

4 Steps to Accessing SAT[®] Suite of Assessment Results

EDUCATORS

1 Create a College Board Account

All data users must have a College Board Professional account. Sign up, or, if you already have an account, just sign in at: collegeboard.org

2 Identify an Access Manager

Using your school's access code, identify an Access Manager who will use the Manage Access Tool to assign access roles to school staff: collegeboard.org/dat-login

If you do not have an access code, call Customer Service at 888-477-7728 for PSAT-related assessments; 888-SAT-HELP for the SAT[®]; or email k12reports@info.collegeboard.org. Note that only one access code is needed. Once an Access Manager is established, that person can assign additional users to the role of Access Manager if more than one is required.

All staff who need to view only **aggregate-level data** should have **Assessment Reporting Summary** access, and all staff who need to view **aggregate** and **student-level data** should have **Assessment Reporting Detail** access. For role descriptions and recommended users, see box below.

3 Assign Access Roles in the Manage Access Tool

Additional information on access roles is available at: sat.org/k12reports. Scroll down to Managing User Access section.

4 Get Access to the K–12 Assessment Reporting Portal

Once users receive an email notification granting access to the integrated score reporting portal, log in and view scores at: k12reports.collegeboard.org/login

ACCESS ROLES

- » **DAT for Assessment Reporting (Access Manager)**: This role can assign any of the four roles listed in this section, including additional Access Managers, who are responsible for logging in to the score reporting portal and determining the appropriate level of access to data for all other staff. In order to view data, Access Managers must assign themselves one or more of the additional roles listed below.
- » **Assessment Reporting Data Files Management**: Assign this role to colleagues in charge of **uploading results into your local data systems**. Users with this role may be IT vendors hired by institutions, institution technology staff, or other institution staff.
- » **Assessment Reporting Summary**: Assign this role to colleagues who need to view **aggregate-level reports** for your institution. This reporting role will **not** have access to students' personally identifiable information.
- » **Assessment Reporting Detail**: Assign this role to colleagues who need to view **aggregate-level reports** and **student-level reports** for your institution. This reporting role will have access to students' personally identifiable information.