



SAT® Suite Ordering and Registration (SSOR)

Access Setup and Management Guide

College Board

Quick Navigation

[Getting Access](#)[Access Manager Set Up](#)[User Roles](#)[Extending and Managing Access](#)[Managing Access Tool Training](#)

Status	What to Do
Already a SSOR access manager	Sign in to the Managing Access tool to assign and manage reporting roles at your organization.
No active access manager at your organization	To become an access manager, you need an access code. Check with your District Assessment Coordinator (DAC). DACs can find their district and school Access Codes in Syncplicity in the PSAT_SAT_2026 folder. Then follow the 5 steps below.

1. Getting Access

Access to SSOR is granted by your institution's **access manager** using the [Managing Access tool](#). Your organization's **SSOR access manager** assigns ordering and registration roles and can designate additional access managers. If you don't know who your access manager is, ask your **District Assessment Coordinator (DAC)**. You can also [contact Colorado College Board Customer Support](#) for help in identifying who the access manager for your district or school is.

NOTE: School and District access codes are unique. A district access manager does not automatically have access to each of their schools; they must be configured separately, with each school's access code.

[↑ Back to Main Menu ↑](#)

2. Access Manager Setup

To set yourself up as the school or district SSOR access manager, you'll need an **SSOR access code** issued to your institution. Access codes are found in Syncplicity in the PSAT_SAT_2026 folder. Once you have the code, follow these steps:

STEPS TO ACTIVATE

1. Sign in to your College Board account or create one via the [professional dashboard](#).
2. Go to **My Dashboard**.
3. Under **Add Additional Tools and Services** click **General**.
4. Click **Get Access** next to *Managing Access to support SAT Suite Ordering and Registration*.
5. Enter your institution name and access code. The code is valid only for the institution it was issued to.



6. The **Managing Access tool** will appear under **My Tools and Services**. You can now sign in directly at dat.collegeboard.org.

Tip: Assign a backup access manager right away. Backup managers don't need an access code — you grant them the role directly.

[↑ Back to Main Menu ↑](#)

3. User Roles for Spring SAT/PSAT Organization Establishment

Assign one or more roles to each colleague. Roles are independent and some people need more than one. Having the SSOR Access Manager role alone does **not** grant access to SSOR features; access managers must also assign themselves the relevant role(s) below.

Role	Responsibilities
SAT Suite Ord/Reg Access Manager	Manages the Managing Access tool. Must self-assign other SSOR roles to access ordering, data, or registration features.
SAT Suite Ordering	Access to organization establishment survey. Assign to the designated survey respondent at the district and/or school level.

Set an expiration date for each user (e.g., end of school year) and extend access before it lapses for staff who return year over year.

[↑ Back to Main Menu ↑](#)

4. Extending and Managing Access

Access expires unless extended. When expiration is near, the date appears in red on [My College Board Professional Account](#).

TO EXTEND ACCESS WITHOUT AN ACCESS CODE

1. Log into your Dashboard within the [Manage Access Tool](#)
2. Click on **"Managing Access to support SAT Suite Ordering and Registration"** to extend your access without an access code.

Note: Clicking on "edit" in the Manage Access column will require your SSOR Access Code to extend your role.

3. In the **Manage Users** tab, select the row that shows your role as the SAT Suite Ord/Reg Access Manager. Then click the "Renew" button above the table.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires	Manage Access
AP Professional Learning	N/A	N/A	
AP® Teacher Community	N/A	N/A	
Learning Management System (LMS)	N/A	N/A	
AP and Pre-AP Workshop Consultant Community	N/A	N/A	
Managing Access to support K-12 Assessment Reporting	multiple roles	multiple dates	edit
Managing Access to support SAT Suite Ordering and Registration	multiple roles	multiple dates	edit
Membership Community	N/A	N/A	
Pre-AP Ordering	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments	N/A	N/A	

*Dates in red are close to expiring. Select **Edit** to update.

Other Tools

We offer an array of tools and services to support your work in education. See the [College Board Professional website](#) for more information.



4. Set a new expiration date. We recommend choosing a date near the end of the school year when there is no active testing and you can extend access again before the summer break.
5. Click Confirm.

Multiple institutions: Enter multiple access codes under “My Tools and Services” to accumulate institutions in your profile. Each institution requires its own code.

[↑ Back to Main Menu ↑](#)

5. How to use the Managing Access Tool

Staff can get [self-guided learning about the Managing Access Tool](#). Log in with your College Board account to learn how to use access codes to assign yourself the Access Manager role, assign roles to others (no code needed), extend and revoke roles (no code needed)

Need help?

Phone: [866-917-9030](tel:866-917-9030)

Live Chat Support: [State Contact Us Page](#)

Email: ColoradoSchoolDaySupport@collegeboard.org

Help center: [SSOR Help Center](#)

[↑ Back to Main Menu ↑](#)