

Standard Application Online

How to Export Data or
Download Components

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.

The screenshot shows the user interface of the Member Access Portal (MAP). At the top, a dark blue navigation bar contains 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 includes a "Username" field with a "Forgot Username?" link, a "Password" field with a "Forgot Password?" link, a "Remember Me" checkbox, and a "Sign in" button. The "Create an Account" section has two sub-sections: "Families" and "Schools and Organizations". Each sub-section contains 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.

Applications



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

The screenshot shows the top navigation bar of the EMA website. The "Applicants" tab is highlighted with a yellow box. Below the navigation bar, the "Member Access Portal" section contains six tiles: "SSAT Testing", "SSAT Scores", "Character Skills", "Prospects", "Applicants" (highlighted with a yellow border), and "Data Dashboards". To the right, the "Quick Access Menu" lists several options: "ADVISE STUDENTS" (Advisor Workstation, Score Workstation), "ASSIGN WAIVERS" (SSAT Fee Waivers with a "New Updates!" badge, Application Fee Waivers), "PUBLICATIONS AND PRACTICE" (Official Study Guide, Practice Online Codes), and "CHARACTER SKILLS SNAPSHOT" (The Snapshot).

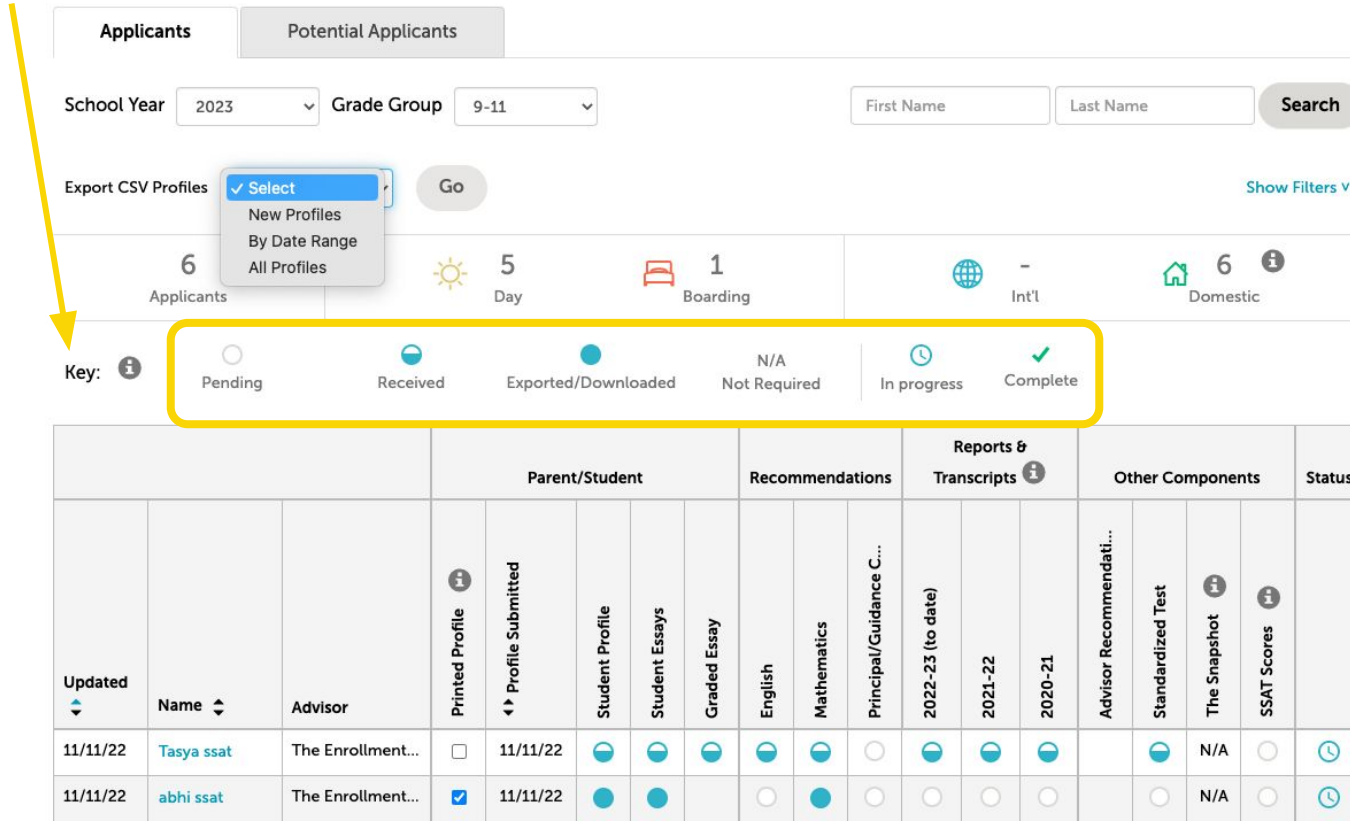
Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

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The Key

- The **Key** shows which pieces of an application is Pending, Received, Exported/Downloaded, Not Required, In progress, or Complete.



The screenshot displays the EMA application management interface. At the top, there are tabs for 'Applicants' and 'Potential Applicants'. Below these are filters for 'School Year' (2023) and 'Grade Group' (9-11), along with search fields for 'First Name' and 'Last Name'. A 'Go' button and a 'Show Filters v' link are also present. A yellow arrow points to a 'Key' legend box, which is highlighted with a yellow border. The legend defines the status of application components using colored circles: Pending (white), Received (blue), Exported/Downloaded (green), Not Required (N/A), In progress (clock), and Complete (checkmark). Below the legend is a table with columns for 'Updated', 'Name', 'Advisor', 'Parent/Student' (Printed Profile, Profile Submitted, Student Profile, Student Essays, Graded Essay), 'Recommendations' (English, Mathematics, Principal/Guidance C...), 'Reports & Transcripts' (2022-23 (to date), 2021-22, 2020-21), 'Other Components' (Advisor Recommendation..., Standardized Test, The Snapshot, SSAT Scores), and 'Status'. The table contains two rows of data for applicants Tasya ssat and abhi ssat, both updated on 11/11/22.

Updated	Name	Advisor	Printed Profile	Profile Submitted	Student Profile	Student Essays	Graded Essay	English	Mathematics	Principal/Guidance C...	2022-23 (to date)	2021-22	2020-21	Advisor Recommendation...	Standardized Test	The Snapshot	SSAT Scores	Status
11/11/22	Tasya ssat	The Enrollment...	<input type="checkbox"/>	11/11/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/11/22	abhi ssat	The Enrollment...	<input checked="" type="checkbox"/>	11/11/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the School Year and Grade Levels to Export



- A list of students who have applied to your school will be under the **School Year** and **Grade Group** tab(s), if you created multiple applications.

Applicants Potential Applicants

School Year: 2023 Grade Group: 1-2

Export CSV Profiles: Select

First Name Last Name Search

Show Filters v

Applicant Day Boarding Int'l Domestic

Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

			Parent/Student			Recommendations			Reports & Transcripts ⁱ			Other Components			Status
Updated [⌵]	Name [⌵]	Advisor	Printed Profile ⁱ	Profile Submitted [⌵]	Student Profile	English	Mathematics	Principal/Guidance C...	2022-23 (to date)	2021-22	2020-21	Advisor Recommendation...	Standardized Test	SSAT Scores ⁱ	

Find the Students to Export Profile Data



- Using the dropdown menu, select *New Profiles*, *By Date Range*, or *All Profiles* and click **Go**. *All Profiles* will include new and previously exported records.

Applicants Potential Applicants

School Year 2023 Grade Group 9-11 First Name Last Name Search

Export CSV Profiles **Select** Go Show Filters v

6 New Profiles By Date Range All Profiles

5 Day 1 Boarding Int'l 6 Domestic

Key: Pending Received Exported/Downloaded Not Required In progress Complete

Updated	Name	Advisor	Parent/Student				Recommendations			Reports & Transcripts			Other Components			Status	
			Printed Profile	Profile Submitted	Student Profile	Student Essays	Graded Essay	English	Mathematics	Principal/Guidance C...	2022-23 (to date)	2021-22	2020-21	Advisor Recommendation...	Standardized Test		The Snapshot
11/11/22	Tasya ssat	The Enrollment...	<input type="checkbox"/>	11/11/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/11/22	abhi ssat	The Enrollment...	<input checked="" type="checkbox"/>	11/11/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Locate the CSV File



- After clicking **Go**, the report will download as a CSV file (in Excel). From the Finder folder, you may open the file, review, or import the information in Excel.

The screenshot shows the EMA application interface. At the top, there is a navigation bar with the EMA logo and the text 'Enrollment Management Association'. Below this, there are several dropdown menus for navigation: 'SSAT Testing', 'SSAT Scores', 'Character Skills', 'Applicants', 'Prospects', 'Data Dashboards', and 'Resources'. The 'Applicants' dropdown is currently selected. Below the navigation bar, there are tabs for 'Applicants' and 'Potential Applicants'. The 'Applicants' tab is active. Below the tabs, there are filters for 'School Year' (2023) and 'Grade Group' (9-11). There are also input fields for 'First Name' and 'Last Name', and a 'Search' button. Below the filters, there is an 'Export CSV Profiles' section with a 'New Profiles' dropdown and a 'Go' button. A yellow arrow points from the 'Go' button to a file named 'exportedSAodat....csv' in the Finder. Below the 'Export CSV Profiles' section, there is a summary bar showing 6 Applicants, 5 Day, 1 Boarding, - Int'l, and 6 Domestic. Below the summary bar, there is a 'Key' section with icons for Pending, Received, Exported/Downloaded, Not Required, In progress, and Complete. Below the key section, there is a table with columns for 'Parent/Student', 'Recommendations', 'Reports & Transcripts', 'Other Components', and 'Status'. The table has several rows of data, including one for 'Tasya ssat'.

			Parent/Student				Recommendations			Reports & Transcripts			Other Components		Status			
Updated	Name	Advisor	Printed Profile	Profile Submitted	Student Profile	Student Essays	Graded Essay	English	Mathematics	Principal/Guidance C...	2022-23 (to date)	2021-22	2020-21	Advisor Recommendation...	Standardized Test	The Snapshot	SSAT Scores	
11/11/22	Tasya ssat	The Enrollment...	<input type="checkbox"/>	11/11/22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>

Review the Exported CSV File



- The CSV file can be sorted, filtered, or imported to your school's database system. Here is an sample of biographical data showing a sample of fields. The original data export contains more than 300 data fields.

AutoSave OFF | exportedSAOdata (2)

Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Automate | Tell me

Possible Data Loss: Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

RegID	MasterRegLName	RegFName	RegMI	RegNickName	RegSex	RegBirthDate	RegSSN	RegGrade	ApplyYear	ApplyGrade	ApplyStatus	ApplyForms	ApplyFinAid	ActivityAcade	ActivitySport	ActivityArts
251010044	Ssal	Tasya			female	4/3/09		0	2025	9	Day		yes			

Download Application Components



- You can **Download All** or **Download Only New** components in PDF.

Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

			Parent/Student					Recommendations		Reports & Transcripts			Other Components			Status
Updated	Name	Advisor	Printed Profile	Profile Submitted	Student Profile	Student Essays	Graded Essay	English	ance C...	te)	mandati...	test				
11/11/22	Tasya ssat	The Enrollment...	<input type="checkbox"/>	11/11/22												
11/11/22	abhi ssat	The Enrollment...	<input checked="" type="checkbox"/>	11/11/22												

Download all components or new components by clicking on the Student Name (hyperlinked).

Download Application Components

To download application components for **Tasya ssat** select from the following:

Download New Components: A PDF that contains only new components that have not previously been downloaded.

Download All Components: A PDF containing all previously downloaded and new components.

[Download Only New](#) [Download All](#)

Download Application Components



- You can download any application component individually as separate PDFs.

Key: Pending Received Exported/Downloaded N/A Not Required In progress Complete

		Parent/Student				Recommendations			Reports & Transcripts			Other Components			Status		
Updated	Name	Advisor	Printed Profile	Profile Submitted	Student Profile	Student Essays	Personal Essay	Mathematics	Local/Guidance C...	23 (to date)	22	21	Other Recommendation...	Standardized Test	Snapshot	Scores	
11/11/22	Tasya ssat	The Enrollment...	<input type="checkbox"/>	11/11/22													
11/11/22	abhi ssat	The Enrollment...	<input checked="" type="checkbox"/>	11/11/22													

Click on **Download PDF.**



Download any component by clicking on the half circle, which will turn to full circle when downloaded.

Student Biographic Profile

[Download PDF](#)

The Standard Application Online

STUDENT BIOGRAPHIC PROFILE
Student Name: Tasya ssat
IL.....

Tasya ssat

Student Type	Session Year	Financial Aid	Deadline
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Seamless Data Integration



- An Application Programming Interface (API) is a data bridge that allows systems to share information and data. This data bridge allows admission offices to seamlessly integrate data between schools' databases/systems and the SAO, SSAT scores, and Snapshot scores. Contact members@enrollment.org to initiate setup with one of the existing partners.





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

Contact:
members@enrollment.org