

# Batch Registration

Registering students as a group with  
and without testing accommodations

# What is Batch Registration?

- Batch registration allows you to register a group of students for this test instead of having each test taker's parent/guardian register on their own.
- There is no limit on how many batch registration templates you can upload to an individual test.

# Notes

These instructions will show you the batch registration process from start to finish.\* The main steps are:

1. Create a test
2. Start a batch registration for the test
3. Confirm parental consent
4. Select if you'd like scores or to be a Score Advisor
5. Download and complete a CSV spreadsheet template with student information
6. Upload the spreadsheet
7. Verify student information
8. Confirm proper completion

*\*If you will be using fee waivers or registering students with approved testing accommodations we recommend you read through the entire process before beginning since those require additional steps to be completed first.*

# Notes (cont'd)

## Basics — Parental Consent

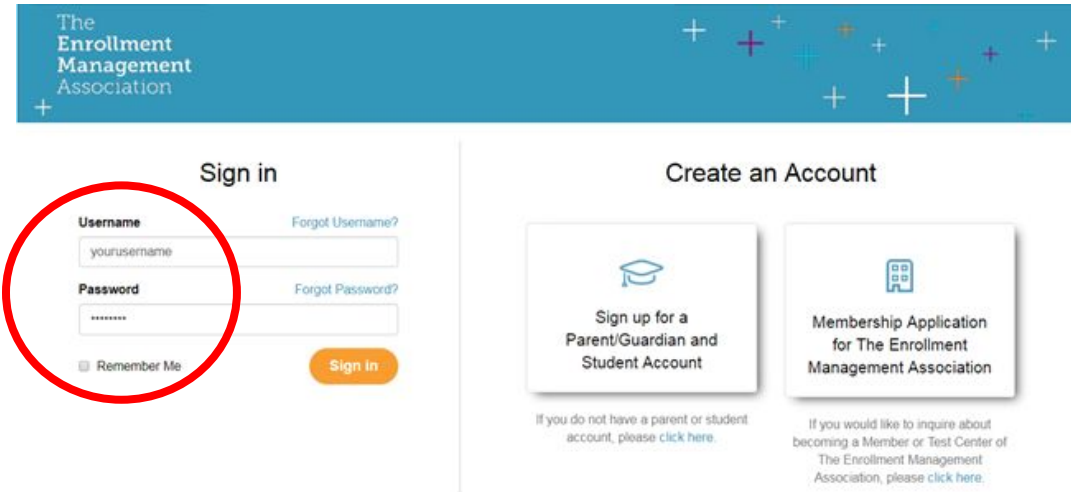
Before uploading batch registration information for most tests, you will need to ensure you have parental consent to provide Personally Identifiable Information (PII) to The Association. PII might include information like the student's name or date of birth.

- Flex or Standard – You need to either have parental consent by:
  - Getting a signed consent from each parent/guardian (shown in later steps)
  - Having 'in loco parentis' or a similar legal agreement granting you authority to provide each student's PII—many boarding schools already have such authority.
- Benchmark – As a research study benchmark administrations do not require parental consent.

*It is important to remember that you must have parental consent BEFORE submitting any student information.*

# Create a Test Date

- Login to your MAP [Member Access Portal \(MAP\)](#)
  - Enter your username and password
- Visit [Test Administrator Training](#) to Schedule a Test



The Enrollment Management Association

**Sign in**

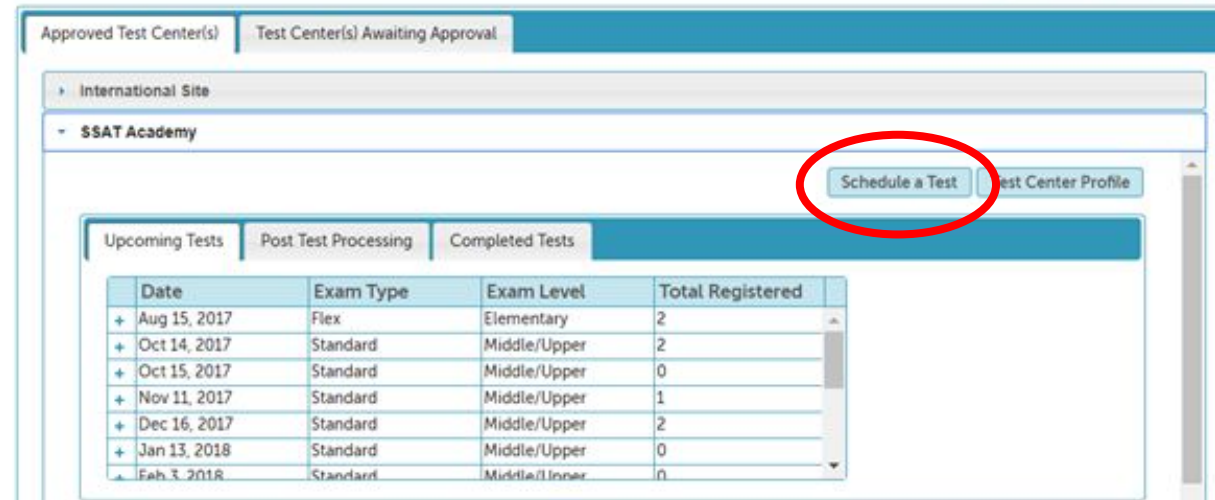
Username: yourusername  
Password: \*\*\*\*\*  
☐ Remember Me [Sign in](#)

[Forgot Username?](#)  
[Forgot Password?](#)

**Create an Account**

[Sign up for a Parent/Guardian and Student Account](#)  
If you do not have a parent or student account, please [click here](#).

[Membership Application for The Enrollment Management Association](#)  
If you would like to inquire about becoming a Member or Test Center of The Enrollment Management Association, please [click here](#).



Approved Test Center(s) | Test Center(s) Awaiting Approval

International Site

SSAT Academy


[Schedule a Test](#) | [Test Center Profile](#)

Upcoming Tests | Post Test Processing | Completed Tests

Date	Exam Type	Exam Level	Total Registered
+ Aug 15, 2017	Flex	Elementary	2
+ Oct 14, 2017	Standard	Middle/Upper	2
+ Oct 15, 2017	Standard	Middle/Upper	0
+ Nov 11, 2017	Standard	Middle/Upper	1
+ Dec 16, 2017	Standard	Middle/Upper	2
+ Jan 13, 2018	Standard	Middle/Upper	0
+ Feb 3, 2018	Standard	Middle/Upper	0

# Start a Batch Registration Now

If you plan to register students immediately, via Batch Registration, simply click on the Batch Registration button to get started.

 Thank you. This test date has been published.  
The test is available for students to register at [www.ssat.org](http://www.ssat.org).

The New Test

Test Center Name	SSAT Academy (Sample Center - Not Real)	<a href="#">Delete Test</a> <a href="#">Batch Registration</a>
Closed test Access Code	5V-6U0N-2E1A <i>This access code will be stored for your reference on your test center homepage.</i>	
Test Type	Flex	
Exam Level	Elementary	
Date	7/28/2020	
Accepts Special Accommodation	No	
Special Accommodation Capacity	0	
General Capacity	5	
Total Capacity	5	
Special Admission Ticket Instructions	Enter through front door, check-in at 8:30am.	
Test Administrator	ssat Support	
Administrator Cell Phone	555-555-5555	
Administrator Email	lhofmann@ssat.org	
Shipping Address	862 Route 518 Skillman, NJ 08558 United States	

You have indicated that you have enough on-hand materials for this test date.

Changes/cancellation of this test date is not permitted after the first student registers.

Please refer to your test management homepage to view, edit or batch register this test.

Please call SSATB if you need further assistance 609-683-5558.

# Start a Batch Registration Later

If you wish to register students at a later time, you can return to this test under Upcoming Tests.

Select the test you want to register students for by clicking on the + (plus) key next to the date. Then select the Batch Register This Test link.

SSAT Academy

Schedule a Test Test Center Profile

Upcoming Tests Post Test Processing Completed Tests

Date	Exam Type	Exam Level	Total Registered
Jul 18, 2017	Flex	Middle/Upper	6

Test Admin Name: Special Accommodation: Yes

Cell: 555-1212 Special Accommodation Capacity: 10

Capacity: 10

Batch register this test Student Roster

# Reminders!

## **Testing Accommodations**

If you will be registering a student that needs testing accommodations, ensure they have already created an account, requested all accommodations, and been approved before proceeding.

## **Fee Waivers**

If you will be using test fee waivers, make sure you have created bulk or individual fee waivers before proceeding.

## **Parental Consent**

You must have parental consent before proceeding.



# Parental Consent - Step 1

Indicate how you have parental consent.

- If you have 'in loco parentis' or equivalent, select the first option.
- If you have consent via signed SSAT provided consent forms, select the second option.\*\*

*\*\*You can access the consent form or request EMA to send you preprinted paper forms where highlighted below.*

No parental consent is necessary for benchmark registrations.

## Batch Registration

You are about to batch register test takers for the following test. Batch registration allows you to register a group of students for this test instead of having each test taker's parent/guardian register on their own.

For an overview of batch registration, [click here](#).

### TEST INFORMATION

Test Date: Saturday, October 14, 2017 at International Site (Middle/Upper)  
Test Type: Standard Test

### Step 1 - Confirm Data Authorization

In order to batch register students for a Flex or Standard test, you must indicate that you have parental consent.

Select how you have parental consent:

- ☐ We have consent through an agreement such as "In loco parentis" for each test taker included in the spreadsheet granting us the authority to provide the student's Personally Identifiable Information to The Association. We additionally understand that it is our responsibility, based upon our acceptance of The Association's membership agreement, to notify all parents/guardians about the provision of their student's information to The Association.
- ☐ We have a parent/guardian signed SSAT Batch Registration Agreement for each test taker included in the spreadsheet. We will keep the signed agreement(s) on record at our location for no less than five years and will provide SSAT Batch Registration Agreements to The Association within five business days if requested.

#### SSAT Batch Registration Agreement

- [Download the SSAT Batch Registration Agreement here](#) -or-
- E-mail [members@enrollment.org](mailto:members@enrollment.org) and request we send you the number of pre-printed agreements you need by FedEx.

# Scoring Options - Step 2

Indicate if you'd like to receive scores\* for these registrants and if you'd like to be a Score Advisor

- A Score Advisor is able to see scores and report those scores to other score recipients on behalf of the test taker.

***\*You will NOT receive scores if you do not select one of the options.***

## Step 2

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**Select Your Score Options** Check all that apply

**\*\*If you don't select either option below, you WILL NOT have access to scores from any students registered!\*\***

- ☐ We would like to receive scores for all registrants
- ☐ We wish to act as the Score Advisor for all registrants

# CSV Download - Step 3

Download the CSV file template file and complete it with the test taker information (see CSV tips on the next slides)

Do not include any test taker for whom you do not have parental consent.

## Step 3

### Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the template [here](#).

No file chosen

☒ First row contains column headers

[Cancel](#)

# CSV Tips– General/Info Match

- Download the spreadsheet and save it as a .CSV Excel file
- Do not reorder, rename or add/delete columns
- Columns marked with an \*asterisk\* is required
- Match accounts previously made by matching these criteria:

ALL 3 MUST MATCH EXACTLY	One of the following must MATCH EXACTLY
First Name	Parent Email Address
Last Name	Zip Code
Date of Birth	Middle Initial

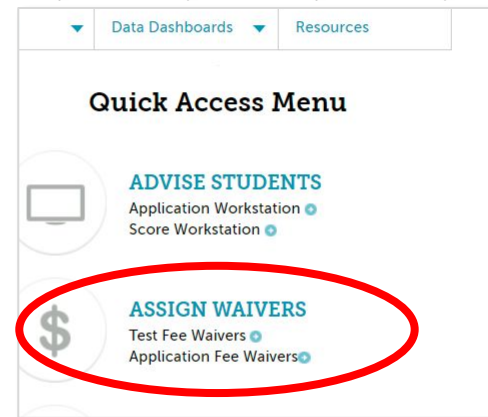
Same parent email, parent first name and parent last name required for parent match.

# CSV Tips– Test Fee Waivers

If using test fee waivers, ensure you copy/paste them into the spreadsheet carefully.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Last Name	First Name	MI	Street Add	Street Add	City*	State*	Zip*	Country*	Phone*	Parent E-N Birthdate*	Sex (M/F)*	Grade*	Fee Waiver #	Parent Firs	Parent Last Name*		
2																		
3																		
4																		

In the MAP be sure you are creating Test Fee Waivers and not Application Fee Waivers, for students that need a test fee waiver.



# CSV Tips– Student Emails

The email account entered for this student during registration is permanently and FOREVER linked in our system; and as such, may not be changed once an account is created.

- Please DO NOT use your own personal or work email account or a “dummy” account when registering students.
- In the case of divorced parents, only one email can be used/associated with the student record so a parent will have to confirm which email to use. Once a username/password is assigned to them, they can share that with each other so both parent can log in and see their child's information.

# CSV Tips– Testing Accommodations

(skip this page if no testing accommodations)

Students requiring testing accommodations must create their own SSAT user account and complete the process of requesting special accommodations online BEFORE you can register them for testing via batch registration.

Instructions for student requesting special accommodations can be found on here: [Testing Accommodations](#)

Once the student is approved for testing accommodation, you can include them in your spreadsheet (register them with accommodations). When you upload the spreadsheet, the system will identify them with testing accommodations and you will apply them to the test.

# CSV Tips– Testing Accommodations

(skip this page if no testing accommodations)

Be sure the matching criteria is utilized here so that the system can find the account the student created with the testing accommodation affixed:

ALL 3 MUST MATCH EXACTLY	One of the following must MATCH EXACTLY
First Name	Parent Email Address
Last Name	Zip Code
Date of Birth	Middle Initial

Same parent email, parent first name and parent last name required for parent match



# CSV File Upload - Step 3

Use the Choose File button to select your CSV file that you saved on your computer using the template then click Upload Batch File.

## Step 3

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### Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the template [here](#).

BatchRegis...SAMPLE.csv

☒ First row contains column headers

[Cancel](#)

# Verify Student Information

After selecting Upload Batch File, individual registrant information will appear. Confirm the details for each student.

Prior to clicking Submit, you can still make changes or additions to the spreadsheet. Once you click submit, you cannot alter your data in any way.

Please take the time to be sure your data is correct.

The **yellow box** indicates this registration will create an account for this student. You may edit in this view, remove a registration or add a registration.



## Batch Registrations

Please confirm that the following details are correct before continuing:

<b>Registration #1</b>					<input type="checkbox"/> Remove this student from the batch
According to our records, there is no ssat.org account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.					
If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.					
Last Name *		First Name *		Middle Initial	
<input type="text" value="Medina"/>		<input type="text" value="Noa"/>		<input type="text" value="E"/>	
Birth Date * (mm/dd/yyyy)		Sex *		Grade *	
<input type="text" value="05/11/2000"/>		<input type="radio"/> Male <input checked="" type="radio"/> Female		<input type="text" value="5"/>	
Address Lines 1 * / 2		City *		State *	Zip * Country *
<input type="text" value="123 Green Lane"/>		<input type="text" value="Hamilton"/>		<input type="text" value="NJ"/>	<input type="text" value="8619"/> <input type="text" value="United States"/>
Phone *		Parent's Email Address *		Parent's First Name * Parent's Last Name *	
<input type="text" value="555-5555"/>		<input type="text" value="emolina@enrollment.org"/>		<input type="text" value="Erica"/> <input type="text" value="Molina"/>	
Fee Waiver (optional)		Special Accommodations			
<input type="text"/>					

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

# Verify Student Information

- Check special accommodation
- Check spelling of name
- Check fee waiver number
- Check birthdate
- Check email address

If anything is wrong, you can remove the registrant from the batch by selecting Remove this student from the batch in the top right corner.

The green box tells you this student already has an account with SSAT. For special accommodation students this MUST be the case. Click yes to apply or no to not apply them to this test. You MUST take an action.

## Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1					<input type="checkbox"/> Remove this student from the batch	
According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account.						
Last Name *		First Name *		Middle Initial		
		Liam				
Birth Date * (mm/dd/yyyy)		Sex *		Grade *		
07/28/2000		<input checked="" type="radio"/> Male <input type="radio"/> Female		8		
Address Lines 1 * / 2		City *		State *	Zip *	Country *
Phone *		Parent's Email Address *				
6096834440						
Fee Waiver (optional)		Special Accommodations				

# Adding Students

To add another student, select the Add Another Student button at the bottom of the screen.

## Batch Registrations

Please confirm that the following details are correct before continuing:

<b>Registration #1</b>			<input type="checkbox"/> Remove this student from the batch		
According to our records, this student currently has an account matching the information you have supplied below. This test registration will be added to his/her existing account.					
<b>Last Name *</b>	<b>First Name *</b>	<b>Middle Initial</b>			
Davis					
<b>Birth Date * (mm/dd/yyyy)</b>	<b>Registration #2</b>				
07/28/2000	<input type="checkbox"/> Remove this student from the batch				
<b>Address Lines 1 * / 2</b>	According to our records, there is no SSATB account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.				
18 Orchard Street	If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.				
<b>Phone *</b>	<b>Last Name *</b>	<b>First Name *</b>	<b>Middle Initial</b>		
6096834440	Smith	Jane			
<b>Fee Waiver (optional)</b>	<b>Birth Date * (mm/dd/yyyy)</b>	<b>Sex *</b>	<b>Grade *</b>		
	01/01/2000	<input type="radio"/> Male <input checked="" type="radio"/> Female	7		
	<b>Address Lines 1 * / 2</b>	<b>City *</b>	<b>State *</b>	<b>Zip *</b>	<b>Country *</b>
	main street	mainville	nj	17887	United States
	<b>Phone *</b>	<b>Parent's Email Address *</b>			
	6093824440	jeidamdavis+0408@gmail.			
	<b>Fee Waiver (optional)</b>	<b>Special Accommodations</b>			
<b>Add Another Student</b>					
When you are happy with the data in the table above, use the Import button below to process this batch of registrations.					
<b>Import</b>					

# Click Import

When you are satisfied with all the data,  
Click Import.

Be patient while the information loads.  
This window will open to notify you of  
your status.

## Processing Your Registrations

Please be patient while we process your batch registrations.

**Done! Redirecting to payment page...**

Depending on the number of students you are registering this process could take several minutes.

**Please do not close your browser or refresh the page during this time.**

## Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1					<input type="checkbox"/> Remove this student from the batch
According to our records, there is no ssat.org account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.					
If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.					
Last Name *		First Name *		Middle Initial	
Medina		Noa		E	
Birth Date * (mm/dd/yyyy)		Sex *		Grade *	
05/11/2000		<input type="radio"/> Male <input checked="" type="radio"/> Female		5	
Address Lines 1 * / 2		City *		State *	Zip * Country *
123 Green Lane		Hamilton		NJ	8619 United States
Phone *		Parent's Email Address *		Parent's First Name *	
555-5555		emolina@enrollment.org		Erica	
Parent's Last Name *		Special Accommodations			
Molina					
Fee Waiver (optional)					

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

The  
**Enrollment  
Management  
Association**



# Confirmation and Payment Process

- The test administrator email on file will receive an email with an invoice within 30 day after tests are scored. Payment terms are net 30 from when you receive the invoice. Do not include any payment with the returned test materials.
- The invoice is based on the number of tests successfully administered and returned to EMA for a scheduled test date.
- Please help us support this process by completing your attendance roster on your portal (via post-test processing).

\* Note: Fee waivers, if uploaded to column O during batch registration, will be applied to the final invoice.

# Family Emails

Once you submit the Batch Registration, the parents of your students registered will receive an email regarding the SSAT registration.\*\*

- Please alert your parents to your batch registration so they are on the lookout for emails from [noreply@enrollment.org](mailto:noreply@enrollment.org)
- Ask parents to contact you if they do not get an email.
- If a student already had an account, they will be notified that the registration has been added to the existing account.
- If a student did not previously have an account, they will be notified of their new account, new registration, and how to login.

\*\*Not applicable for Benchmark registrations



# Student Roster

To confirm you've completed the Batch Registration, return to your test center page

- Click on the + (plus) next to your test date and view the details
- Click on the Student Roster and you should see all those batch registered

The screenshot shows the SSAT Academy interface. At the top, there are tabs for 'Approved Test Center(s)' and 'Test Center(s) Awaiting Approval'. Below this, a dropdown menu shows 'International Site' and 'SSAT Academy'. To the right of the dropdown are buttons for 'Schedule a Test' and 'Test Center'. Below the dropdown, there are tabs for 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. Under 'Upcoming Tests', there is a table with columns: Date, Exam Type, Exam Level, and Total Registered. The table has one row: Aug 21, 2014, Flex, Middle/Upper, 2. Below the table, there is an 'Access Code: 2N-0F1N-3C3I'. Below the access code, there is a form with fields for 'Test Admin Name:', 'Special Accommodation: No', 'Cell: 555-1212', 'Special Accommodation Capacity: 2', and 'Capacity: 2'. At the bottom of the form, there are two buttons: 'Batch register this test' and 'Student Roster'. The 'Student Roster' button is circled in red. At the bottom right of the page, there is a button for 'Order Materials'.

Date	Exam Type	Exam Level	Total Registered
Aug 21, 2014	Flex	Middle/Upper	2

Access Code: 2N-0F1N-3C3I

Test Admin Name:		Special Accommodation:	No
Cell:	555-1212	Special Accommodation Capacity:	2
Capacity:	2		

[Batch register this test](#) [Student Roster](#)

[Order Materials](#)



# Student Roster

After clicking on Student Roster, a spreadsheet will open with the details for your registrants, including their registration IDs.

- Adjust the columns to see more information in each column
- You can sort each column by clicking on the blue arrow at the top of each column

Below is the most up-to-date roster for your upcoming scheduled SSAT administration. Use the column headers to sort the roster. You can also export the roster into a CSV file if desired.

**Test Date** Thursday, August 21, 2014  
**Test Center** SSAT Academy  
**Attendance total** 2

Export to CSV

Registration Id	First Name	Last Name	Exam Level	Grade	Special Accommodations	Date Of Birth	Parent Name	Parent Email
150307155	Liam	Davis	Upper	8	Extra time (1.5x standard time per sec	07-28-2000	Jennifer Davis	jeidamd
150307156	Jane	Smith	Middle	7		01-01-2000		jeidamd

# Thank you!

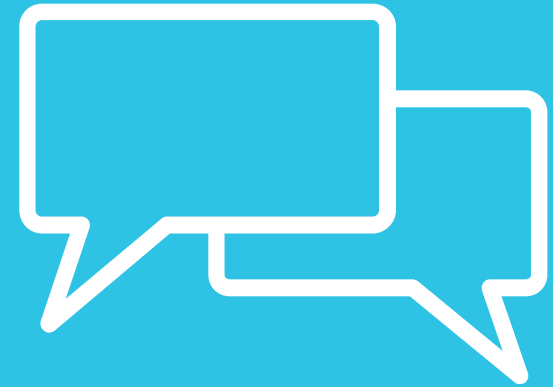
Contact us with any questions or concerns

Test Administration Support:

Email: [testgroup@enrollment.org](mailto:testgroup@enrollment.org)

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST



Erica Molina

Support Services Manager

Email: [emolina@enrollment.org](mailto:emolina@enrollment.org)