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

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

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

### Application Set Up

#### Select Year: 2023

<table>
<thead>
<tr>
<th>Application</th>
<th>Date Modified</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-PG Application</td>
<td>8/1/2022</td>
<td>Published</td>
<td>View, Pause, Share Template</td>
</tr>
</tbody>
</table>

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

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

**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.**
Special Instructions

- List instructions that will help your scholar-families understand your specific process.
The **Advisor Workstation** (dropdown from the Applicants tab) is where you manage your scholars’ applications.

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

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### Advisor Workstation

<table>
<thead>
<tr>
<th>School Year:</th>
<th>2023</th>
<th><strong>Pending</strong> = Not yet completed, <strong>N/A</strong> = Not needed, <strong>Draft</strong> = In-progress/draft, <strong>✓</strong> = Done/Date submitted</th>
</tr>
</thead>
</table>

Filter By: First Name, Last Name, All Countries

**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.

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- **Student Name**:
  - Rectangle J. Smith
  - Benu Sait

- **Current Grade**:
  - Grade 10
  - Grade 6

- **Schools Submitted**:
  - 1 App Submitted

- **Parent & Student Forms**:
  - **Graded Essay**
  - **Student Essays**
  - **English**
  - **Mathematics**
  - **Official School Reports**
  - **Principal/Advisor Comments**

- **Recommendations & Transcripts**:
  - **✓** = Done/Date submitted

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

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

To Upload components of the Application, click on Manage from the scholar’s profile.
Manage an Application

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

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.
Create a School List

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

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**.
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

- 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

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.
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.
Special Features

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

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