="#">Add</a>	<b>English Rec</b> ✓ Dec-10	<b>Mathematics Rec</b> ✓ Dec-10	<b>Official School Report and Transcripts</b> Pending <a href="#">Add</a> Upload reports for 2019-20, 2020-21, 2021-22	<b>Principal/Guidance</b> Pending <a href="#">Add</a>
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Add School Specific Forms and Track Applications.

Desktop

File Name	Size	Kind	Date Added
Screen Shot 2022-05-08 at 9:25:44 PM	108 KB	PNG image	Today at 9:25 PM
Screen Shot 2022-05-08 at 8:59:55 PM	236 KB	PNG image	Today at 9:00 PM
Screen Shot 2022-05-08 at 8:55:33 PM	109 KB	PNG image	Today at 8:55 PM
Screen Shot 2022-05-08 at 8:51:29 PM	121 KB	PNG image	Today at 8:51 PM
Screen Shot 2022-05-08 at 8:50:41 PM	206 KB	PNG image	Today at 8:50 PM
Screen Shot 2022-05-08 at 8:49:04 PM	240 KB	PNG image	Today at 8:49 PM
Screen Shot 2022-05-08 at 7:58:23 PM	200 KB	PNG image	Today at 7:58 PM
Screen Shot 2022-05-08 at 7:54:38 PM	214 KB	PNG image	Today at 7:54 PM
Screen Shot 2022-05-08 at 7:53:07 PM	200 KB	PNG image	Today at 7:53 PM
Screen Shot 2022-05-08 at 7:49:03 PM	199 KB	PNG image	Today at 7:49 PM
Screen Shot 2022-05-08 at 7:42:32 PM	166 KB	PNG image	Today at 7:42 PM
Screen Shot 2022-05-08 at 7:36:59 PM	62 KB	PNG image	Today at 7:37 PM
Screen Shot 2022-05-08 at 7:35:12 PM	102 KB	PNG image	Today at 7:35 PM
CBO Instructions a	115 KB	PNG image	Today at 7:25 PM
CBO Instructions b	130 KB	PNG image	Today at 7:23 PM

Options Cancel Open

# Manage an Application



**abhi t ssat** Submit ✕

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying. ⓘ

<b>Any Teacher Rec</b> Pending <a href="#">Add</a>	<b>English Rec</b> ✓ Dec-10	<b>Mathematics Rec</b> ✓ Dec-10	<b>Official School Report and Transcripts</b> Pending <a href="#">Add</a> <small>Upload reports for 2019-20, 2020-21, 2021-22</small>	<b>Principal/Guidance</b> Pending <a href="#">Add</a>
--	--------------------------------	------------------------------------	--	---

Add School Specific Forms and Track Applications.

School	Deadline	Grade Applying	Advisor Recommendation <a href="#">Add one for all</a>	SSAT Score Selected	The Snapshot	Supplemental Forms
The Enrollment Management Association	Mar-24 (Standard)	Grade 9	<a href="#">Add</a>	Pending	Pending	Pending <a href="#">Preview Supplement</a>

[Exit](#)

The Advisor Workstation will reflect the SSAT Score Selected to be released to a specific school. These official score reports are automatically delivered through the system. We strongly advocate including the official SSAT score reports.

The Advisor Recommendation feature allows the Advisor to upload a PDF of any additional recommendations or materials. It is a customizable piece where you can share awards, special letters of recommendations or commendations, etc. that you want to share with the schools.

# Create a School List



**Maria** Submit ✕

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying. ⓘ

English Rec ✓ Nov-20	Mathematics Rec ✓ Nov-10	Official School Report and Transcripts ✓ Dec-08	Principal/Guidance ✓ Nov-28
-------------------------	-----------------------------	--	--------------------------------

Add School Specific Forms and Track Applications.

**Add Schools**  🔍

School	Deadline	Grade Applying	Advisor Recommendation ⓘ	SSAT Score Selected ⓘ	The Snapshot ⓘ	Supplemental Forms
The School ✓ Sent Dec-15-2021	Jan-15 (Standard)	Grade 9	<span>📎 Add one for all</span> <span>📎 Add</span>	✓ 1 Score		N/A

From the Advisor Workstation, click the **Manage** button for the student. From this window, you can create a school list by going to **Add Schools** – you may search by name or school code.



# Remove a School

## firstchild ssat

Submit

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying.

Any Teacher Rec Pending Add	English Rec Pending Add	Mathematics Rec Pending Add	Official School Report and Transcripts Pending Add Upload reports for 2019-20, 2020-21, 2021-22
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Add School Specific Forms and Track Applications.

Add Schools

School	Deadline	Grade Applying	Advisor Recommendation	SSAT Score Selected
EMA Sample Academy	Jun-09 (Standard)	Grade 6	Add	N/A

Click on the trash icon to remove a school; delete only if the application was not submitted. A pop-up window will appear; please read the **Important Notice** before you **Confirm Remove**.

## firstchild ssat

### Confirm Remove Application

Are you sure you want to remove this school application for firstchild ssat ?

#### Important Notice:

- Once the school application is removed, the student will no longer see this school on their Standard Application Online (SAO) dashboard.
- Any completed and in-progress school-specific forms like a supplement form/s will be removed.
- The standard components and recommendation forms will not be affected.

Cancel

Confirm Remove

School	Deadline	Grade Applying	Advisor Recommendation	SSAT Score Selected	The Snapshot	Supplemental Forms
EMA Sample Academy	Jun-09 (Standard)	Grade 6	Add	N/A	N/A	Mar-29 Pending Preview Supplement
	Rolling	Grade 9	Add	N/A	N/A	Pending Preview Supplement Preview Supplement

# Send the Application



## firstchild ssat

Add Forms for the Standard Application Online. Only forms that are required by a school will be sent when applying. ⓘ

Any Teacher Rec Pending <a href="#">Add</a>	English Rec Pending <a href="#">Add</a>	Mathematics Rec Pending <a href="#">Add</a>	Official School Report and Transcripts Pending <a href="#">Add</a> <small>Upload reports for 2019-20, 2020-21, 2021-22</small>	Personal Rec Pending <a href="#">Add</a>
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Add School Specific Forms and Track Applications.

Add Schools

School	Deadline	Grade Applying	Advisor Recommendation ⓘ <a href="#">Add one for all</a>	SSAT Score Selected ⓘ	The S
EMA Sample Academy <a href="#">Apply</a>	Jun-09 (Standard)	Grade 6 <a href="#">Add</a>	<a href="#">Add</a>	N/A	
				N/A	
				N/A	<a href="#">Preview Supplement</a> <a href="#">Preview Supplement</a>

Submit

## Ready to send application to for ?

School

Forms and components cannot be edited once the application is sent. The student profile and any submitted components will be delivered to the school at this time.

The following forms are still in draft mode and will not be sent. Any forms submitted after applying will be delivered to the school automatically.

1. Student Essays
2. Parent Statement
3. English Recommendation
4. Principal/Guidance Counselor Recommendation
5. Official School Reports and Transcripts

Cancel

Send Application

Apply button will not be activated until the Student Profile is 100% complete; when you click on the **Apply** button, a pop-up window will appear. Please read carefully before submitting the application.



Special  
Features

# Special Features



- If your organization works with students in the United States, you may filter States: Select All, select one, or multiple States.
- You may filter by first and last name as well.

## Advisor Workstation

School Year:

Pending = Not yet completed

N/A = Not needed

Draft = In-Progress/draft

✓ = Done/Date submitted

Filter By:

Filter

If you don't see your student here, ask them to add you as an advisor.

The dashboard below shows your student's progress towards applying. Click on **Manage** to add schools, and upload transcripts.

Download Student List

Student Name	Current Grade	School/s Added	Parent & Student Forms					Applications & Transcripts						
			Student Profile	Graded Essay	Parent Statement	Student Essays	Any Teacher	English	Mathematics	Official School Repo...	Personal	Principal/Guidance C...		

- Select All
- AE
- AK
- AL
- AR
- AZ
- CA
- CO
- CT
- DC
- DE
- FL
- GA
- HI
- IA
- IL
- IN
- KS
- KY
- LA
- MA
- MD
- ME
- MI
- MN
- MO
- MS
- MT
- NC
- ND
- NE
- NH
- NJ
- NM
- NV
- NY
- OH
- OK
- OR
- PA
- RI
- SC
- SD
- TN
- TX
- UT
- VA
- VT
- WA
- WI
- WY

# Special Features



- If your organization works with students in Canada, you may filter Provinces: Select All, select one, or multiple Provinces; additionally, you may select by Country.

### Advisor Workstation

School Year:  Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft  = Done/Date submitted

Filter By:

Select All

AB

BC

MB

NB

NF

...

Student Essays	Any Teacher	English	Mathematics	Official School Repo...	Personal	Principal/Guidance C...

### Advisor Workstation

School Year:  Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft  = Done/Date submitted

Filter By:

If you don't see your student here, ask them to add you as an advisor. The dashboard below shows your student's progress towards applying recommendations and transcripts.

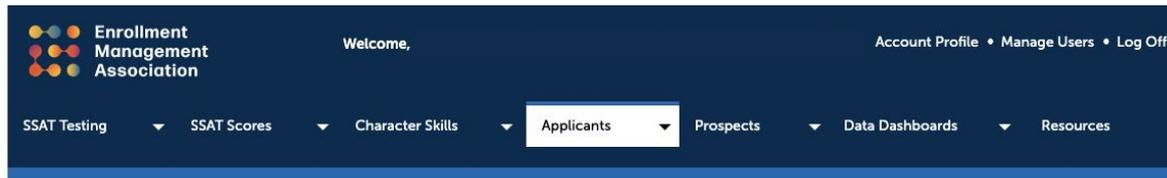
Student Name	Current Grade	School/s Added	Recommendations & Transcripts				
			English	Mathematics	Official School Repo...	Personal	Principal/Guidance C...

- ✓ All Countries
- United States
- Canada
- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia

# Special Features



- Your scholar's entire application can be downloaded in one PDF document.



## Advisor Workstation

School Year:  Pending = Not yet completed N/A = Not needed Draft = In-Progress/draft  = Done/Date submitted

Filter By:

If you don't see your student here, ask them to add you as an advisor.

The dashboard below shows your student's progress towards applying. Click on **Manage** to upload recommendations and transcripts.

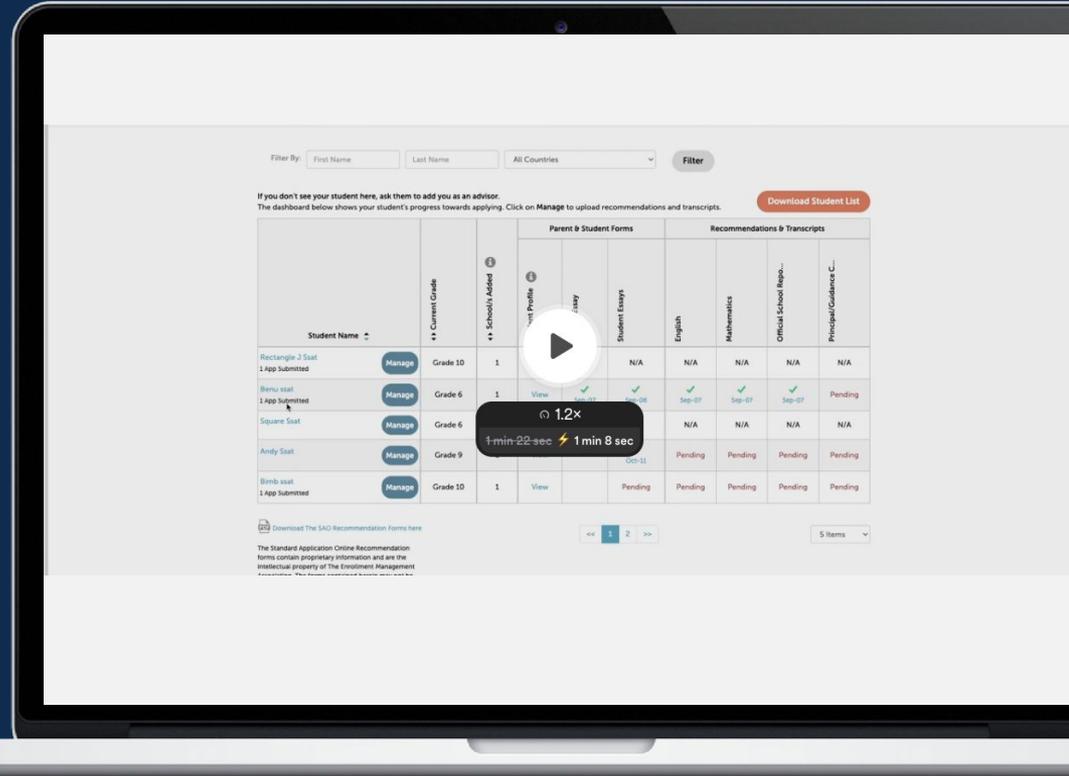
[Download Student List](#)

Click on the student's name (blue hyperlink) to download the entire application.

Student Name	Current Grade	School/s Added	Parent & Student Forms			Recommendations & Transcripts				
			Student Profile	Graded Essay	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	
<a href="#">Rectangle J Ssat</a> 1 App Submitted <input type="button" value="Manage"/>	Grade 10	1	<a href="#">View</a>	N/A	N/A	N/A	N/A	N/A	N/A	
<a href="#">Benu ssat</a> 1 App Submitted <input type="button" value="Manage"/>	Grade 6	1	<a href="#">View</a>	✓ Sep-07	✓ Sep-06	✓ Sep-07	✓ Sep-07	✓ Sep-07	Pending	

# Special Feature

View this video for more information about the [Student School-Gender Preference Advisor Functionality](#)





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

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