State-Provided SAT® Suite Spring Testing

District & School Guidance for Organization Establishment in SSOR

September 2026

SAT Suite



Introductions

Wendy De La Cruz

State Success Manager



Tara Davis-Banks

K12 Delivery Specialist



Overview of the New Process for Onboarding/Org Establishment

For Spring 2027 State-Provided SAT Suite of Assessments school day testing, A&A ISSs will confirm district information and provide contact information for key district staff.

School Test Coordinators (as designated by the A&A ISS) will provide school-specific information to complete the Organization Establishment process.

This 'Organization Establishment' process is completed in College Board's SAT Suite Ordering and Registration (SSOR) system.

- A representative from each district and school administering Spring SAT/PSAT within DoWEA will provide required and optional school testing details along with key staff contact information
- ***Important: All submissions for schools and districts MUST be complete by October 23, 2026.***
- SSOR will not be used for any other purpose for State-Provided SAT Suite spring testing. As in past years, **student test registrations** will continue to be submitted and managed through the State Data Management System (SDMS) starting in February 2027.
- Testing contacts added to SSOR are automatically provisioned to systems such as SDMS and Test Day Toolkit (TDTK) based on the business rules set by your state.
- **It is important that schools and districts keep these contacts updated throughout the year as staff changes to protect student PII.**

Accessing SSOR to Complete District or School Set-Up

To access SSOR and submit district and/or school information and contacts, staff members must have:

- A College Board Educator Account (using an official school/district email address)
- Access to SSOR granted by your SSOR Access Manager, and the SAT Ordering role assigned to your SSOR profile.
  - Note: All A&A ISSs have been automatically provisioned with this access and can directly login to SSOR.
  - Note: Many school contacts already have access based on previous Fall Testing and can directly login to SSOR. A&A ISSs should review the access for school test coordinators and, if needed, add the correct roles before they can access SSOR to submit school information.

SSOR URL: https://ordering.collegeboard.org or choose **SAT Suite Ordering and Registration** from your College Board dashboard

What's In It For Me?

Moving Organization Establishment into SAT Suite Ordering and Registration (SSOR) gives District and School Coordinators more control and faster access than the previous process.

- **Faster access:** Access to SSOR, training, and College Board communications is provisioned 24 hours after submission in SSOR — no more waiting on a manual upload.
- **More control:** You can correct your own information, such as a mistyped email address, directly in SSOR instead of contacting College Board.
- **Less repeat work:** Some fields are pre-populated with information College Board already has on file, saving you time.
- **Better security:** All your school and district data lives in one system, helping protect staff personally identifiable information (PII).
- **Remember: For Spring state-provided testing, DoWEA pays for tests directly. SSOR is used here only to complete Organization Establishment — it is not used to order tests or register students.**

Topics

(click to go directly to each one)

- Creating a College Board Professional Account
- SSOR Access Management
- Understanding the SSOR Managing Access Tool
- District Coordinator SSOR Establishment Survey Completion
- School Coordinator SSOR Establishment Survey Completion

Creating a College Board Professional Account

← Back to Topics

Create a College Board Professional Account

Each individual who requires access to SSOR must have a College Board Professional account (also known as a College Board Educator account).

- If you don't remember whether you already have an account, or have forgotten your password, use the "Professional Help" and "Unlock Account" features to check for an account tied to your email address or reset your login.
- If you don't already have a College Board Educator account, follow the account creation link to create one.

Tips:

Your account must be set up using your official school/district email address — personal email addresses can't be used.

When creating your account, enter your school or district in the "Where do you work" field.

SSOR Access Management

← Back to Topics

District & School Users Are Granted SSOR Access by Their Access Manager

SSOR Access Managers use a separate tool, the Managing Access Tool, to manage user access to SSOR.

- Each district and each school have previously been provisioned with a SSOR Access Manager.

❗ Tip: Once the first Access Manager is set up, they can use the Managing Access Tool to assign SSOR roles to other users, including the SSOR Access Manager role (called SAT Suite Ord/Reg Access Manager. The access code isn't needed again as long as at least one person at your school/district is set up as an Access Manager.

SSOR Access in DoWEA

District Level

- A&A ISSs have been provisioned with **SSOR Suite Ord/Reg Access Manager role** for their **district(s)** and each of their **schools**
  - This allows you to assign SSOR role(s) to anyone with a College Board account in your district(s) and at each of your schools.
- A&A ISSs have been provisioned with the **SSOR Suite Ordering role** for your **district(s)**
  - This allows you to complete the Org Establishment process for your district(s)

School Level

- Due to Fall Testing in DoWEA, many School Test Coordinators may already have the right access in SSOR

A&A ISS Reviews and Updates School Level Access

To ensure School Test Coordinators are able to complete the Org Establishment Process in SSOR :

1 Step One

The A&A ISS should ensure that School Test Coordinators have the **SAT Suite Ord/Reg Access Manager role** for their school.

Steps are included in the next section

2 Step Two

The School Test Coordinator ensures they have the **SAT Suite Ordering role** to be able to complete the Org Establishment process.

Optional: The A&A ISS can ensure each School Test Coordinator has this role for their school.

The A&A ISS can grant themselves this role for each school to review and monitor school level Org Establishment completion.

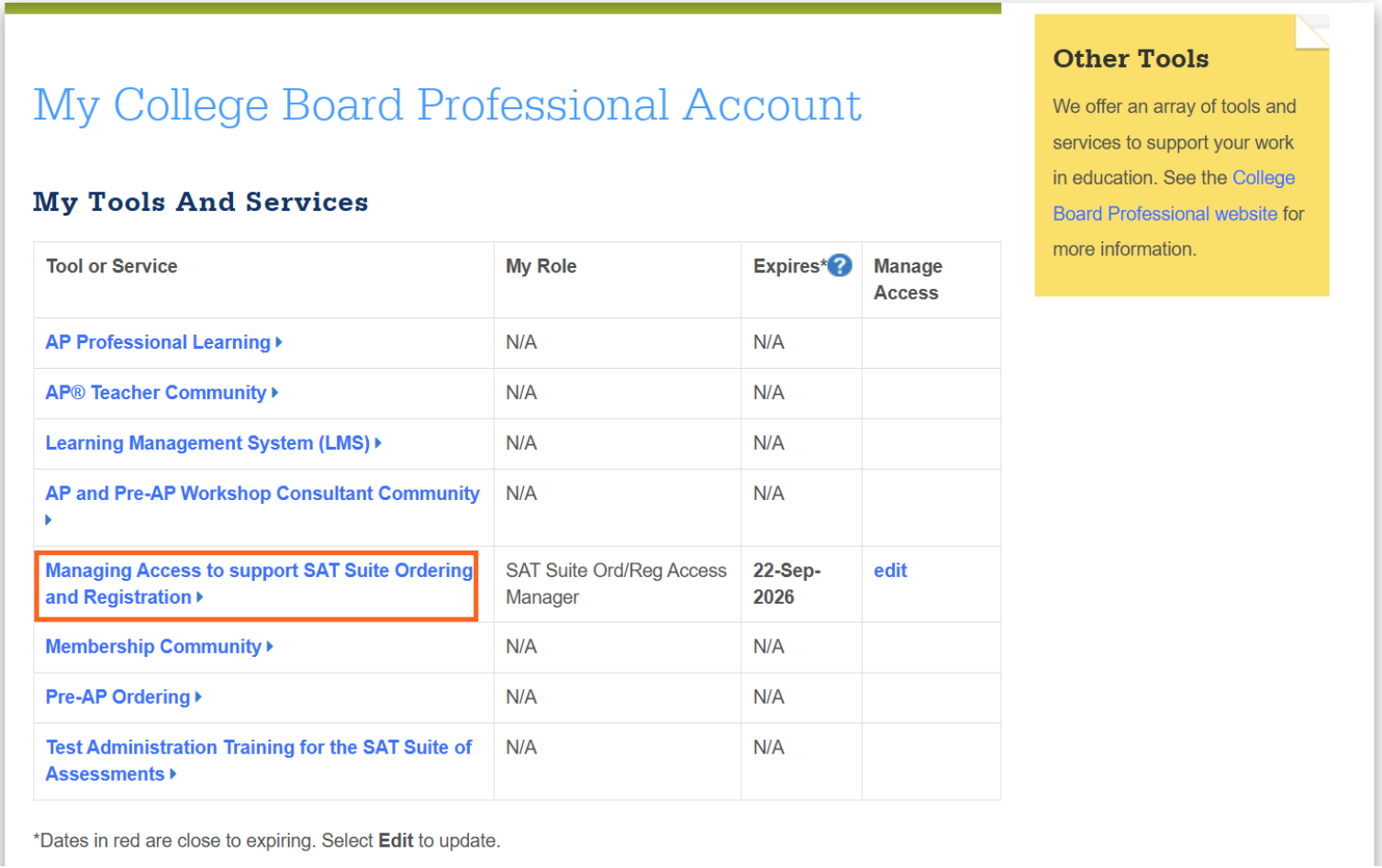
Steps are included in the next section

Understanding the SSOR Managing Access Tool

← Back to Topics

Managing Access Tool

Login to the Managing Access Tool or find it on your College Board Professional Account Dashboard (shown to the right).



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 SAT Suite Ordering and Registration	SAT Suite Ord/Reg Access Manager	22-Sep-2026	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	

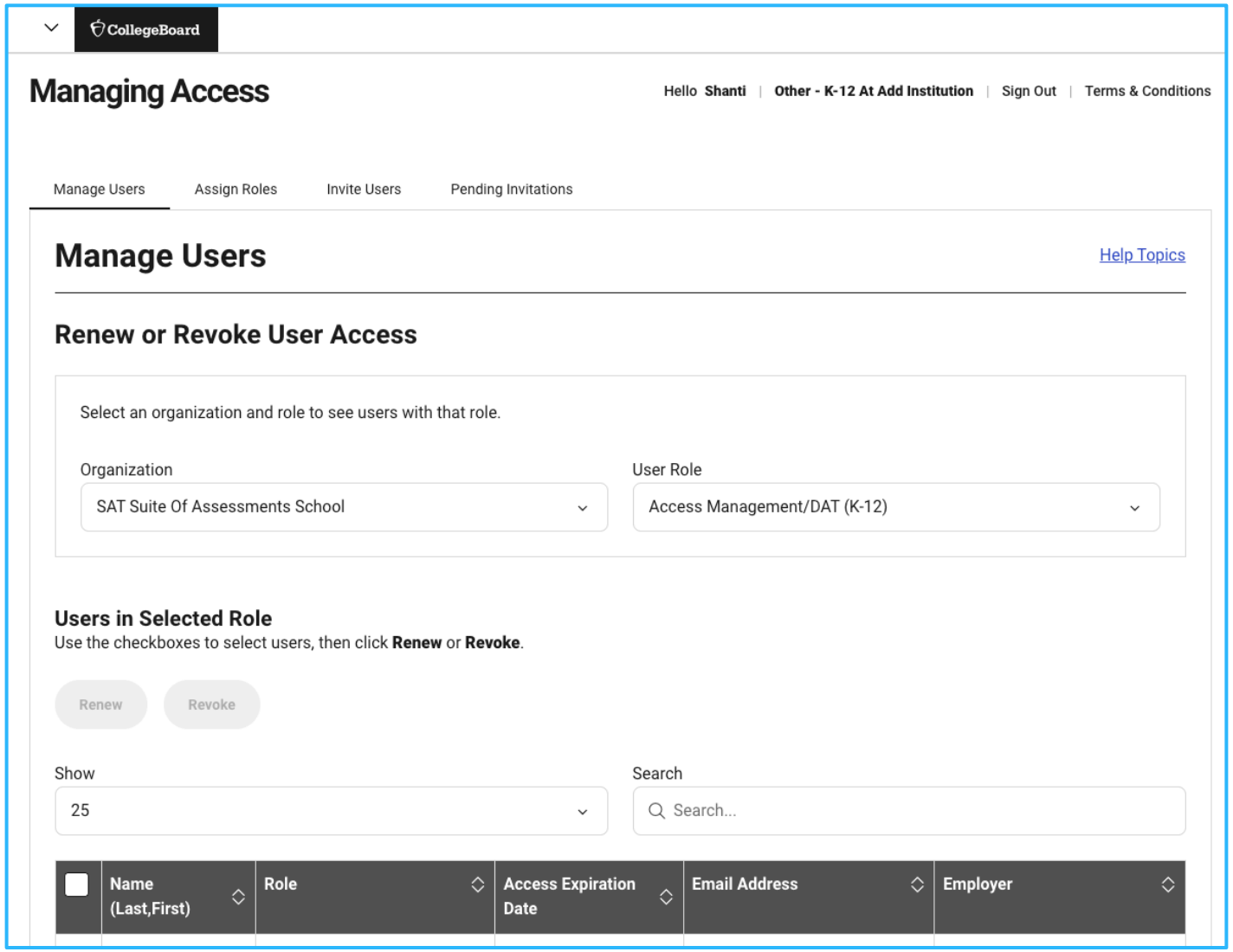
*Dates in red are close to expiring. Select **Edit** to update.

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.

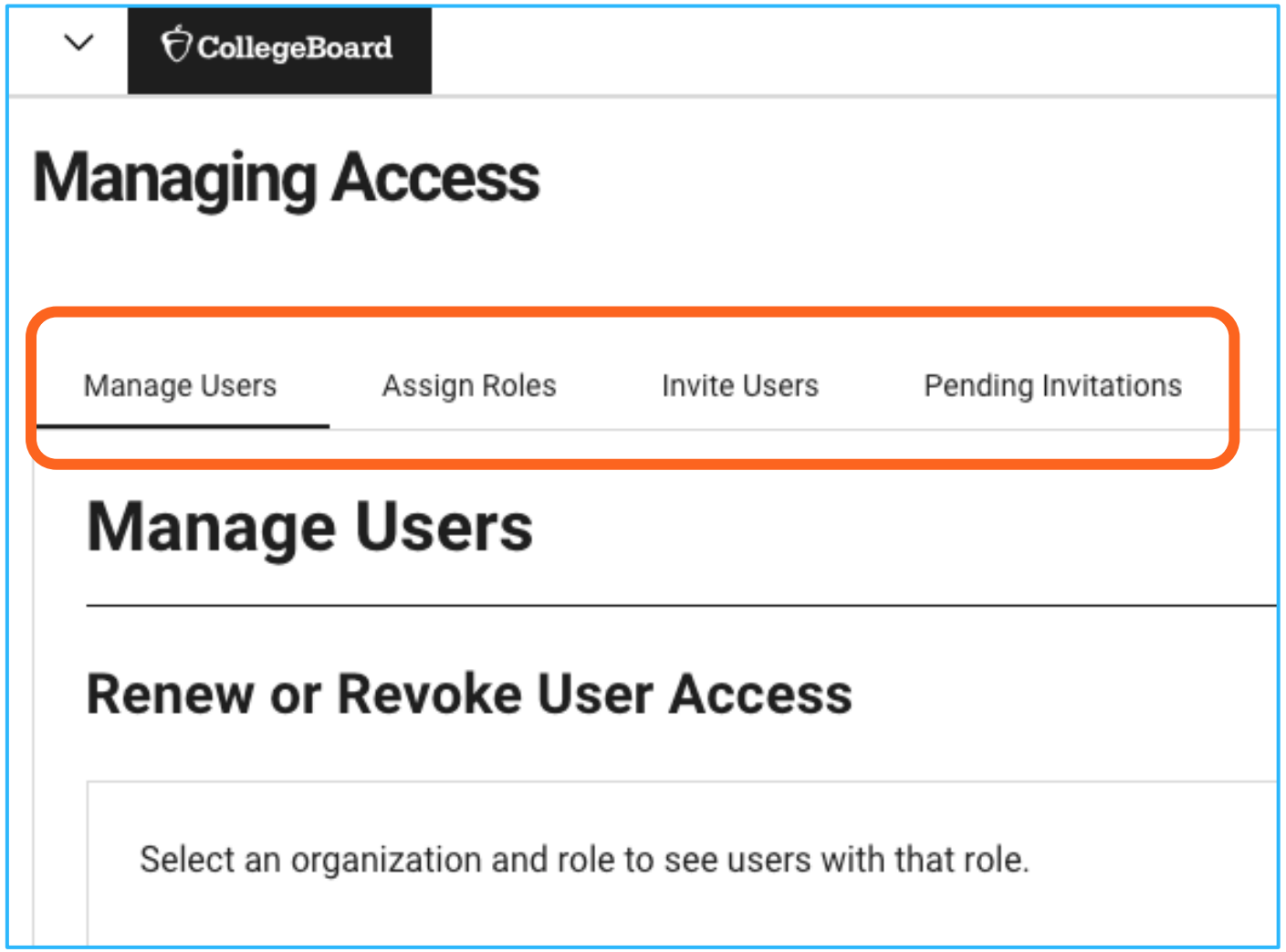
Managing Access Tool Overview

In the Managing Access Tool, Access Managers can assign roles, invite users, and extend or revoke user access.



Managing Access Tool: Navigation Menu

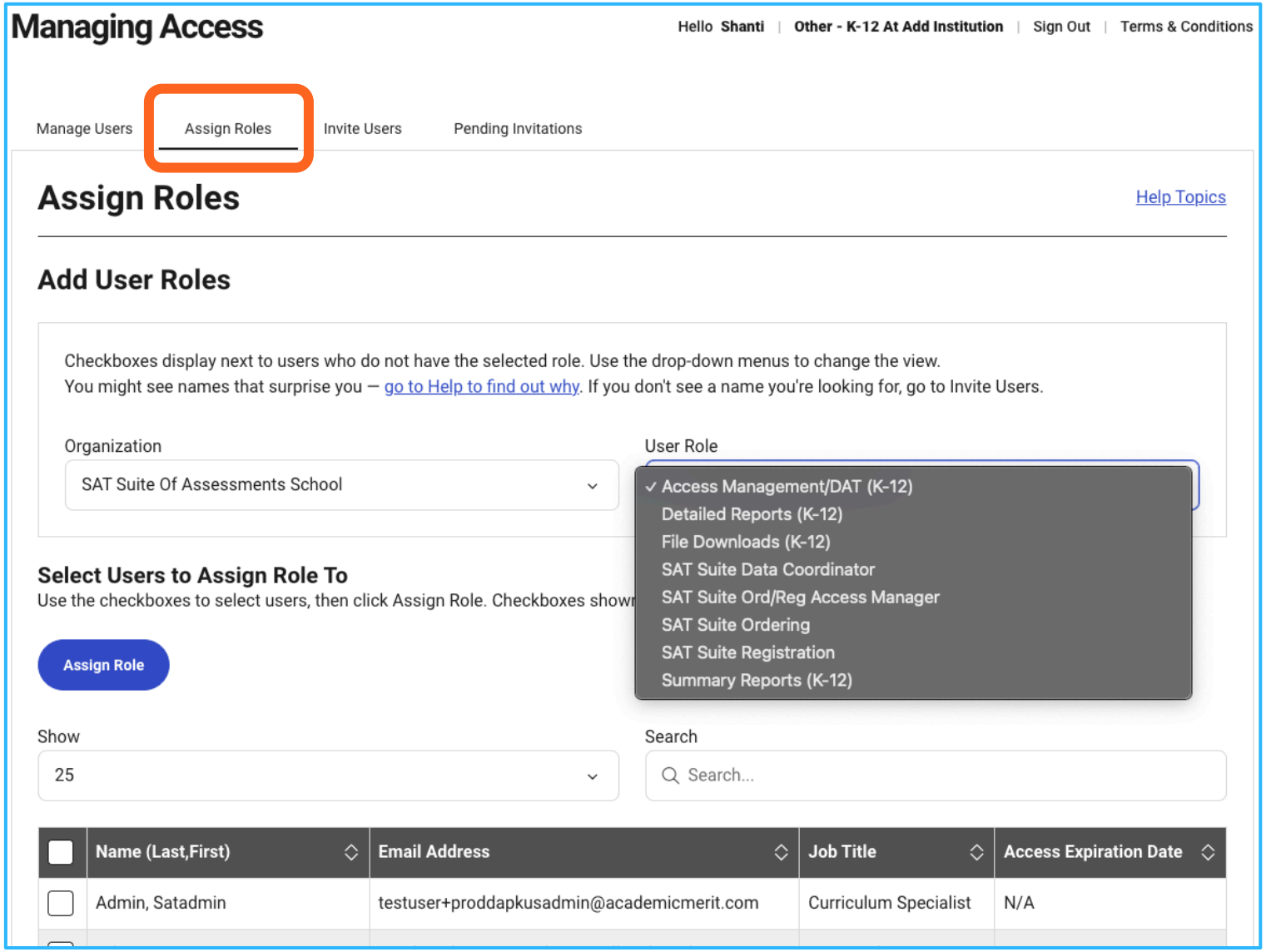
Use the top-left tabs to navigate between the Manage Users, Assign Roles, Invite Users, and Pending Invitations tabs.



Managing Access Tool: The Assign Roles Tab

Access Managers see individuals with College Board Professional accounts who listed your organization as their employer and can assign them roles here.

If someone is missing, they either don't have a College Board account or didn't select your organization — use the Invite Users tab to give them access.



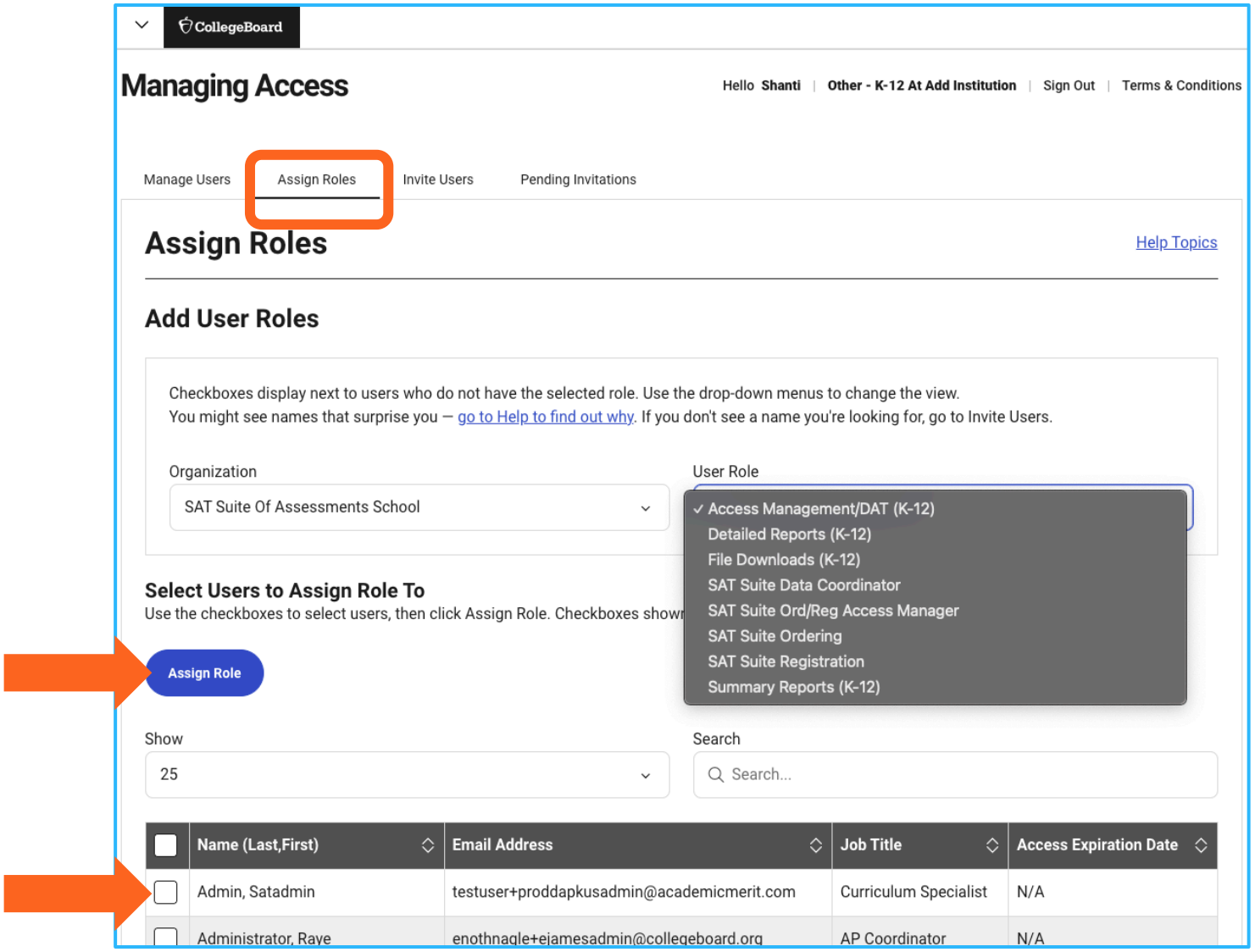
CollegeBoard

Managing Access Tool: Assigning Roles

To Assign Roles:

Select a role to assign, click the checkmark next to the person's name, then click the blue "Assign Role" button.

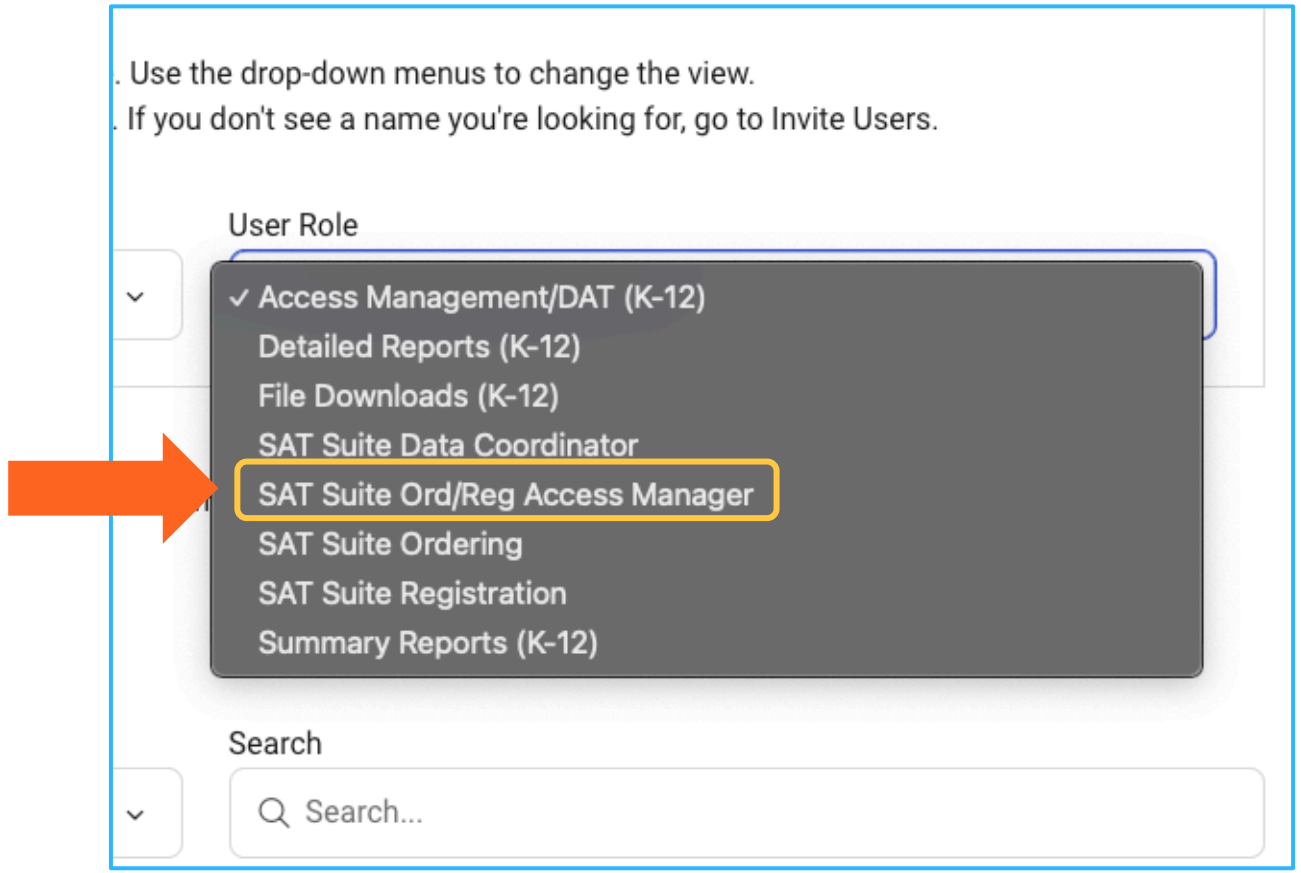
You'll be prompted to enter an expiration date to confirm the role assignment.



Managing Access Tool – Assigning the SAT Suite Ord/Reg Access Manager Role

The **SAT Suite Ord/Reg Access Manager** role is required to manage roles for your school and/or district in SSOR.

When designating someone to manage the SSOR Org Establishment process for a school or district, other than yourself, assign the SAT Suite Ord/Reg Access Manager role. This is the **only role that can manage other SSOR roles.**

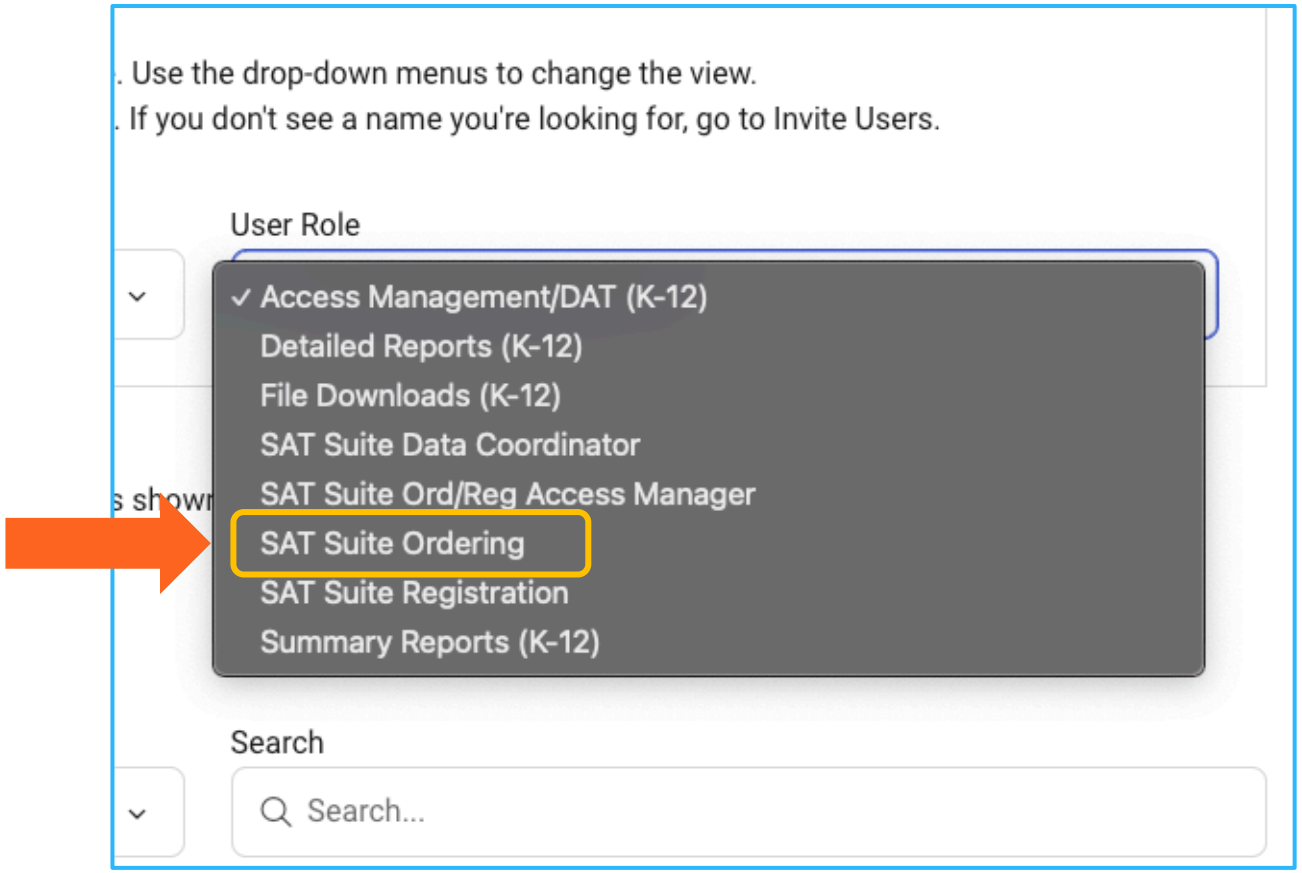


For support, contact Tara Davis-Banks, DoWEA's K12 Delivery Specialist, at tdavisbanks@collegeboard.org

Managing Access Tool – Assigning the SAT Suite Ordering Role

The **SAT Suite Ordering** role is required to access the state Organization Establishment process.

When assigning roles for Spring 2027 state-provided testing, select “SAT Suite Ordering” from the dropdown menu — **this is the only role needed to complete Org Establishment in SSOR**.



For support, contact Tara Davis-Banks, DoWEA’s K12 Delivery Specialist, at tdavisbanks@collegeboard.org

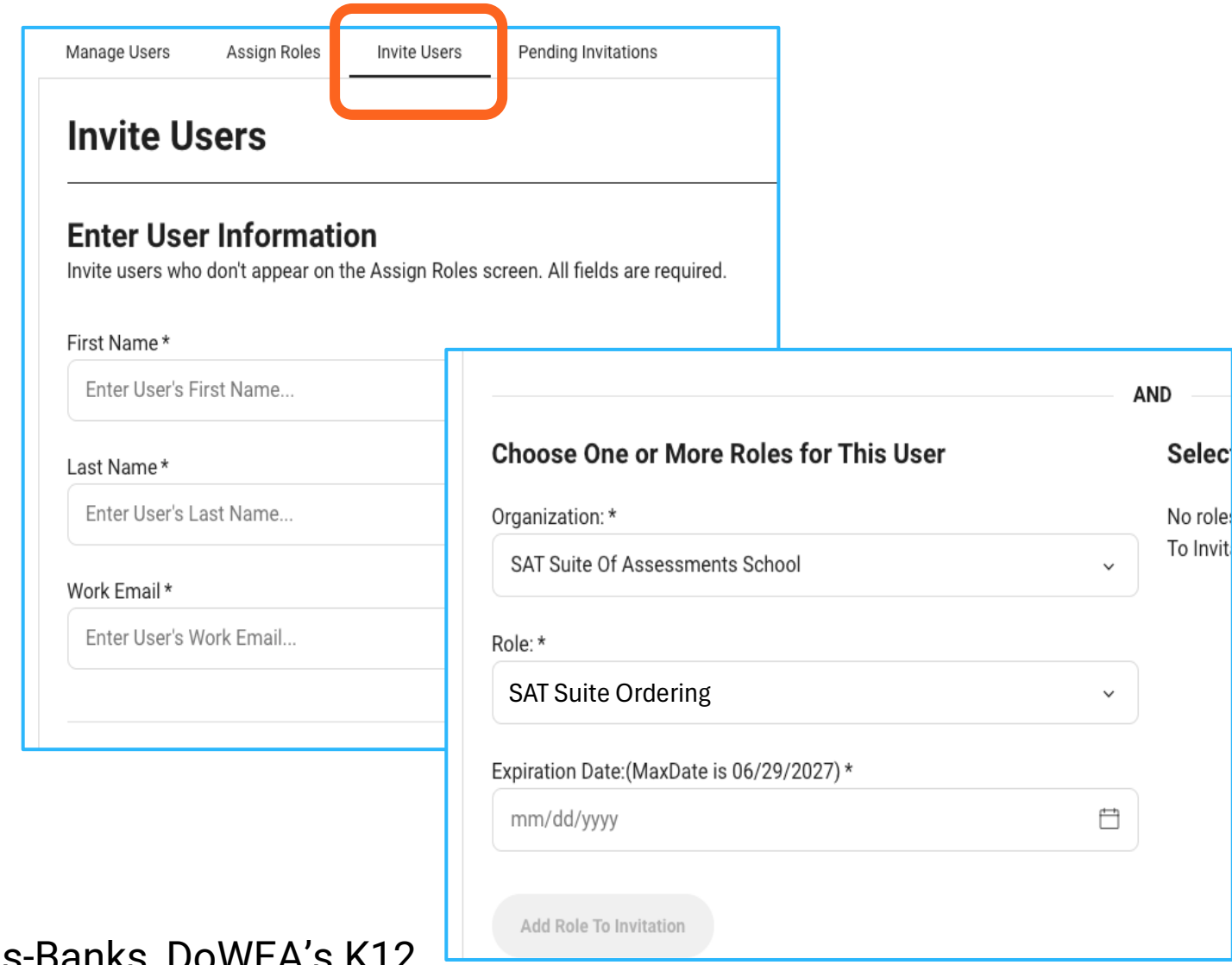
Managing Access Tool: Inviting Users

Use the Invite Users tab to give access to individuals not listed in the Assign Roles tab.

To Invite: Provide their contact information, then indicate the role assignment and expiration date.

Reminder: **SAT Suite Ord/Reg Access Manager** role allows that staff member to manage access for the district or school

SAT Suite Ordering role allows them to complete the Org Establishment process for the assigned district or school.

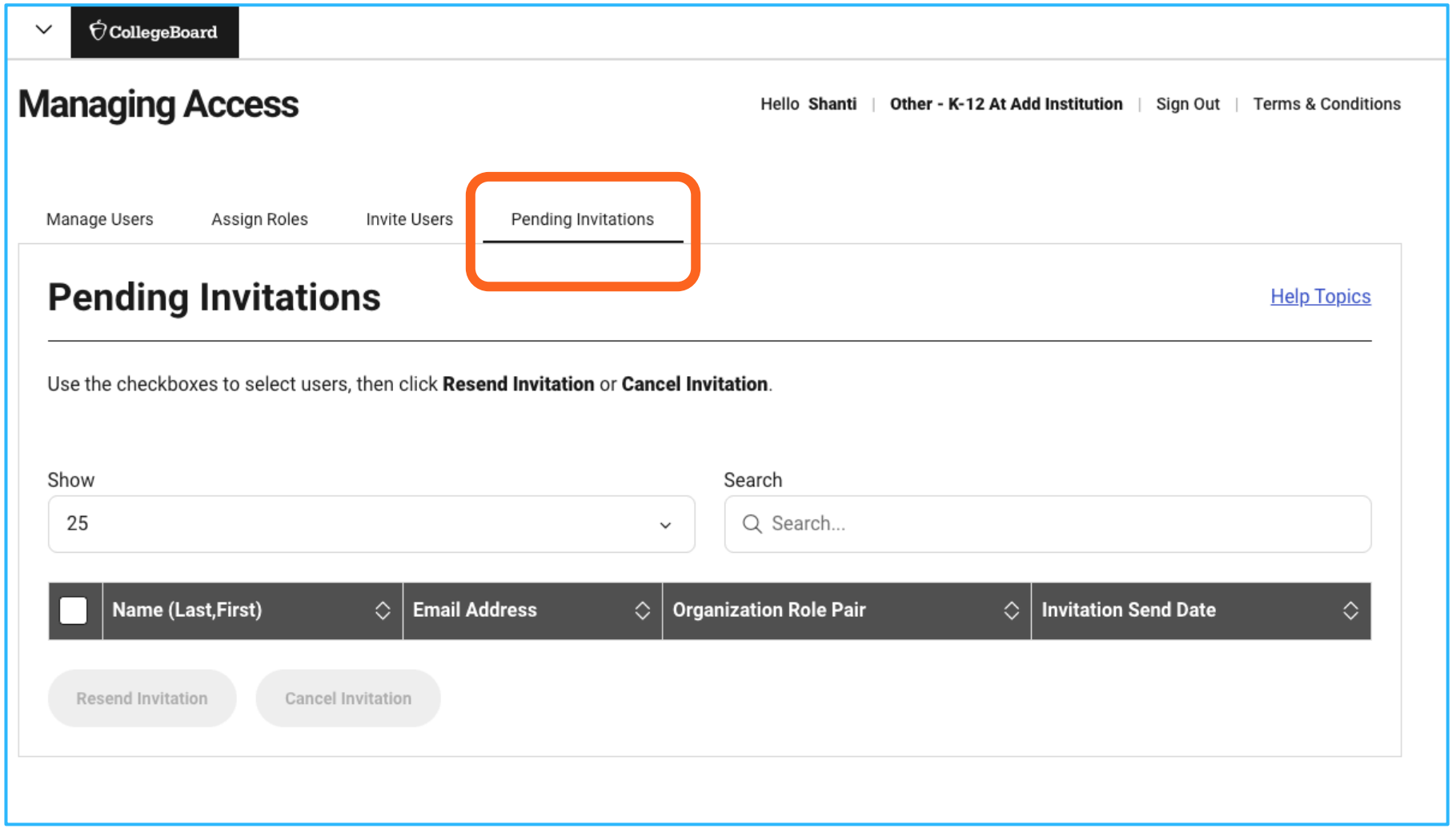


CollegeBoard

For support, contact Tara Davis-Banks, DoWEA's K12 Delivery Specialist, at tdavisbanks@collegeboard.org

Managing Access Tool: Pending Invitations

On the Pending Invitations tab, you can see, resend, or cancel any pending invitations.



District Coordinator SSOR Establishment Survey Completion

← Back to Topics

Information Districts Will Need

This process must be complete by October 23, 2026.

Districts will need the following information to complete the Org Establishment survey:

- Confirm district information, such as shipping / mailing address
- District-level testing contacts:
  - District Test Coordinator (primary: A&A ISS and backup: Alysia Durham)
  - Technology Coordinator (optional)
  - Data Coordinator (optional)

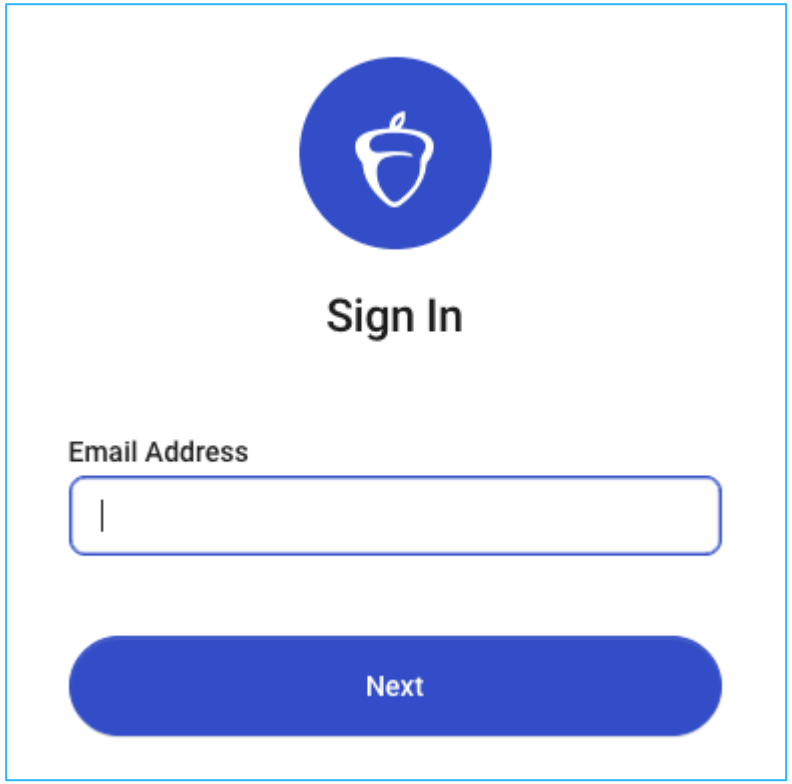
District Coordinator: Steps to Complete Organization Establishment

Getting Started and Login

Log in to SSOR with your school email at:

https://ordering.collegeboard.org

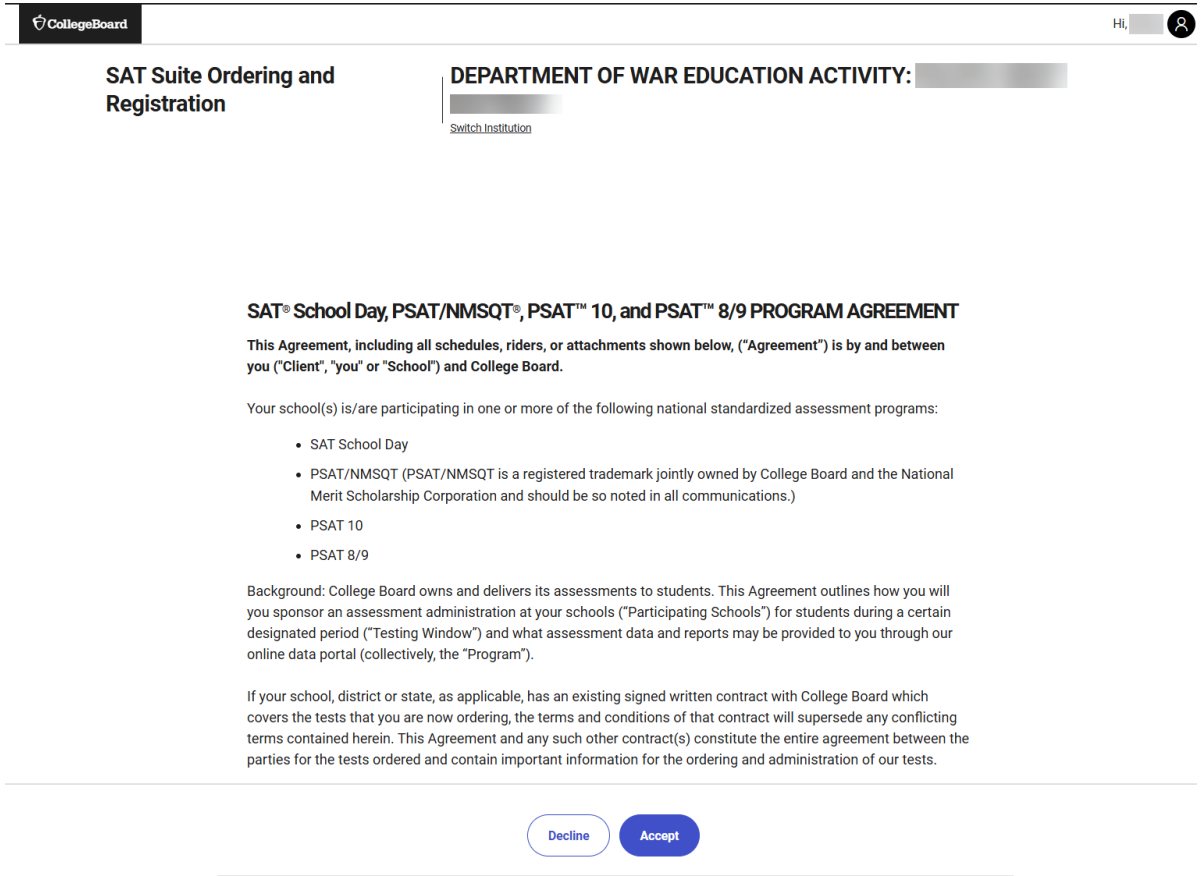
If you have access to multiple districts and/or schools, select your district after logging in.



SSOR First Time Login: Accept Terms and Conditions

First Time Logging In

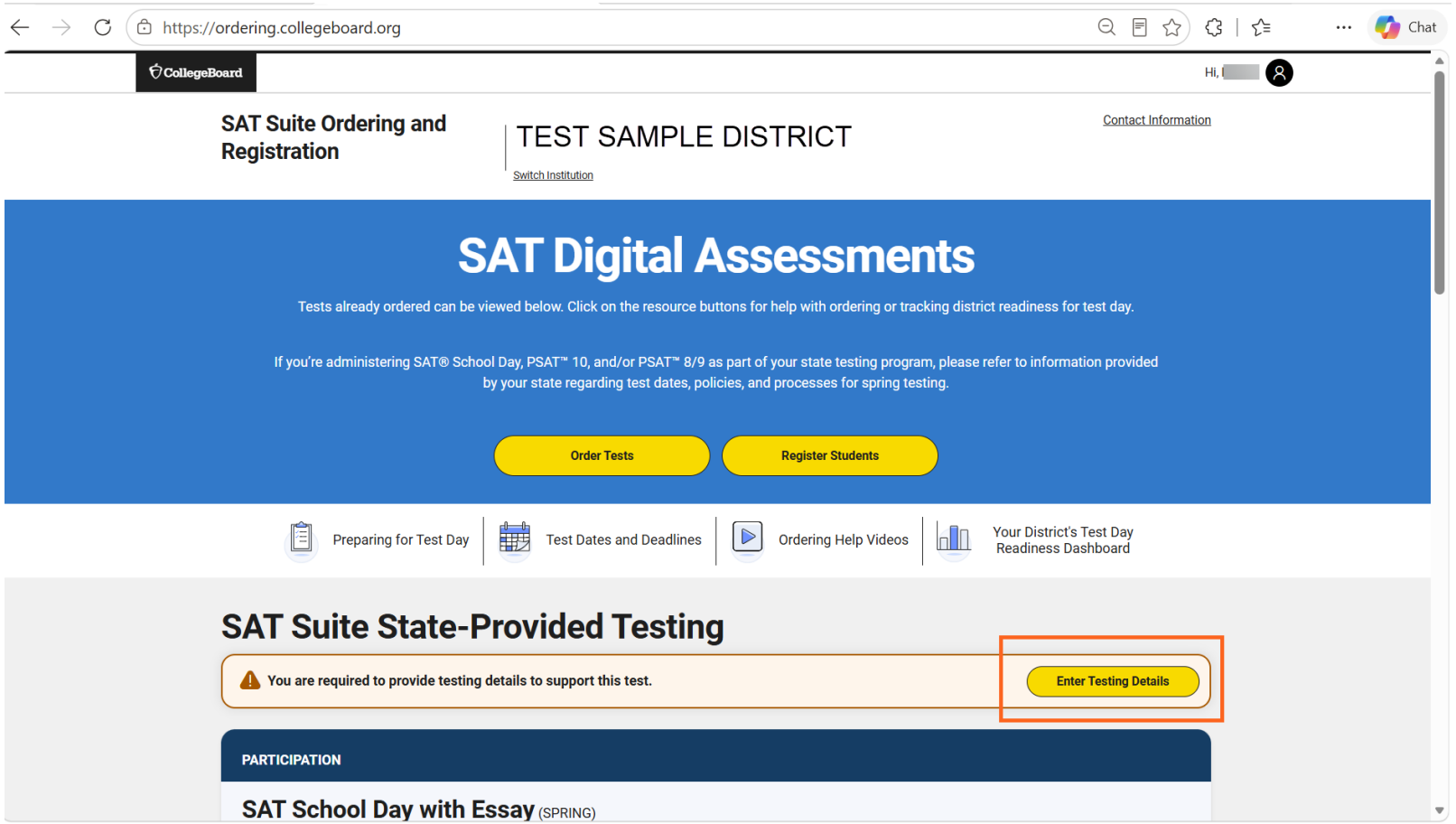
Accept Terms and Conditions



District Coordinator: Access Org Establishment Process

Access Org Establishment Process

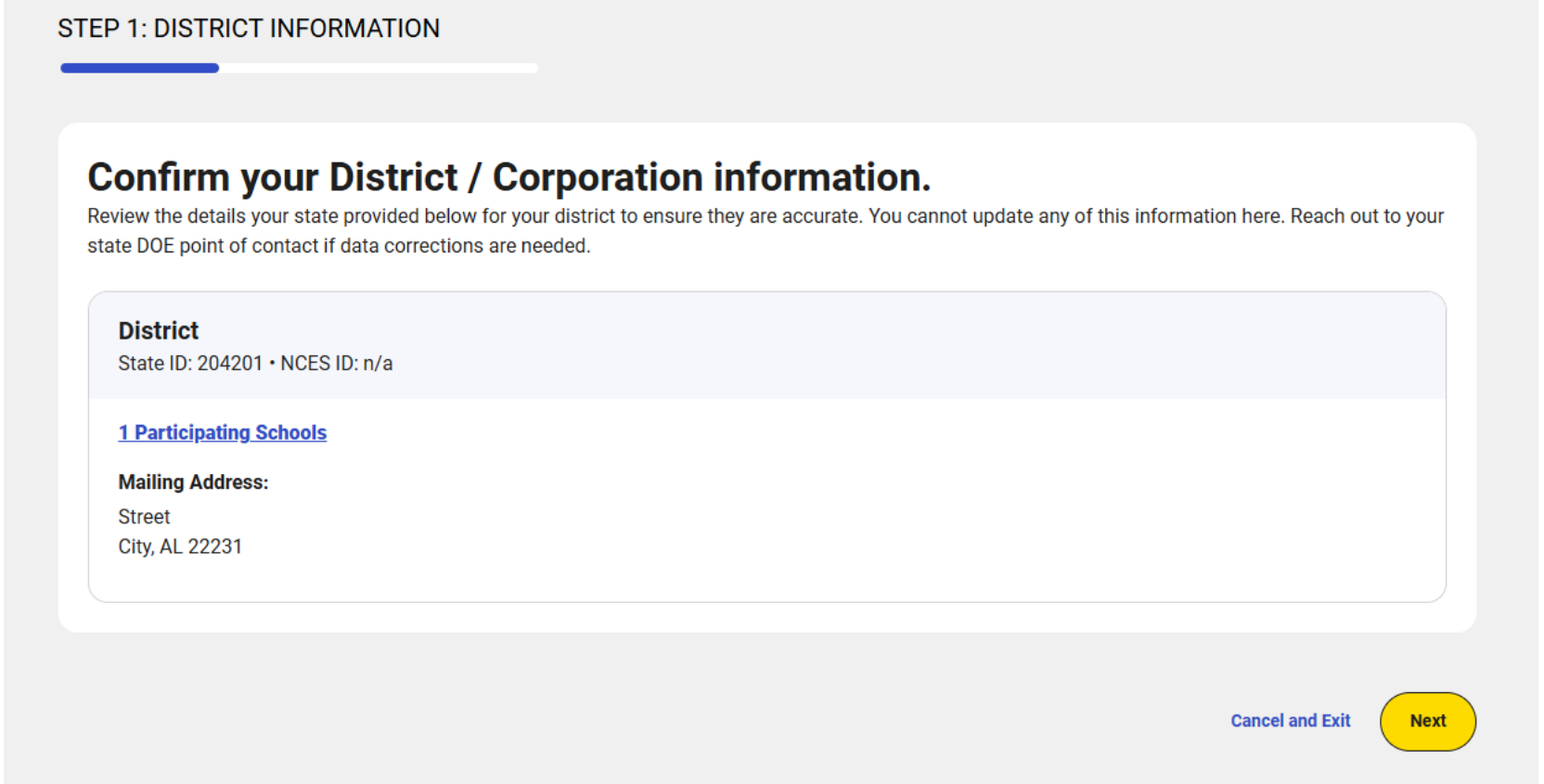
On the main homepage, select “Enter Testing Details”



District Coordinator: Validate District Information

Validate Info: Step One

Confirm your District/Corporation information. If correct, click “Next” to move forward. If incorrect, contact your state to correct any errors, then continue the validation process while your state makes corrections — click “Next” to move forward.



District Coordinator: Validation Step 2

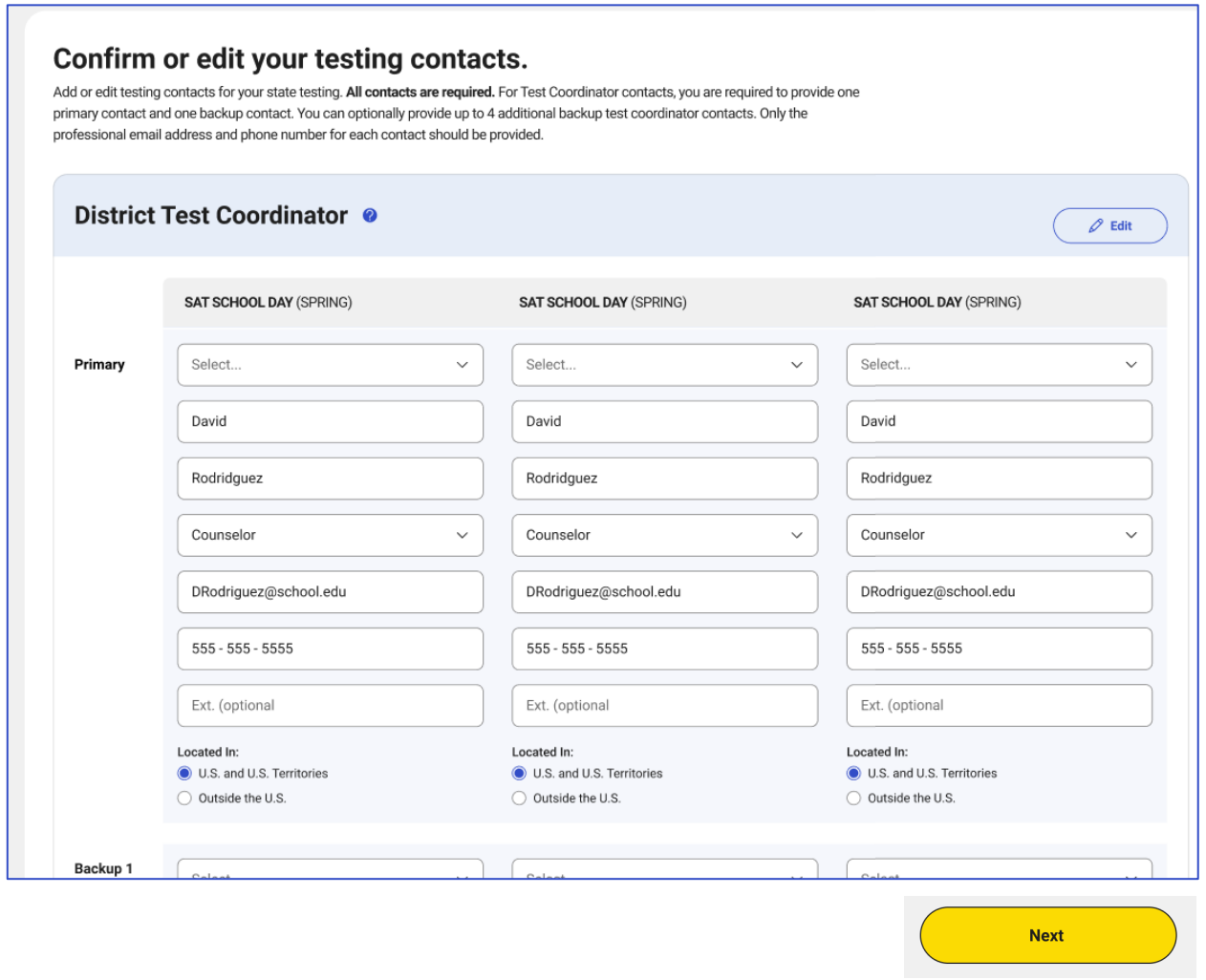
Update or confirm all information for contacts who handle testing-related tasks for:

- District Test Coordinator *(A&A ISS)*
- Backup District Test Coordinator *(Alysia Durham)*
- District Data Coordinator *(optional)*
- Out-of-District Data Coordinator *(not required)*

Once a contact has been entered, it can be selected again from the drop-down.

For International DoWEA districts, please select "Outside the U.S." to enter an international phone number

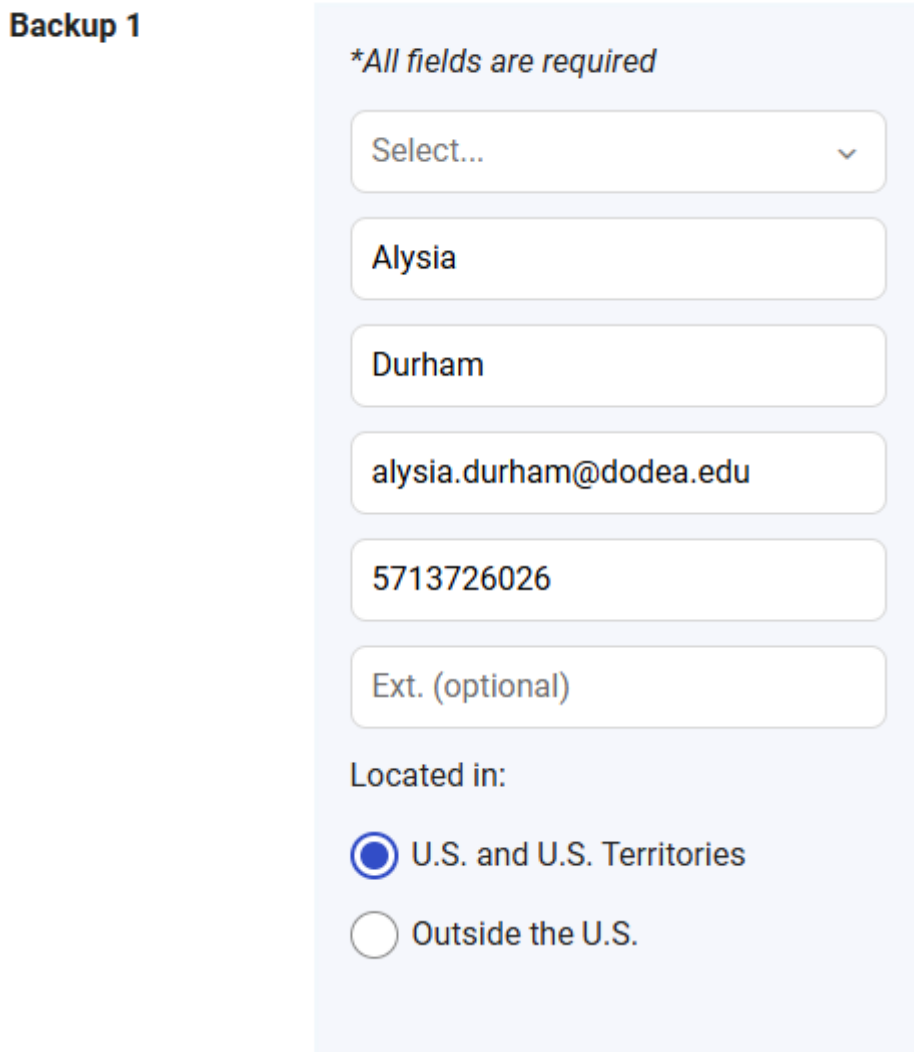
Click "Next" to move forward.



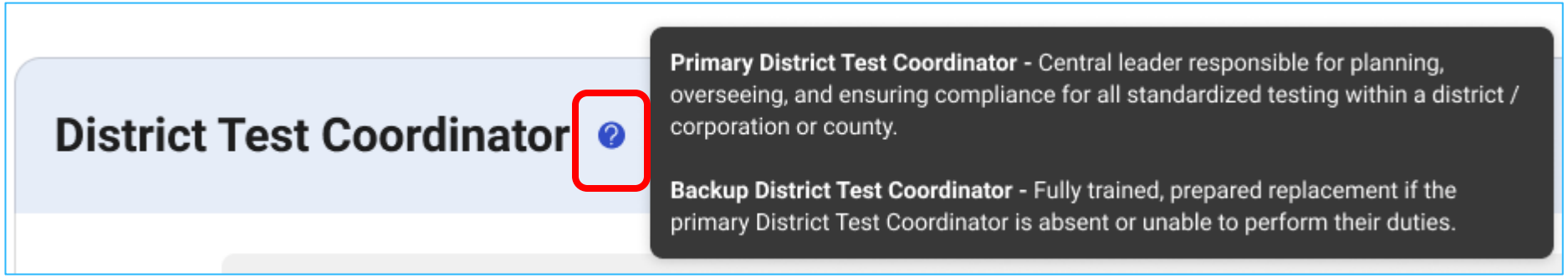
Backup District Coordinator

Backup District Coordinator is required and must be different from the primary District Coordinator.

All A&A ISSs should submit Dr. Alysia Durham as the Backup District Coordinator.



District Coordinator

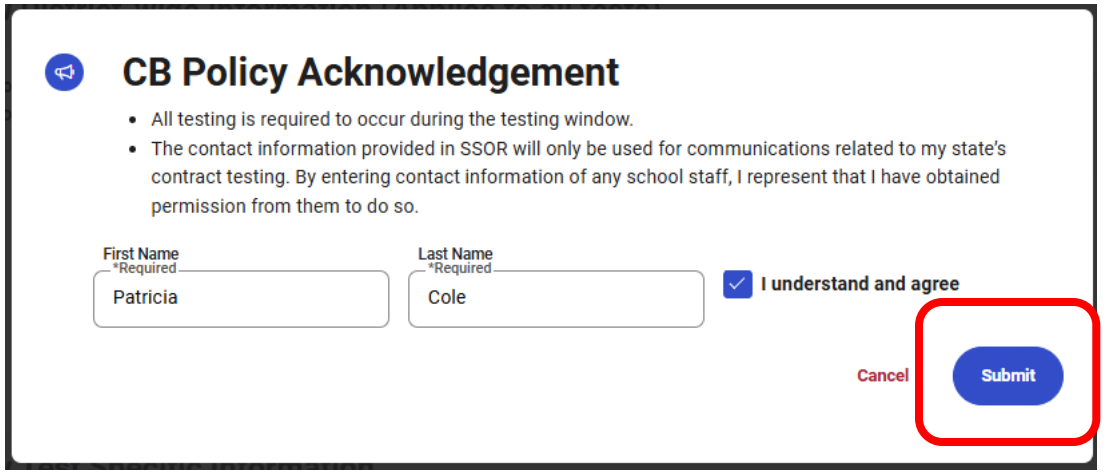


Understanding Contact Roles

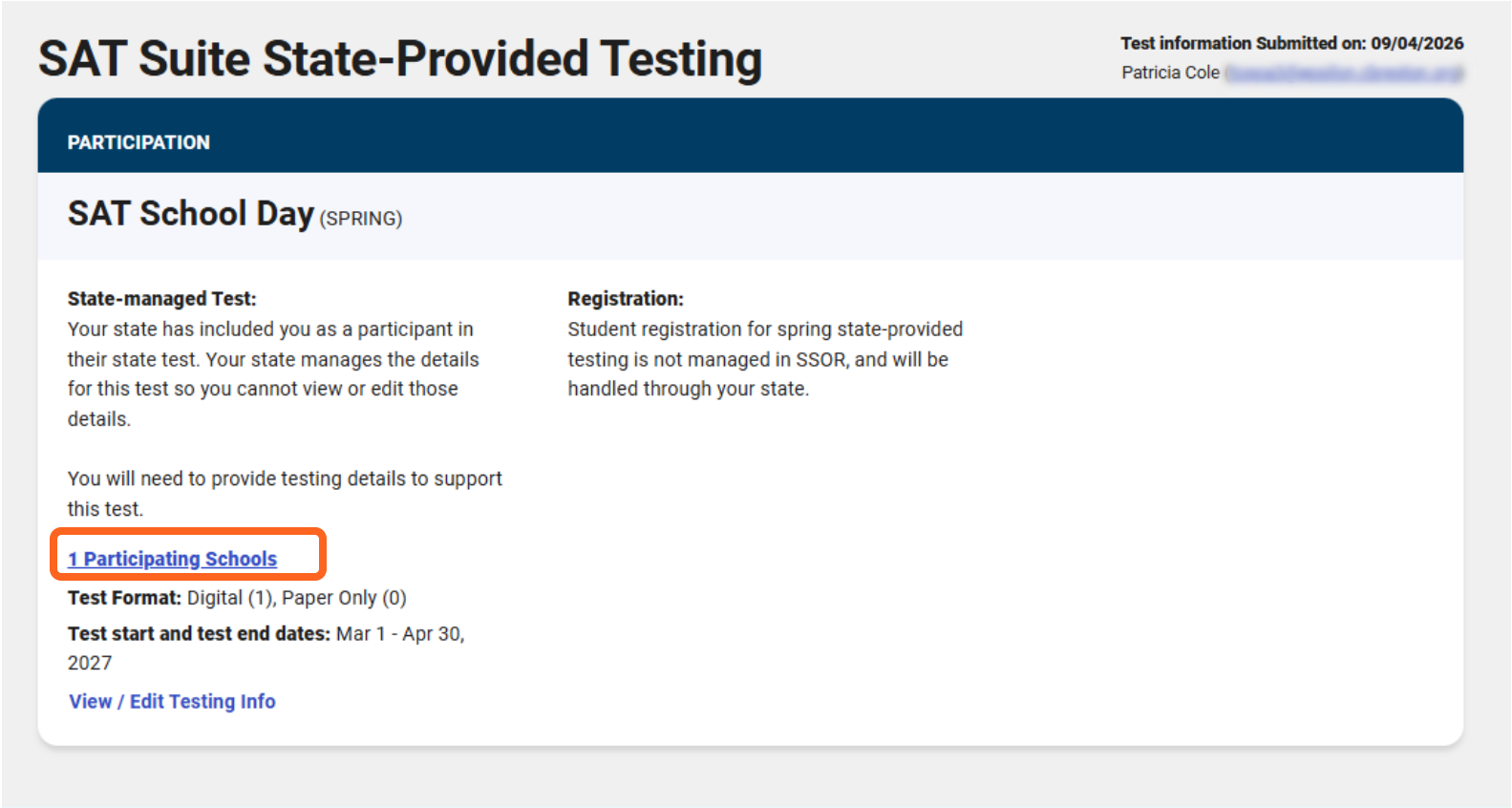
Scroll over the question-mark symbol next to a contact role to see a pop-over showing how College Board defines that role.

District Coordinator: Validation Step 3

Complete the College Board Policy Acknowledgement to finish the district validation process and click "Submit".



District Coordinator: Participating Schools



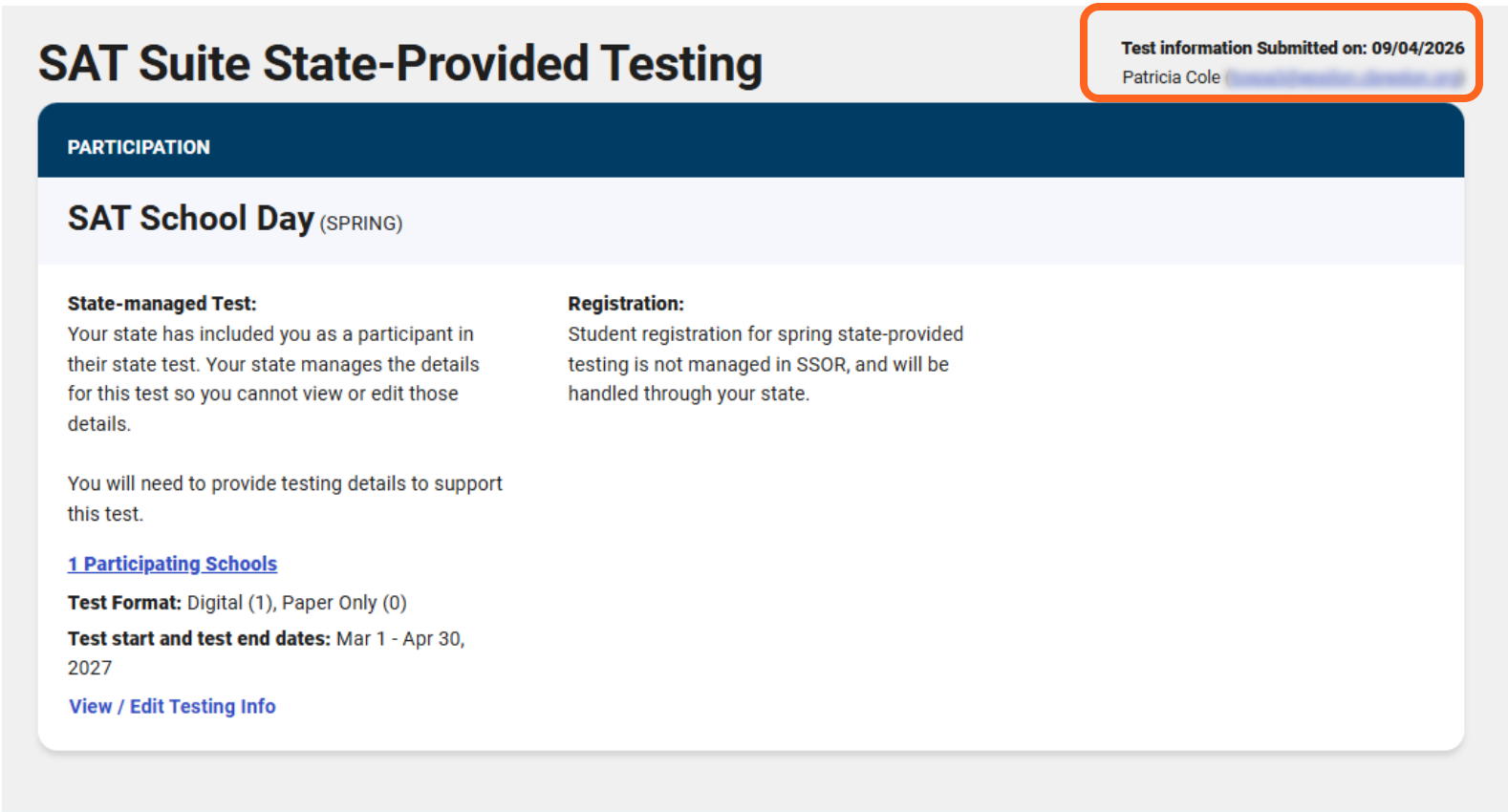
Once district information validation is complete, districts can view their Participating Schools list.

If the A&A ISS wants to view their school's Org Establishment completion, they must assign themselves the SAT Suite Ordering role for each school in Managing Access Tool.

District Coordinator: How do I know I completed the Org Establishment for the district?

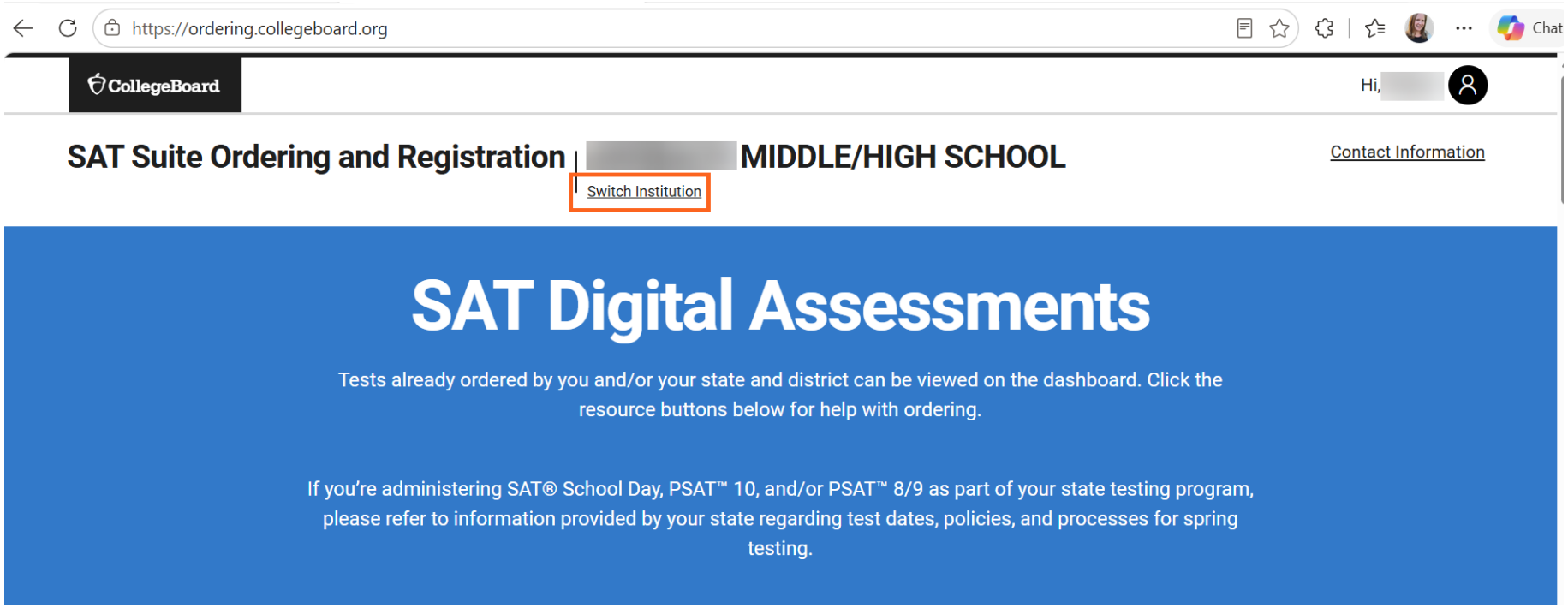
Two ways:

1. You will no longer see the yellow "Enter Testing Details" button
2. In the upper right hand corner, you will see "Test Information Submitted on ___" and the name of the staff member who submitted.



District Coordinator: How can I check my schools' completion?

1. Assign yourself the **SAT Suite Ordering role** for each school in Managing Access Tool.
2. Use "Switch Institution" when in SSOR.
3. Enter Testing Details = incomplete



School Coordinator SSOR Establishment Survey Completion

← Back to Topics

Information Schools Will Need

This process must be complete by October 23, 2026.

Schools will need the following information to complete the Org Establishment survey:

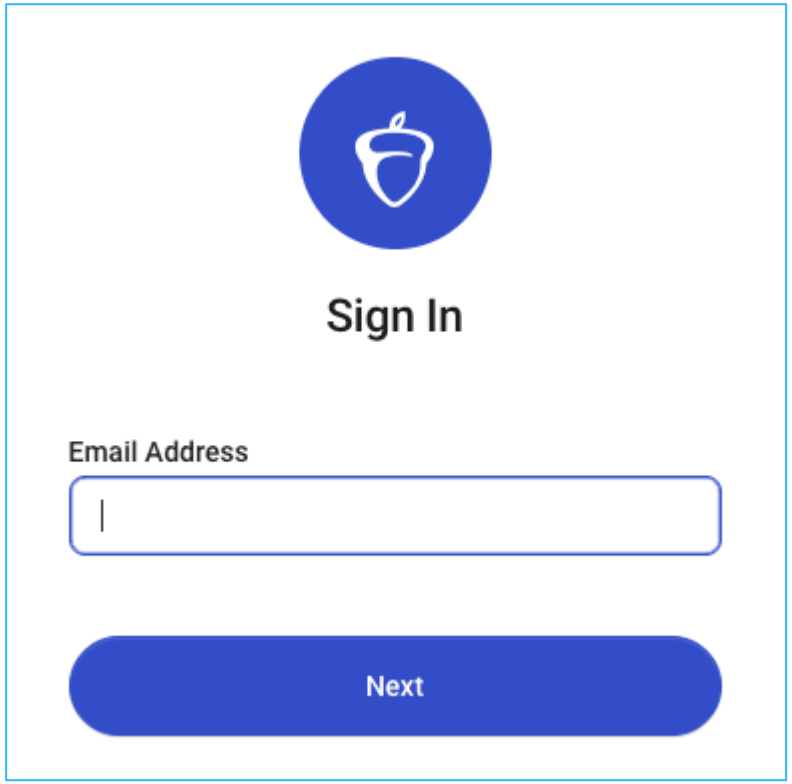
- School's College Board Attending Institution (AI) code
- Estimated number of students to test (if applicable)
- School's expected test dates (within the approved state window)
- Planned school closures between 2/15/27–4/30/27 (e.g., spring break dates)
- School-level testing contacts: Testing Coordinator, SSD Coordinator, Technology Coordinator, and school principal — a primary and backup contact is required for each Coordinator role
- Device types expected for testing (e.g., Chromebooks, Windows computers, Macs)
- Number of expected off-site test locations (**NOT permitted** by DoWEA but is in this process due to other state contract requirements)

School Coordinator: Steps to Complete Organization Establishment

Getting Started & Login

Log in to SSOR with your school email at:

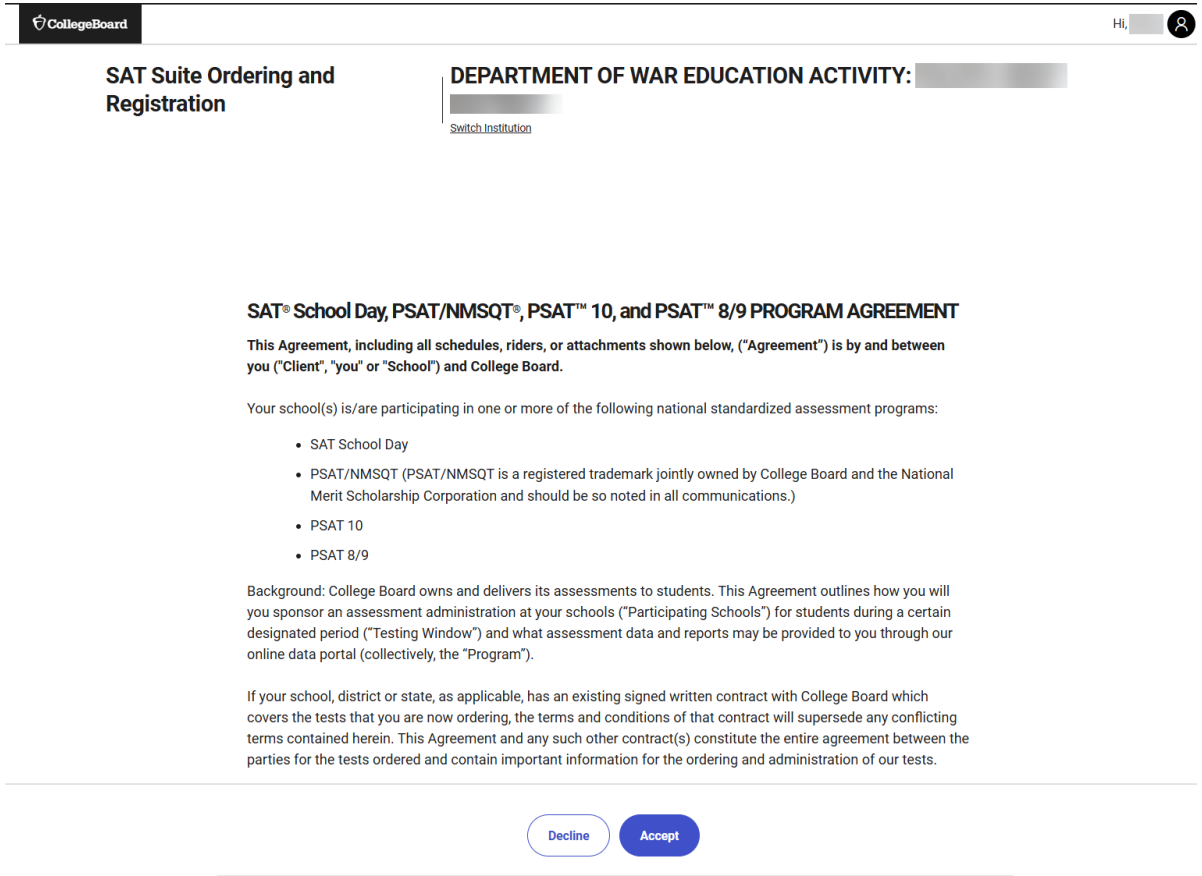
https://ordering.collegeboard.org



SSOR First Time Login: Accept Terms and Conditions

First Time Logging In

Accept Terms and Conditions

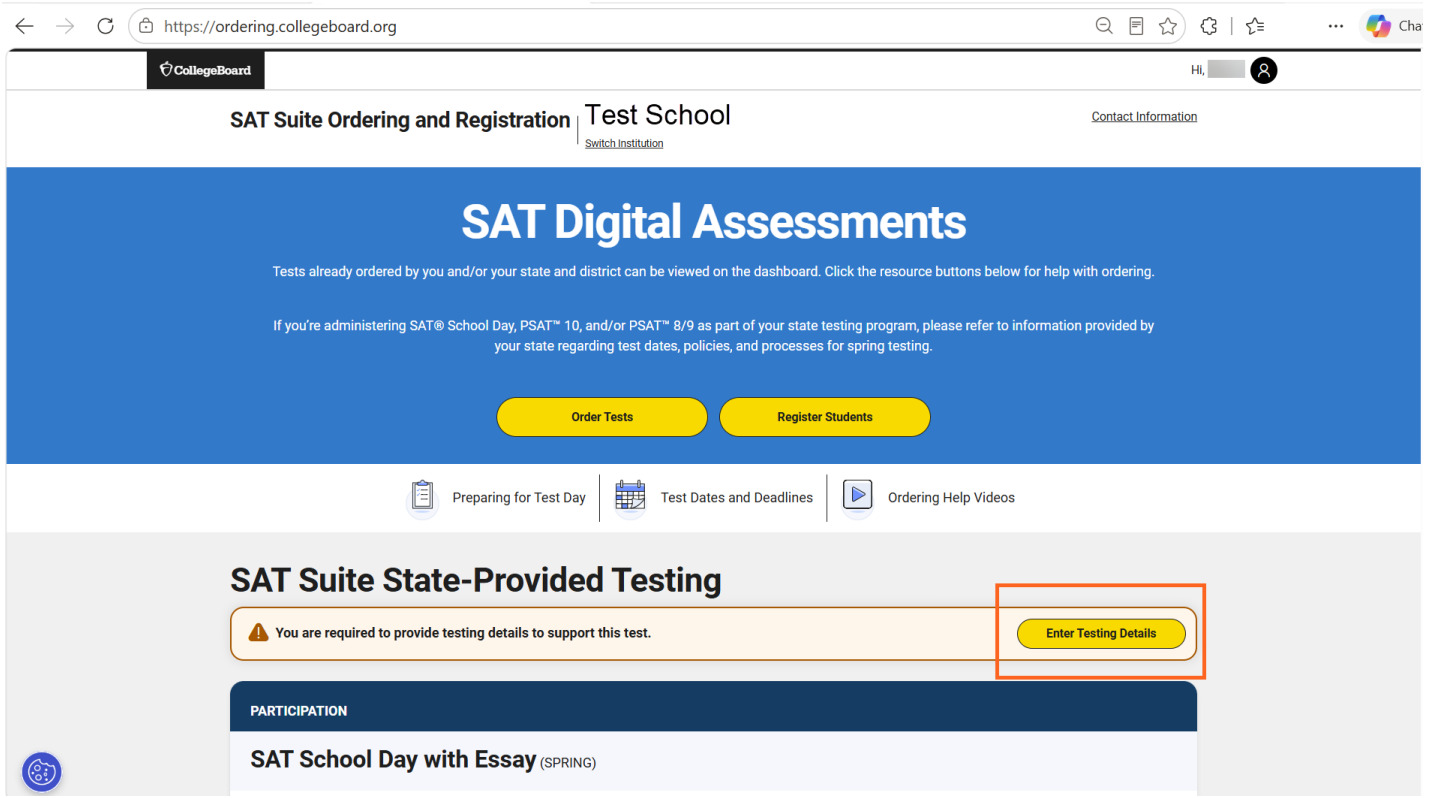


School Coordinator: Complete the Survey

Enter Testing Details = Establishment Survey

On the SAT Suite State-Provided Testing section, click “Enter Testing Details” to launch the survey.



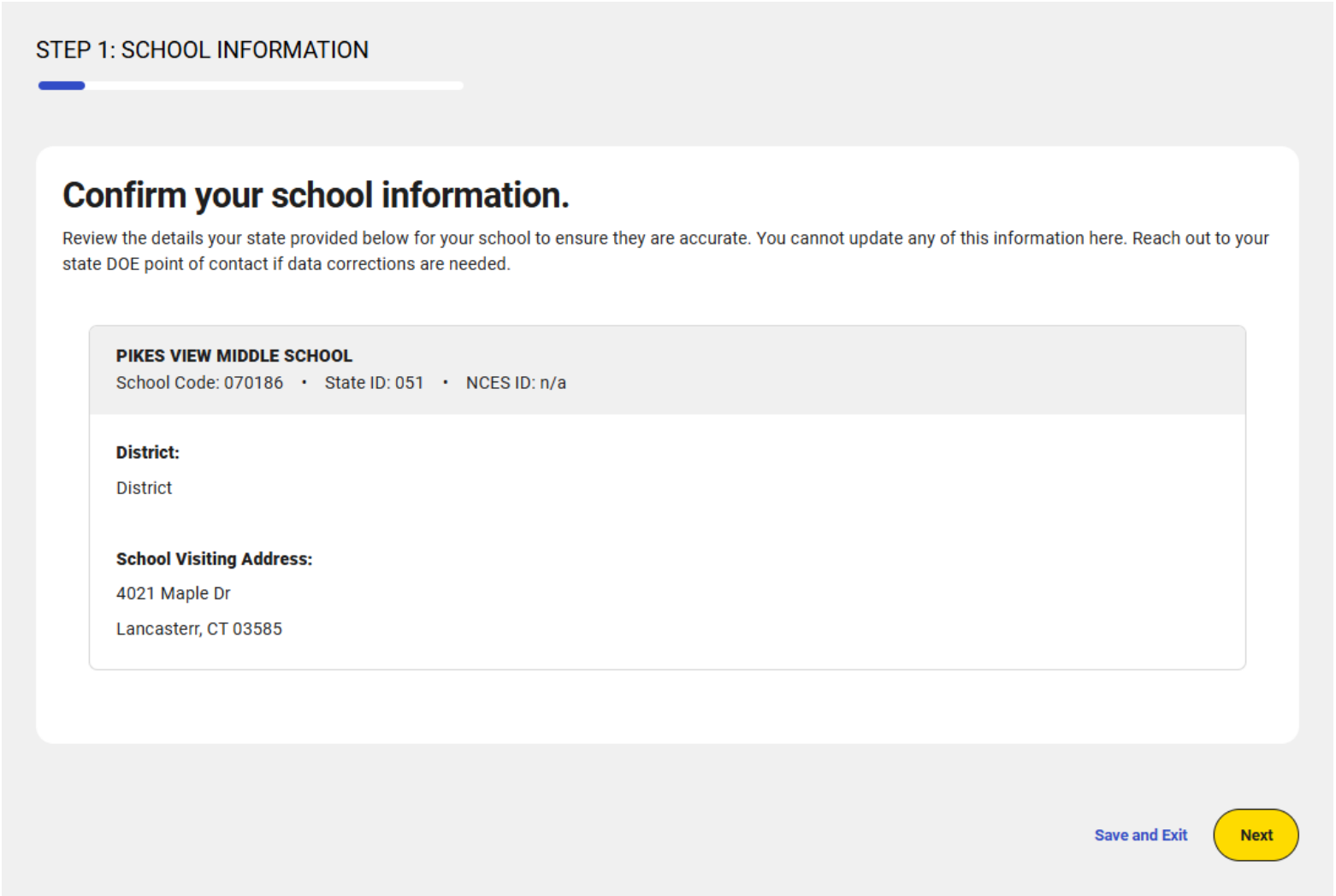


School Coordinator: Survey, Step 1

Coordinators are led through a series of questions to provide and confirm school information needed to complete Organization Establishment.

After answering, click “Next” to move to the next question — a valid response is required for each.

Use “Save and Exit” to save progress and return later.

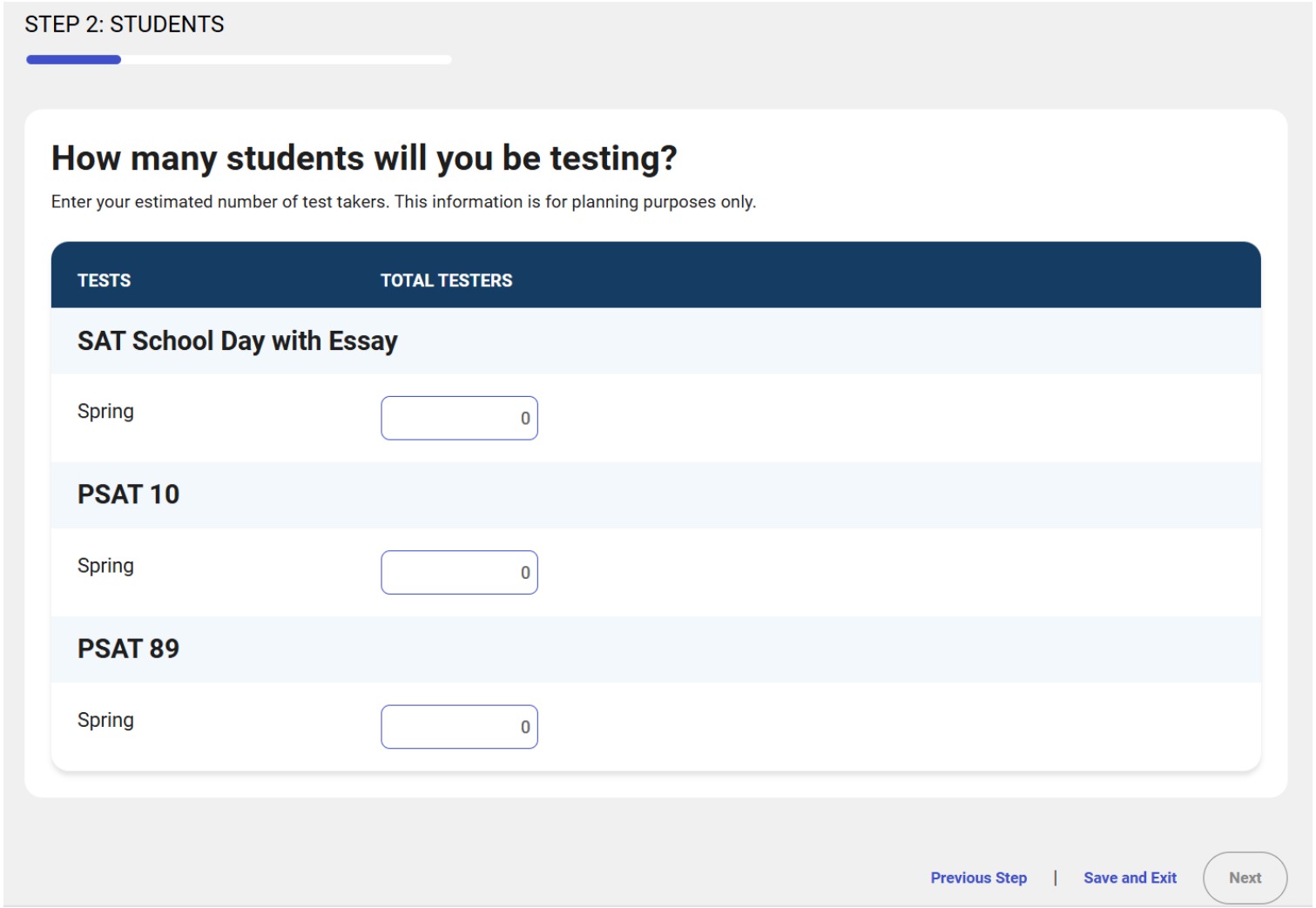


School Coordinator: Survey, Step 2

Estimated number of students testing is for planning purposes only.

After answering, click “Next” to move to the next question — a valid response is required for each.

Use “Save and Exit” to save progress and return later.

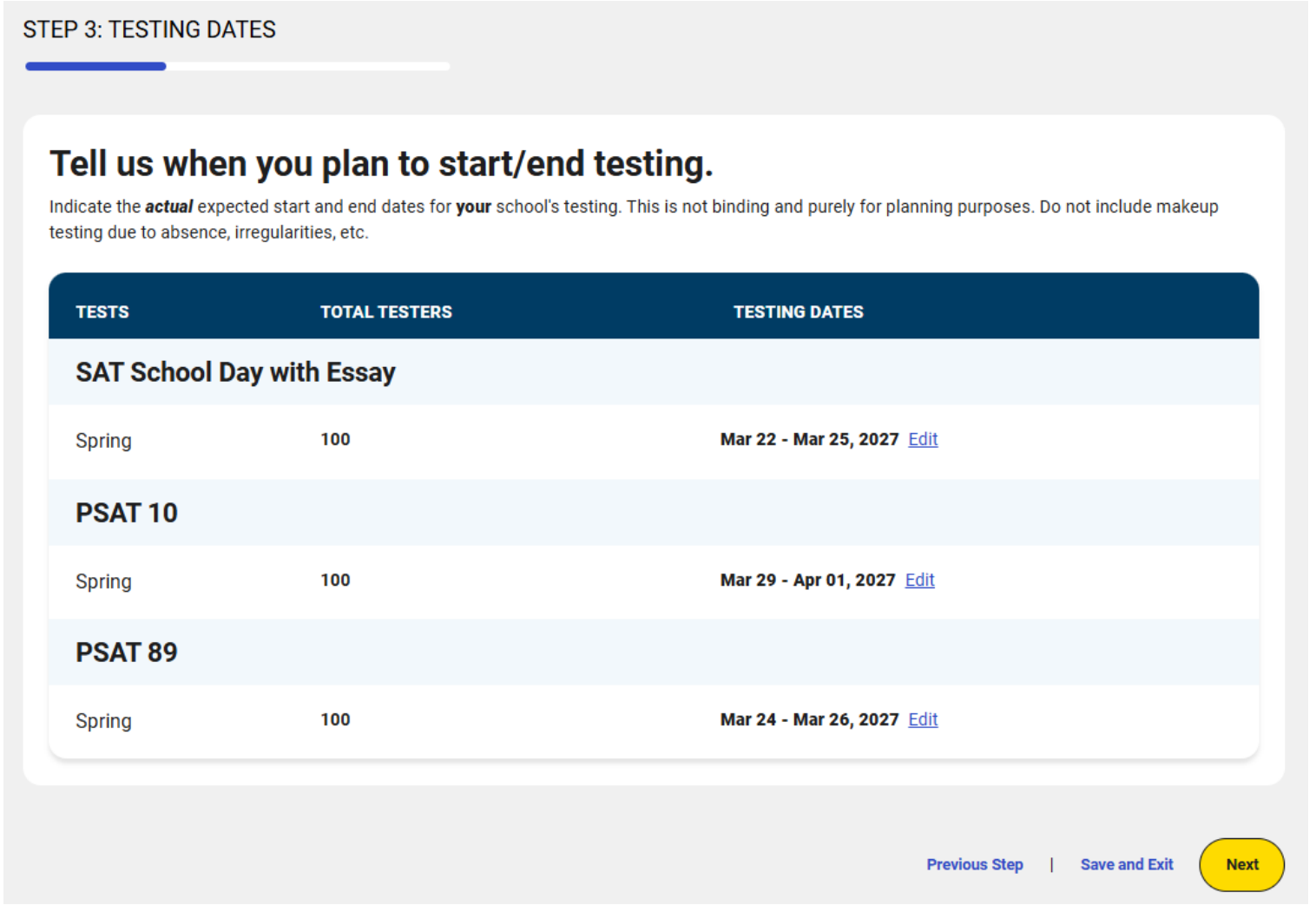


School Coordinator: Survey, Step 3

The date provided will determine readiness communication schedule, as well as help for support planning.

After answering, click “Next” to move to the next question — a valid response is required for each.

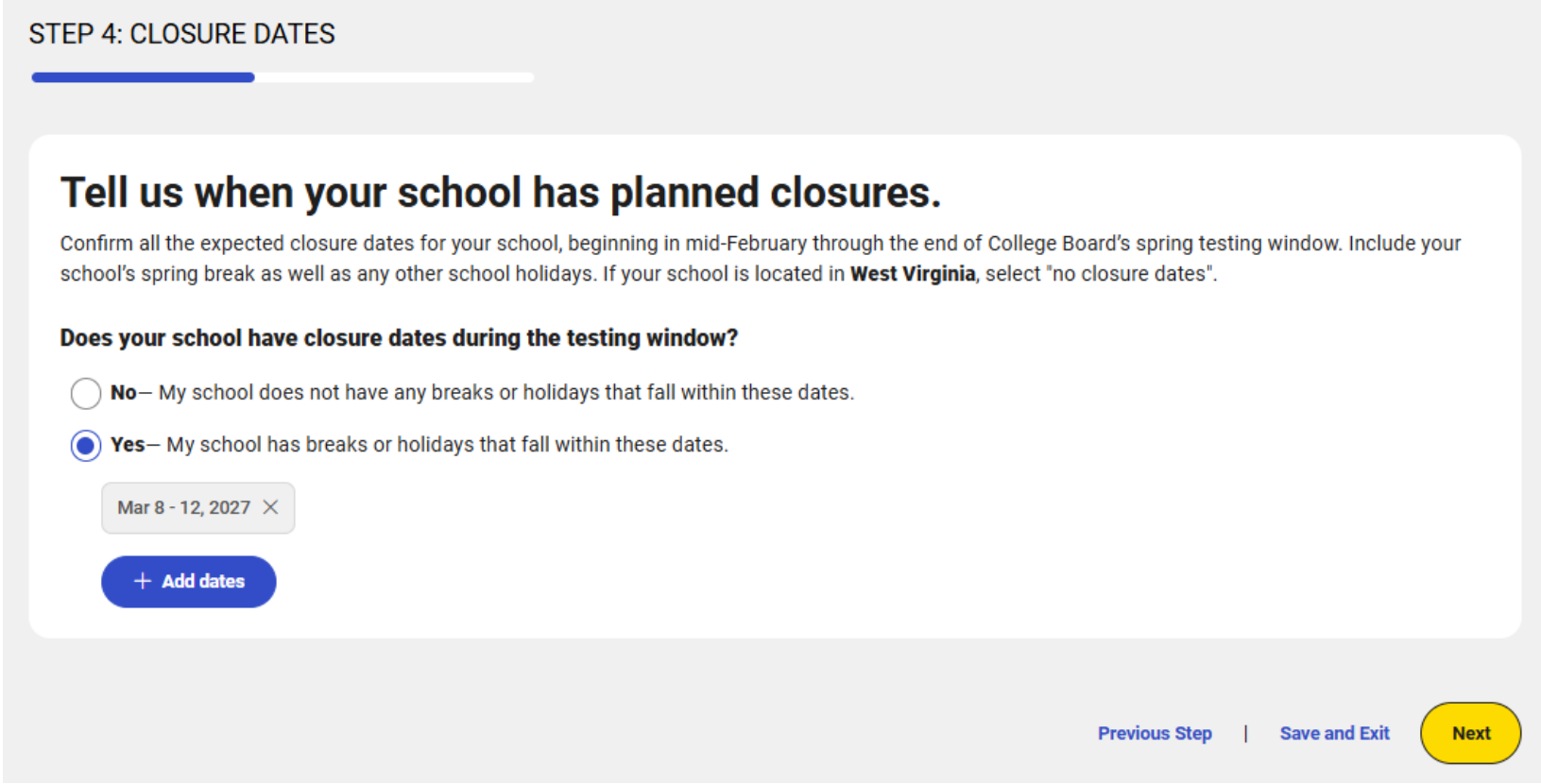
Use “Save and Exit” to save progress and return later.



School Coordinator: Survey, Step 4

Significant school closures, such as spring break, can affect paper test shipments or other readiness steps.

After answering, click “Next” to move to the next question – a valid response is required for each.



Use “Save and Exit” to save progress and return later.

School Coordinator: Survey, Step 5

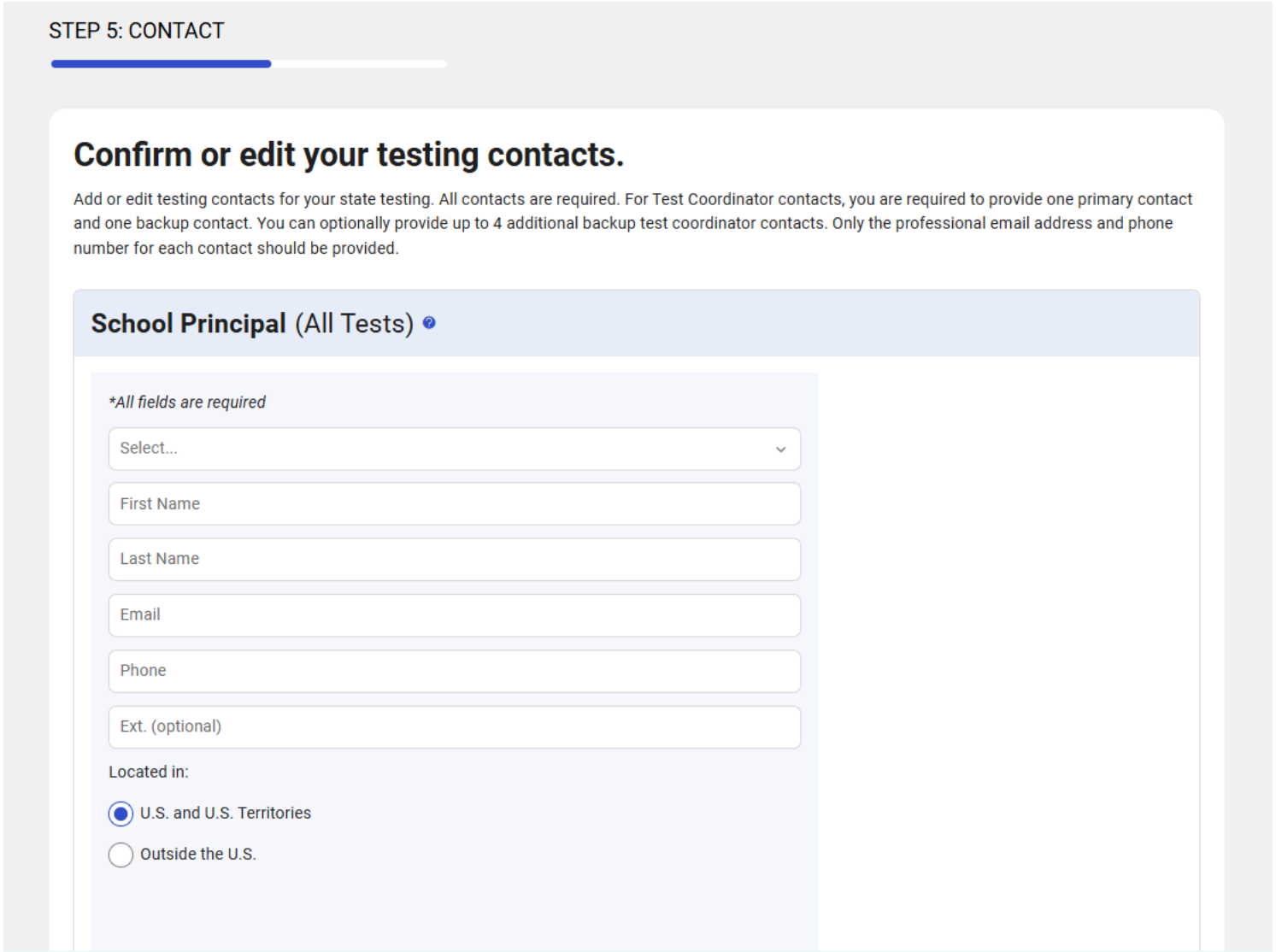
Please provide required school-level contacts and back-ups. Once a contact has been entered, it can be selected again from the drop-down.

For International DoWEA schools, please select "Outside the U.S." to enter an international phone number.

Primary and back up contact for the same role/assessment cannot be duplicated.

After answering, click "Next" to move to the next question — a valid response is required for each.

Use "Save and Exit" to save progress and return later.



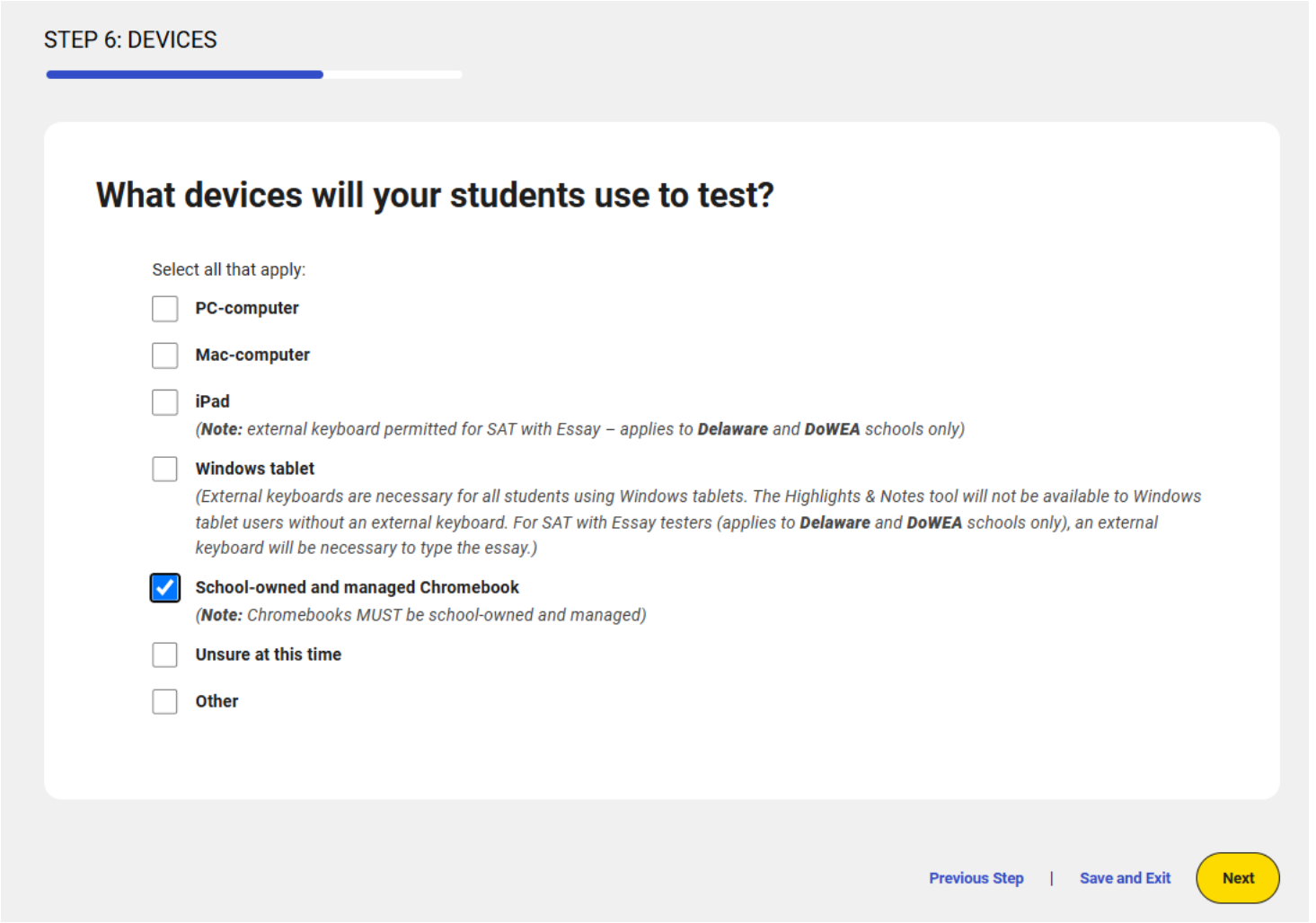
CollegeBoard

School Coordinator: Survey, Question 6

College Board and DoWEA use this information for planning and any targeted readiness communication.

After answering, click “Next” to move to the next question – a valid response is required for each.

Use “Save and Exit” to save progress and return later.



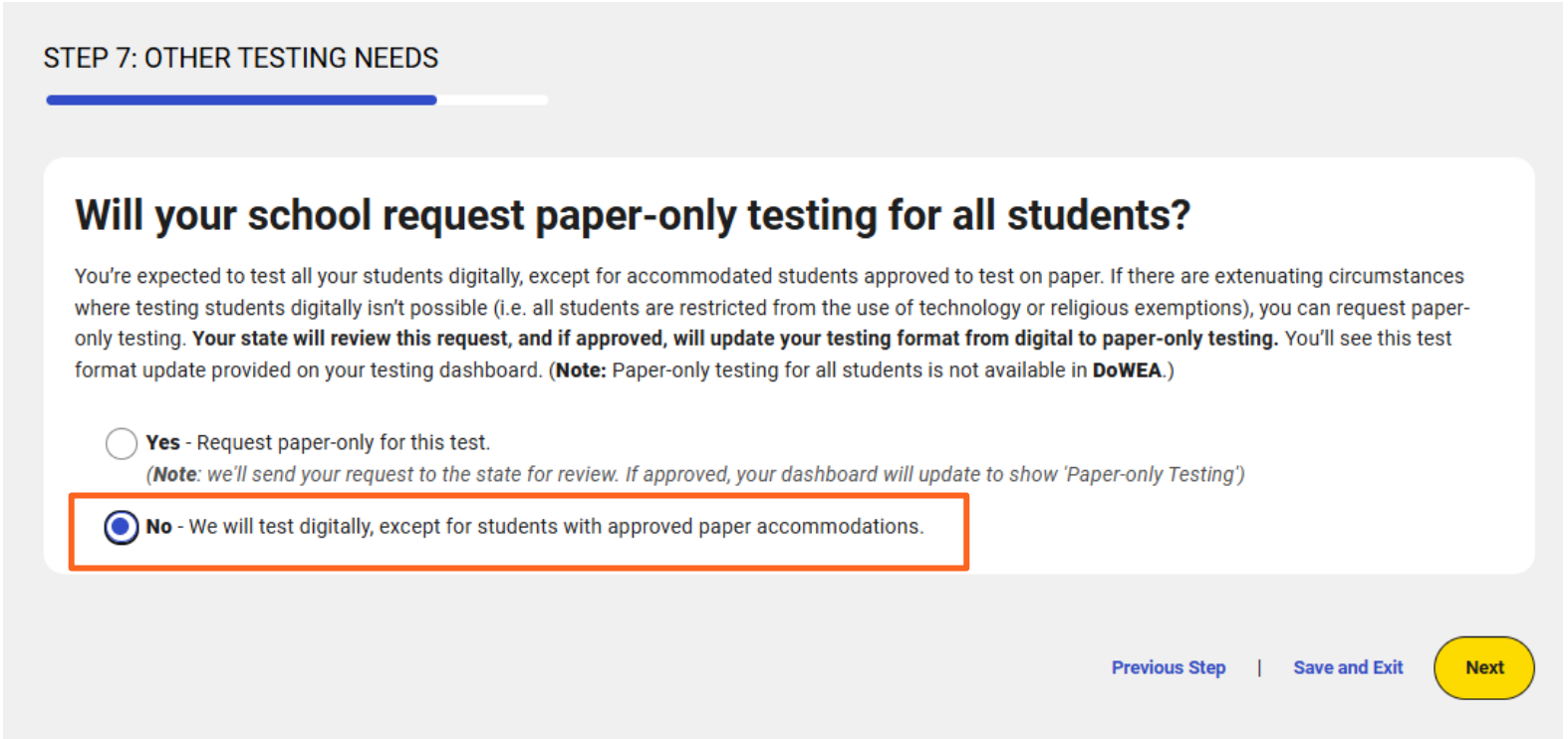
School Coordinator: Survey, Question 7

This is **not** for students with paper-testing accommodations, but a request from an entire building to test on paper.

DoWEA schools must select "No".

After answering, click "Next" to move to the next question — a valid response is required for each.

Use "Save and Exit" to save progress and return later.



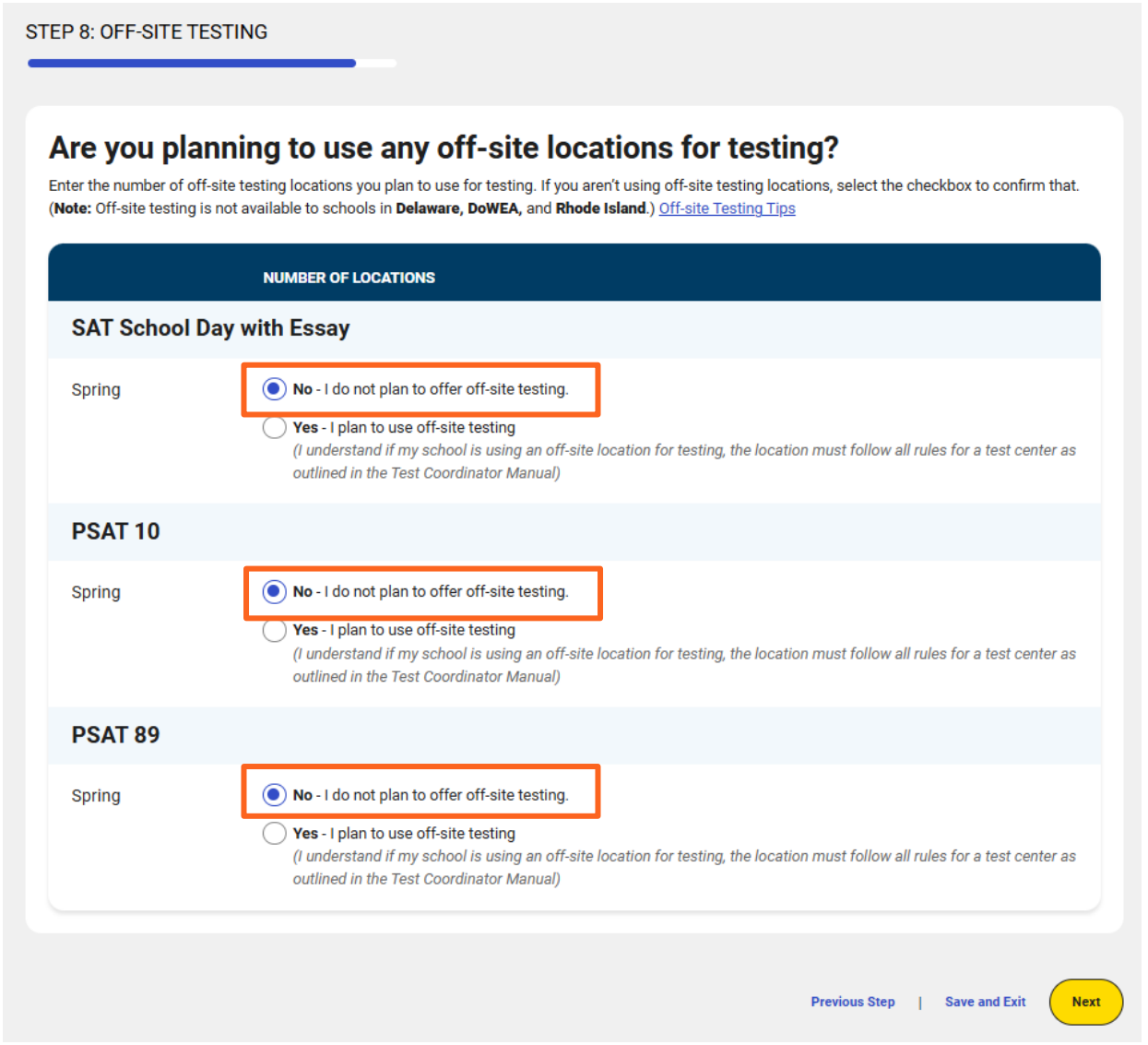
Paper-only testing for an entire school is NOT permitted by DoWEA.

School Coordinator: Survey, Question 8

Off-site testing is not permissible in DoWEA. **Select No for all assessments.**

After answering, click “Next” to move to the next question – a valid response is required for each.

Use “Save and Exit” to save progress and return later.



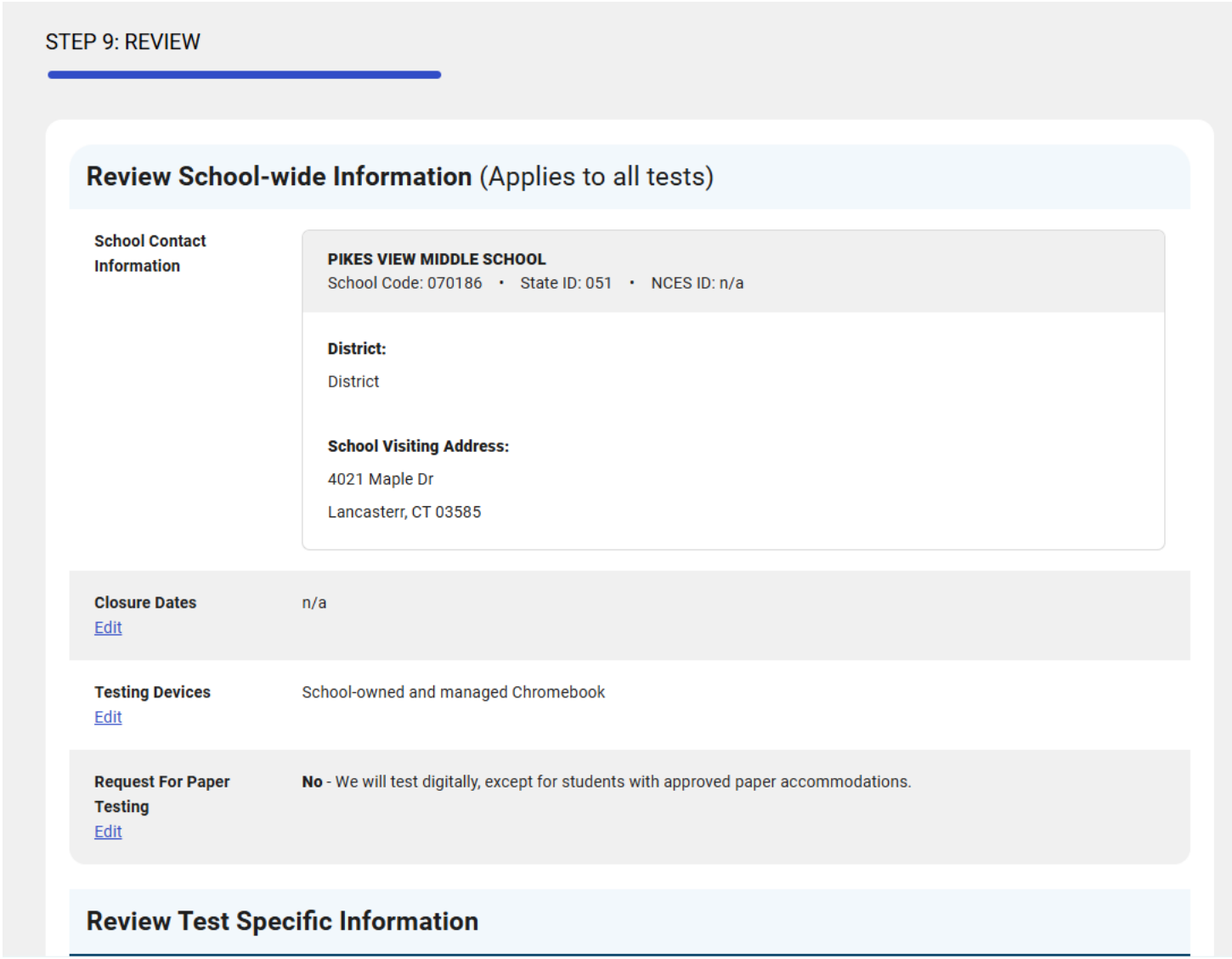
Not applicable to DoWEA.

School Coordinator: Survey, Question 9

Review prior to submission.

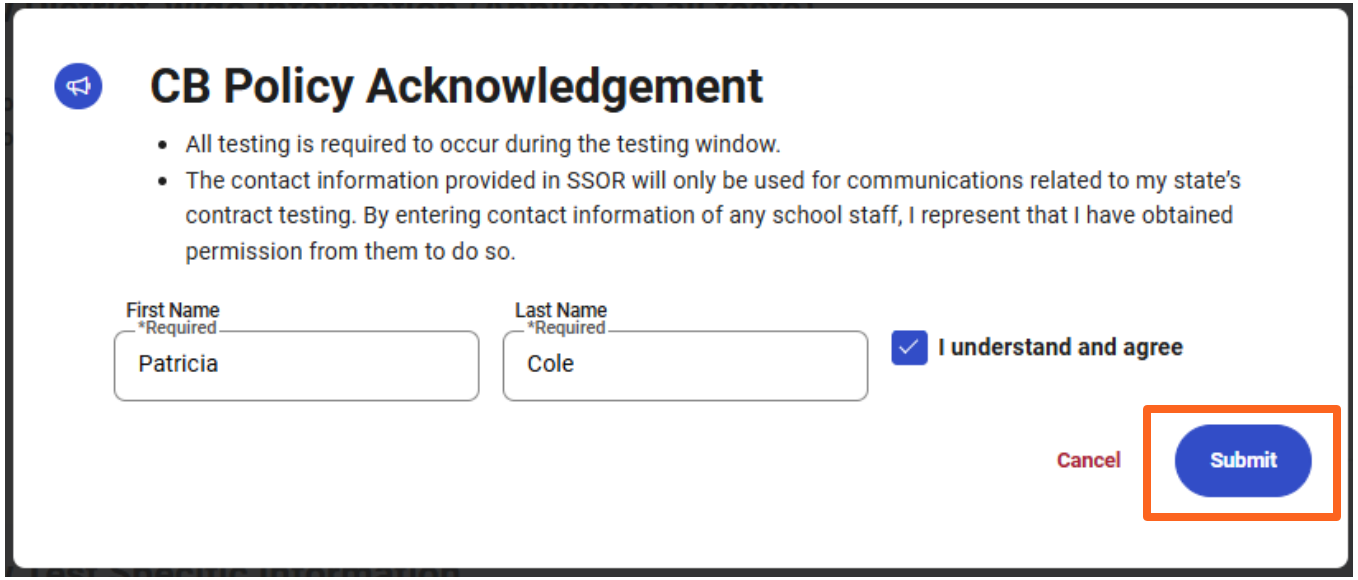
After answering, click “Next” to move to the next question — a valid response is required for each.

Use “Save and Exit” to save progress and return later.



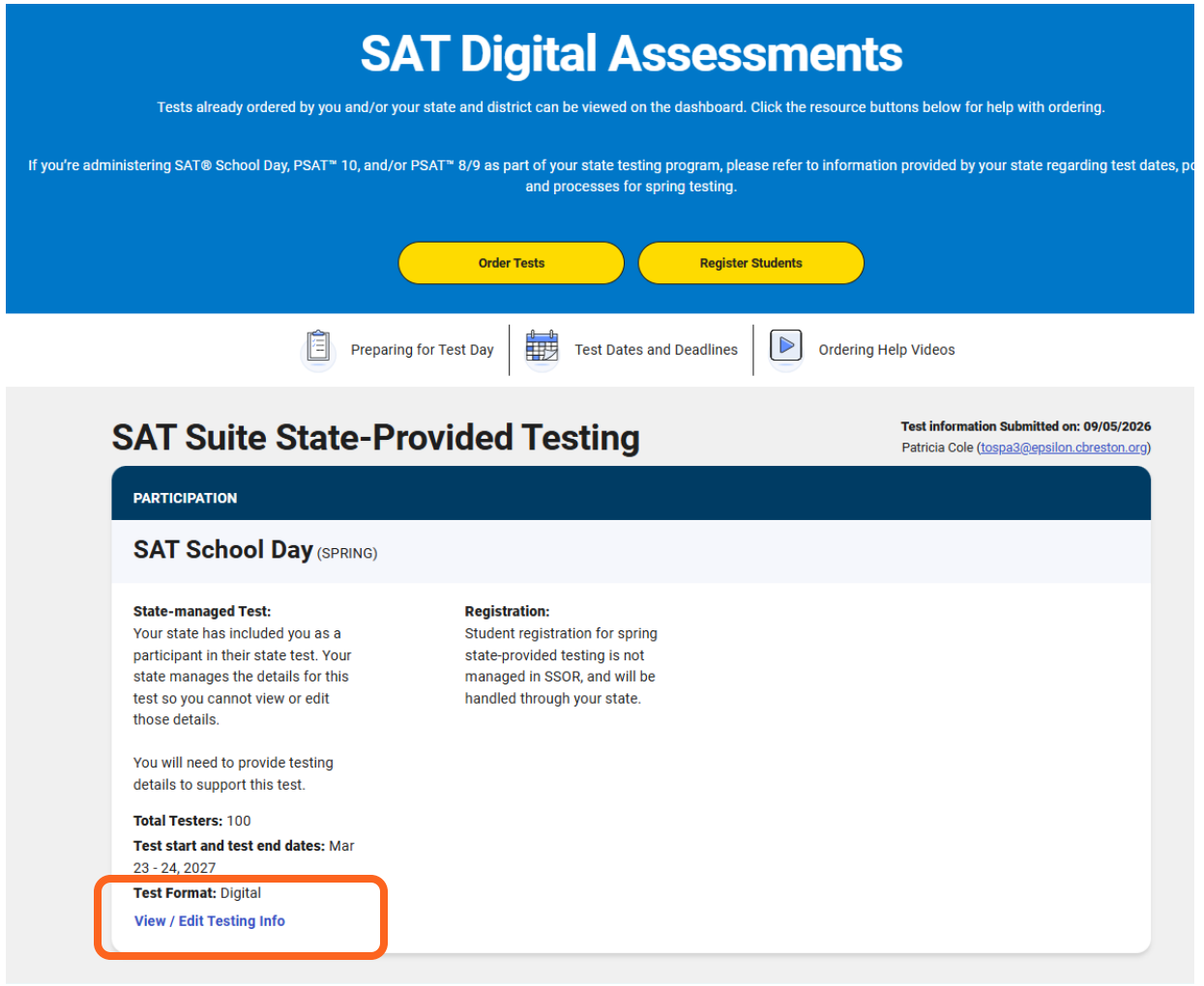
School Coordinator: Policy Acknowledgement

Complete the College Board Policy Acknowledgement to finish the school validation process and click "Submit".



Need to make a change after the Org Establishment survey is completed?

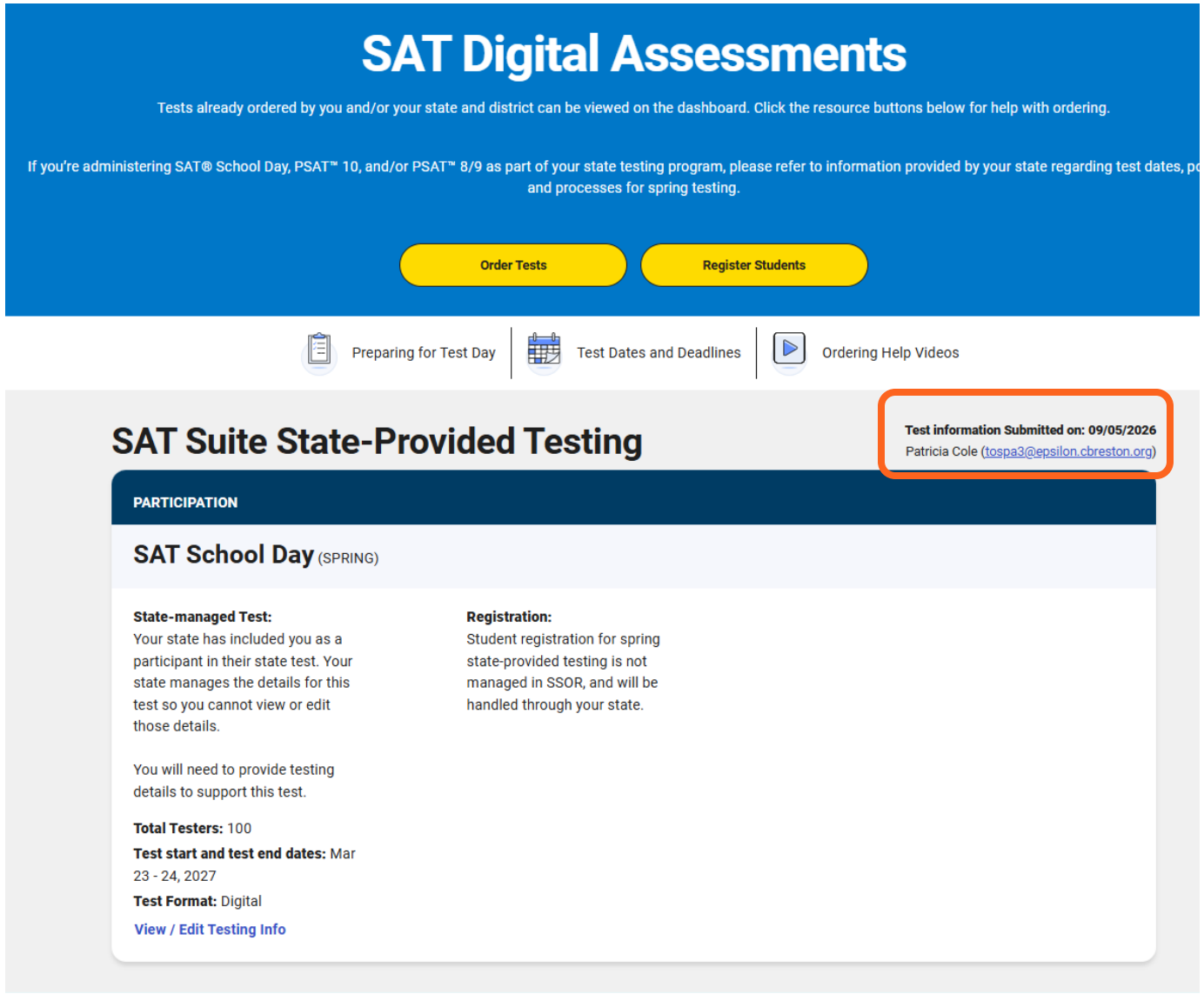
If edits need to be made to the survey questions AFTER submission, click the link "Edit Testing Info" and make necessary edits.



How do I know I completed the Org Establishment process?

Two ways:

1. The yellow "Enter Testing Details" button is gone.
2. In the upper right hand corner you will see "Test Information Submitted on _____" and the name of the person who submitted.



Resources

Learn: SSOR Org Establishment Self-Guided Learning Modules
Learn: Managing Access Tool Self-Guided Learning Module

Read: What Can I do in the Managing Access Tool?

Need Help?

Contact Tara Davis-Banks DoWEA's dedicated K12 Delivery Specialist at tdavisbanks@collegeboard.org

Useful Links
SAT Suite Ordering & Registration (SSOR) Login

Create a College Board Professional Account

DoWEA Resource Repository

NEW DoWEA SAT Suite Website- COMING in November!



Thank You!

Please complete a short survey to provide us feedback.