

## Score Week for Counselors

# Accessing PSAT/NMSQT® Scores

Use these score reports to move your students closer to college readiness.

## Three steps to accessing the K–12 score reporting portal

- 1 Create a College Board professional account at [collegeboard.org](https://collegeboard.org).
- 2 If you're an Access Manager, use the Managing Access tool to grant yourself and others access to the reporting portal. If you're not, be sure to work with an Access Manager at your school to get the correct access to the portal.
- 3 Sign in to the K–12 reporting portal to view and download score reports.

## Not sure who your Access Manager is?

Click on **K–12 Services** under **Add Additional Tools and Services** and click **Request Access** to see who your Access Manager is. There may be up to three Access Managers at your school. You'll need to work with your Access Manager(s) to get permission to use the portal.

### Request Access

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You have no access or only partial access to K–12 Assessment Reporting. Your colleagues — at the employer listed in your account — can grant you the access you need. Contact:

- Phs Access

If your name appears above, you're an institutional administrator and can grant yourself access. [Find out how.](#)

## Roles at a glance

We've updated the role names to make them more intuitive.

### Access Management/DAT K-12 (formerly DAT for Assessment Reporting K-12)

This is the Access Manager role. Access Managers are responsible for assigning roles to colleagues (and themselves).

### File Downloads K-12 (formerly K-12 Data Files)

People with this role can download pregenerated data files. This role is usually given to vendors or IT staff that import data into your student information system.

### Detailed Reports K-12 (formerly Reporting K-12 Detail)

People with this role can view scores for individual students as well as aggregate data. This role is usually given to teachers, counselors, and others who work directly with students.

### Summary Reports K-12 (formerly Reporting K-12 Summary)

People with this role can view aggregate score data, such as mean scores and the percentage of students who meet benchmarks, but they can't see scores or other information for individual students.

	Access Management/DAT (formerly DAT for Assessment Reporting K-12)	File Downloads K-12 (formerly K-12 Data Files)	Detailed Reports K-12 (formerly Reporting K-12 Detail)	Summary Reports K-12 (formerly Reporting K-12 Summary)
Manage your school's access	✓			
Download data files		✓		
View student-level scores			✓	
View aggregate score data			✓	✓