# State-Funded SAT® Suite Spring Testing

## District & School Guidance for Organization Establishment in SSOR

Fall 2026

SAT Suite



# Overview

For SAT School Day test administration Spring 2027, District Test Coordinators will confirm district information and provide contact information for key district staff. District or School Coordinators will provide school-specific information to complete the Organization Establishment process.

- Authorized SSOR users will provide required and optional school testing details along with key staff contact information.
- SSOR will not be used for any other purpose for state-provided SAT Suite spring testing.
- 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 to protect student PII.**

# Accessing SSOR to Complete School Set-Up

To complete school setup within College Board systems, all participating schools must provide details about their spring testing plan and the names and contact information for key school staff. This 'Organization Establishment' process is completed in College Board's SAT Suite Ordering and Registration (SSOR) system. District Coordinators must confirm district information and provide contact information for key district staff.

To access SSOR, School and/or District Test Coordinators 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.

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

# Topics

(click to go directly to each one)

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

# 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.

! Tip: 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.

# District Coordinator SSOR Establishment Survey Completion

← Back to Topics

# Information Districts Will Need

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

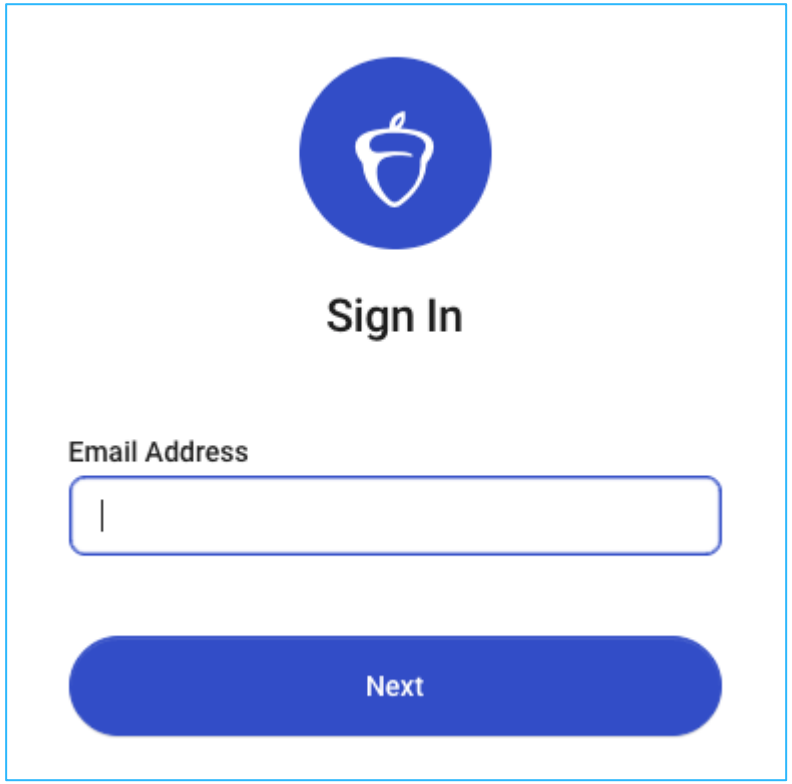
- Confirm district information, such as shipping/mailing address
- District-level testing contacts: District/County Test Coordinator – required; Out of District Coordinator and Data Coordinator – optional

# District Coordinator: Steps to Complete Organization Establishment

## Getting Started & Login

Log in to SSOR at:

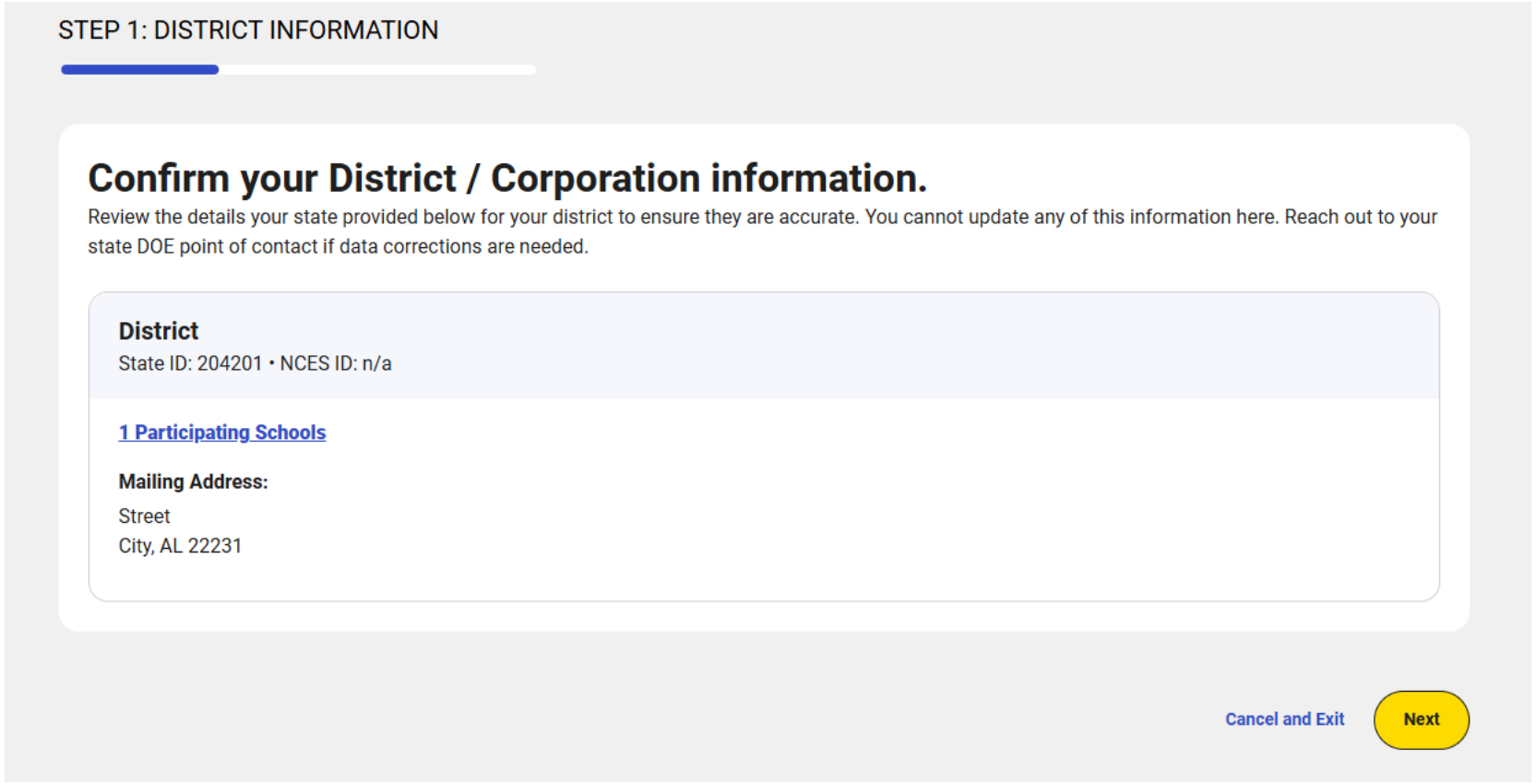
https://ordering.collegeboard.org



# District Coordinator: Validate District Information

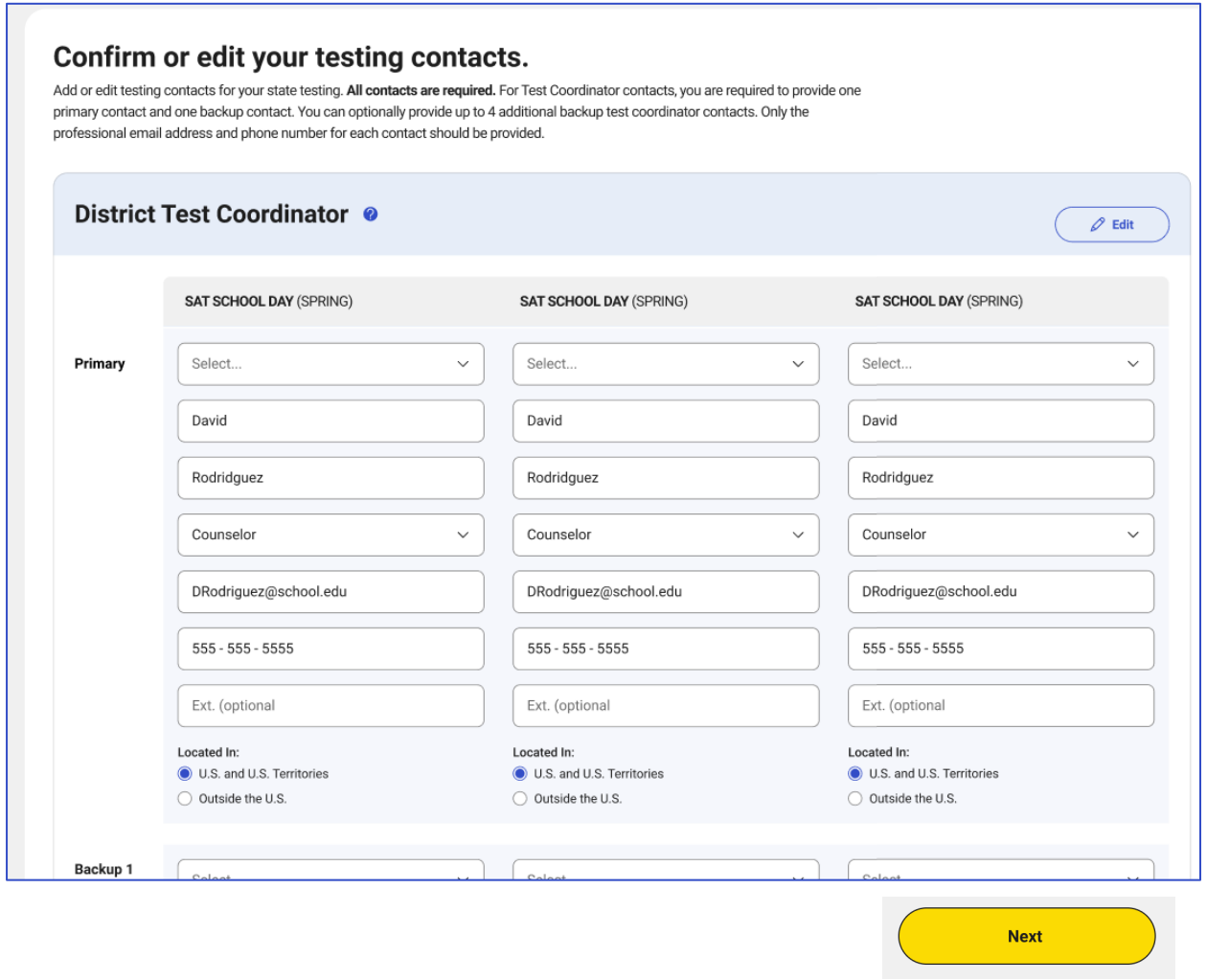
## Validate Info: Step One

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.

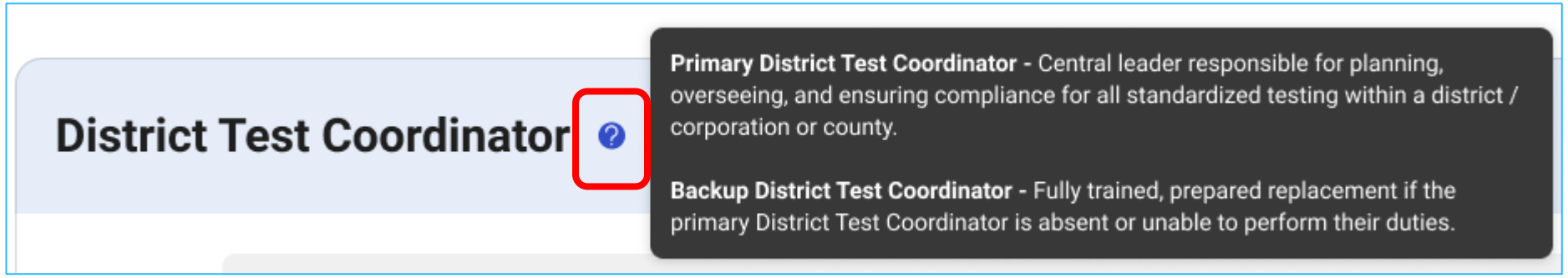


# District Coordinator: Validation Step 2

Update or confirm all information for contacts who handle testing-related tasks, including the District Test Coordinator, District Data Coordinator, and Out-of-District Data Coordinator. Click “Next” to move forward.



# District Coordinator

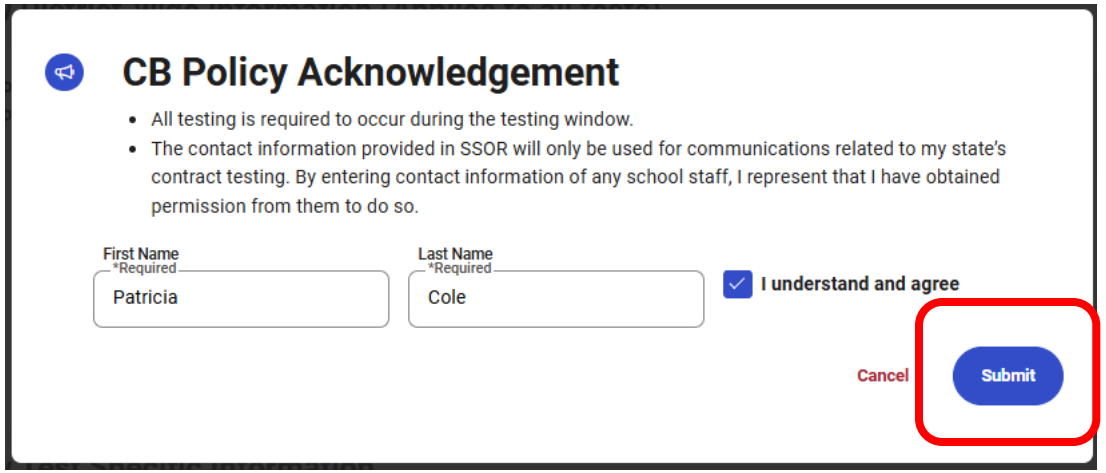



## Understanding Contact Roles

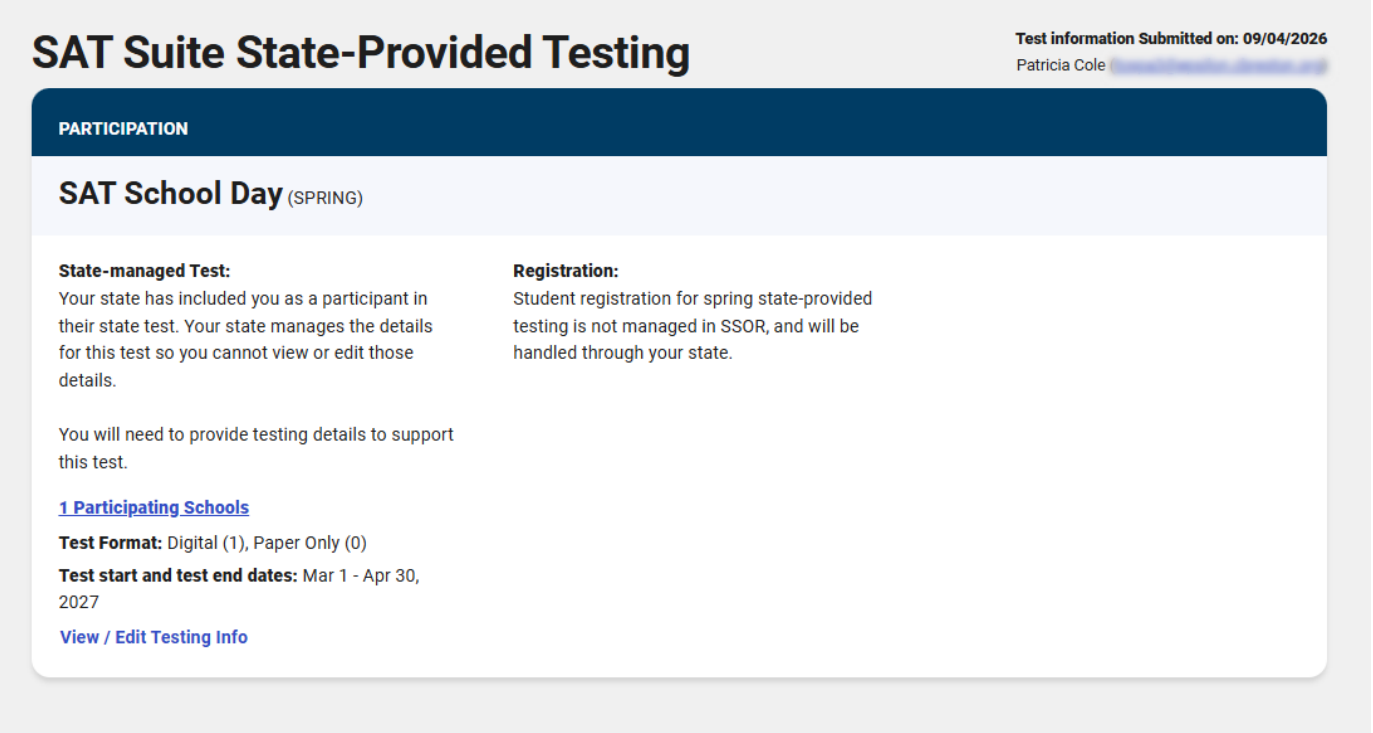
Hover over the question-mark symbol next to a contact role to see a pop-over showing how College Board defines that role.

# 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 and edit their Participating Schools list. School-specific information updates as schools complete and submit their testing data — districts can see test-taker counts, testing start and end dates, and testing formats.

# School Coordinator SSOR Establishment Survey Completion

← Back to Topics

# Information Schools Will Need

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

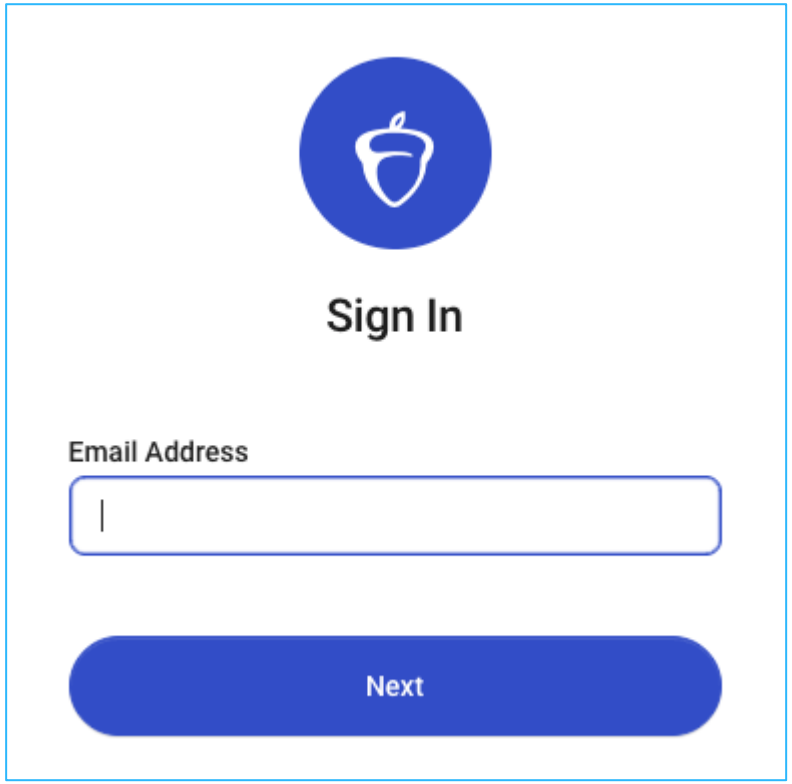
- School's College Board Attending Institution (AI) code
- Estimated number of students to test (if applicable)
- School's expected test dates (within the approved state window)
- Planned school closures (e.g., spring break dates)
- School-level testing contacts: Testing Coordinator, SSD Coordinator, 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

# School Coordinator: Steps to Complete Organization Establishment

## Getting Started & Login

Log in to SSOR at:

https://ordering.collegeboard.org

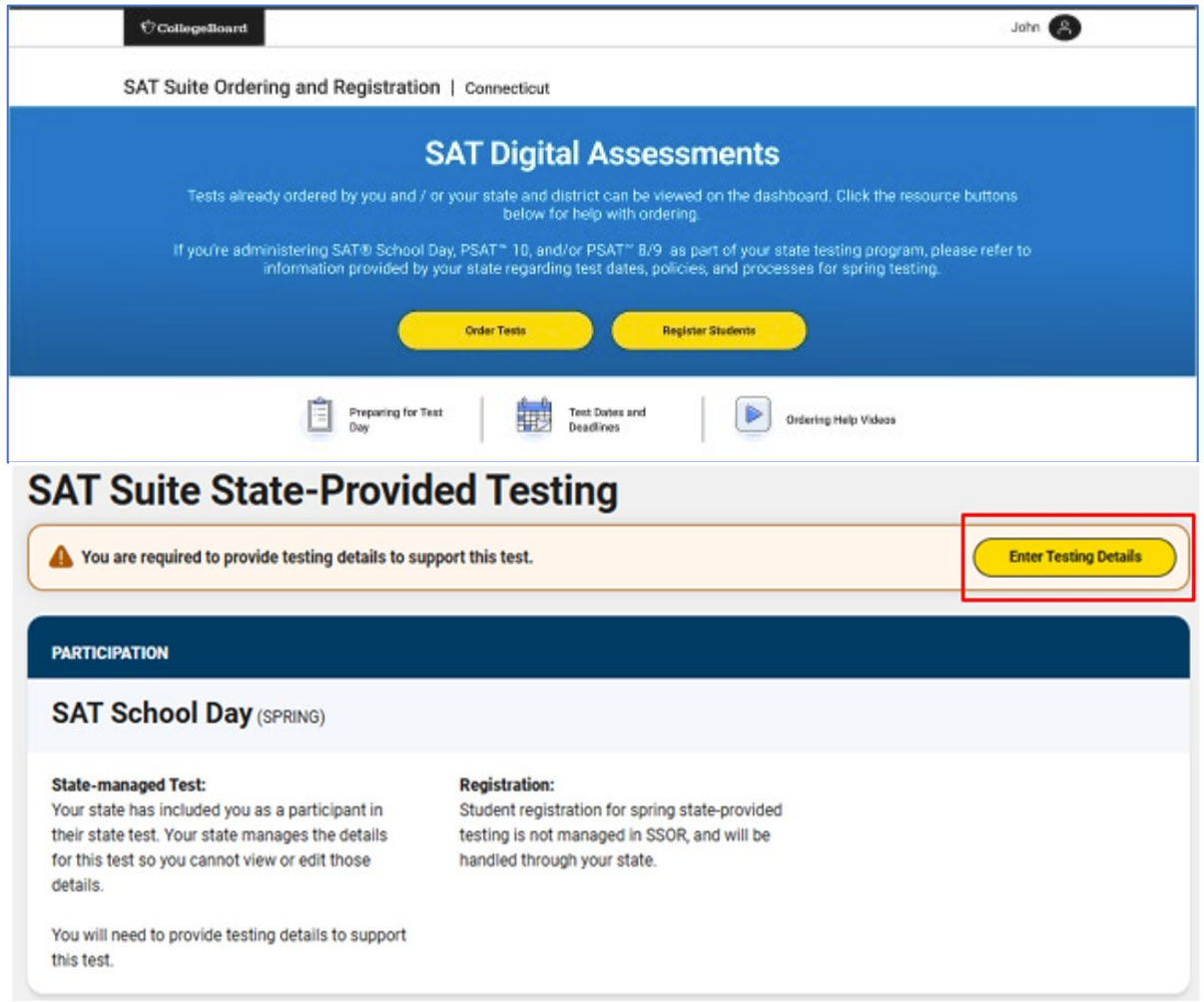


# School Coordinator: Complete the Survey

## Enter Testing Details = Establishment Survey

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

**Enter Testing Details**

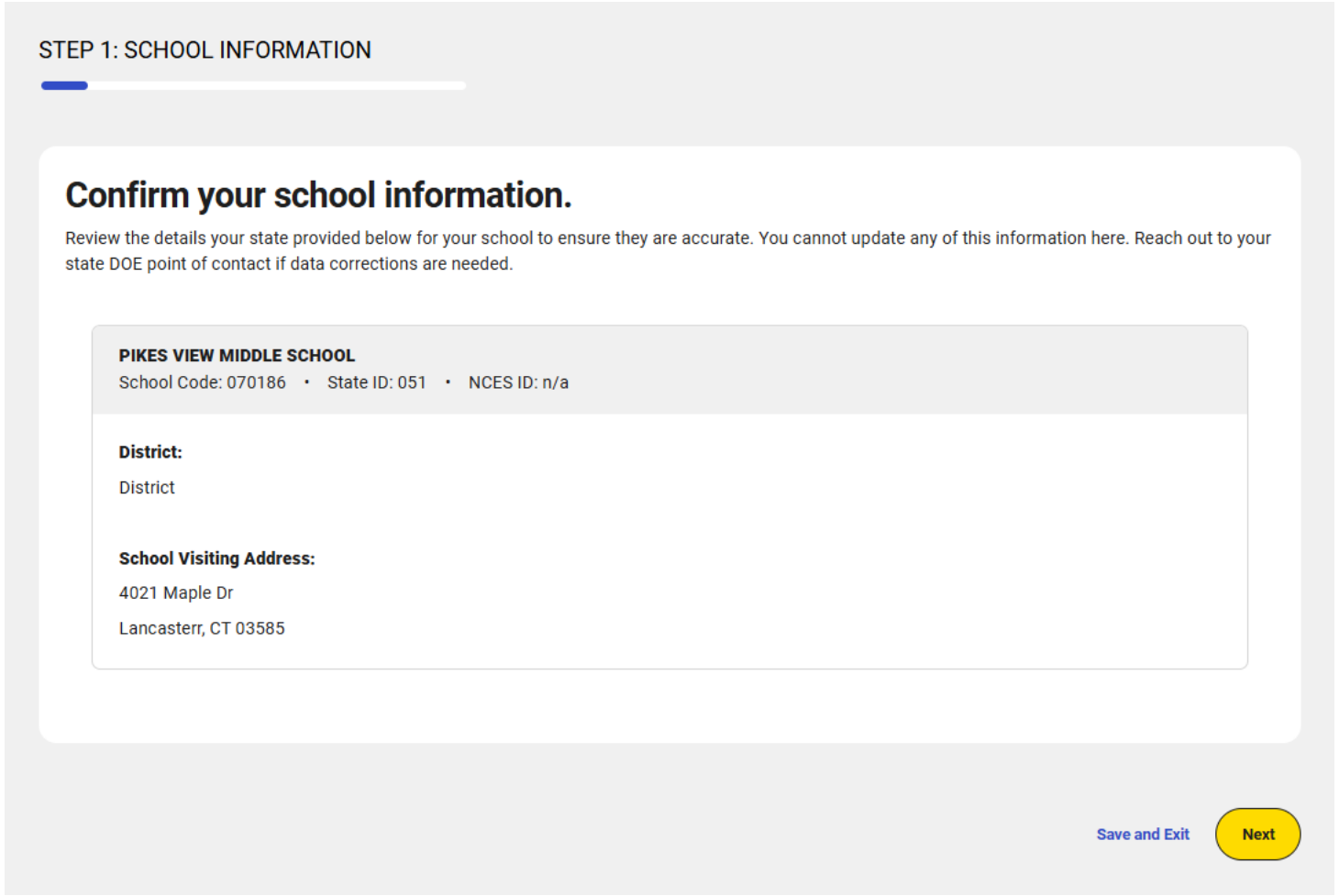


# School Coordinator: Survey, Step 1

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.

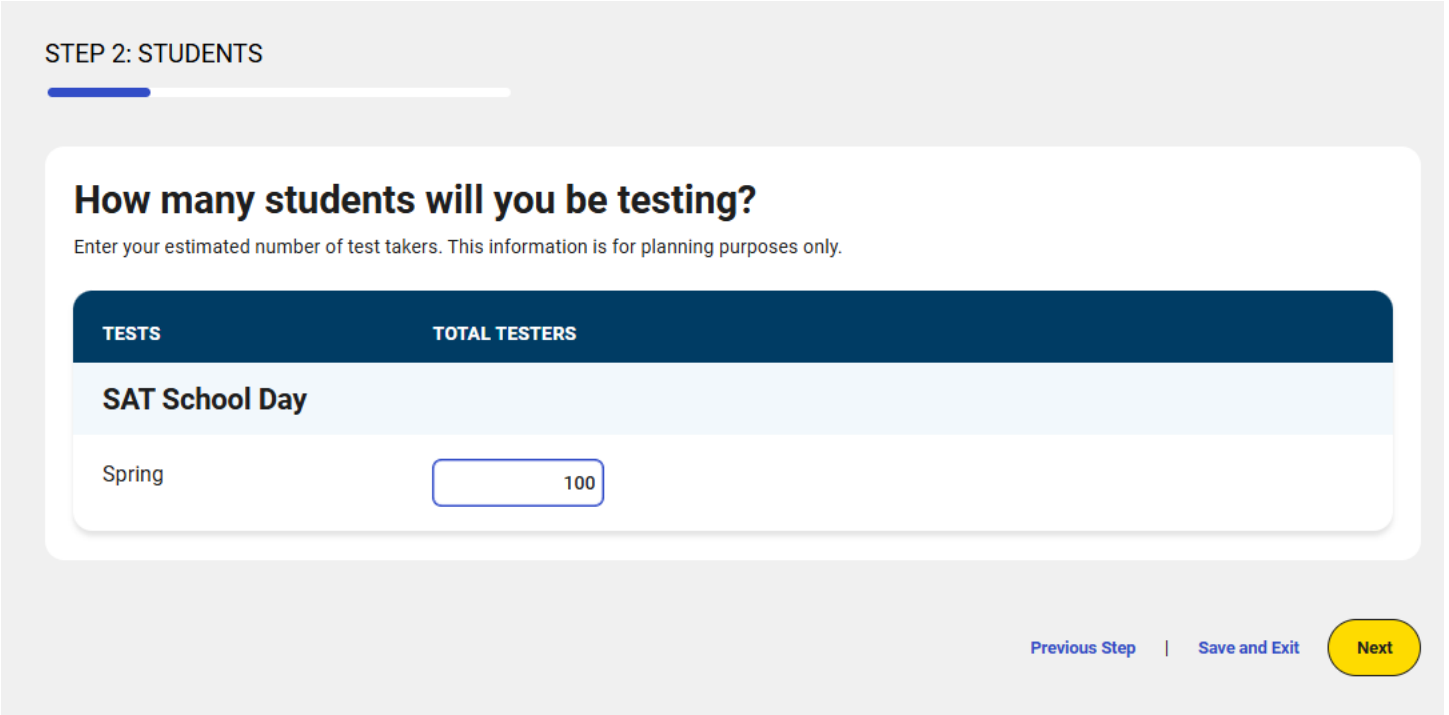


# School Coordinator: Survey, Step 2

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.

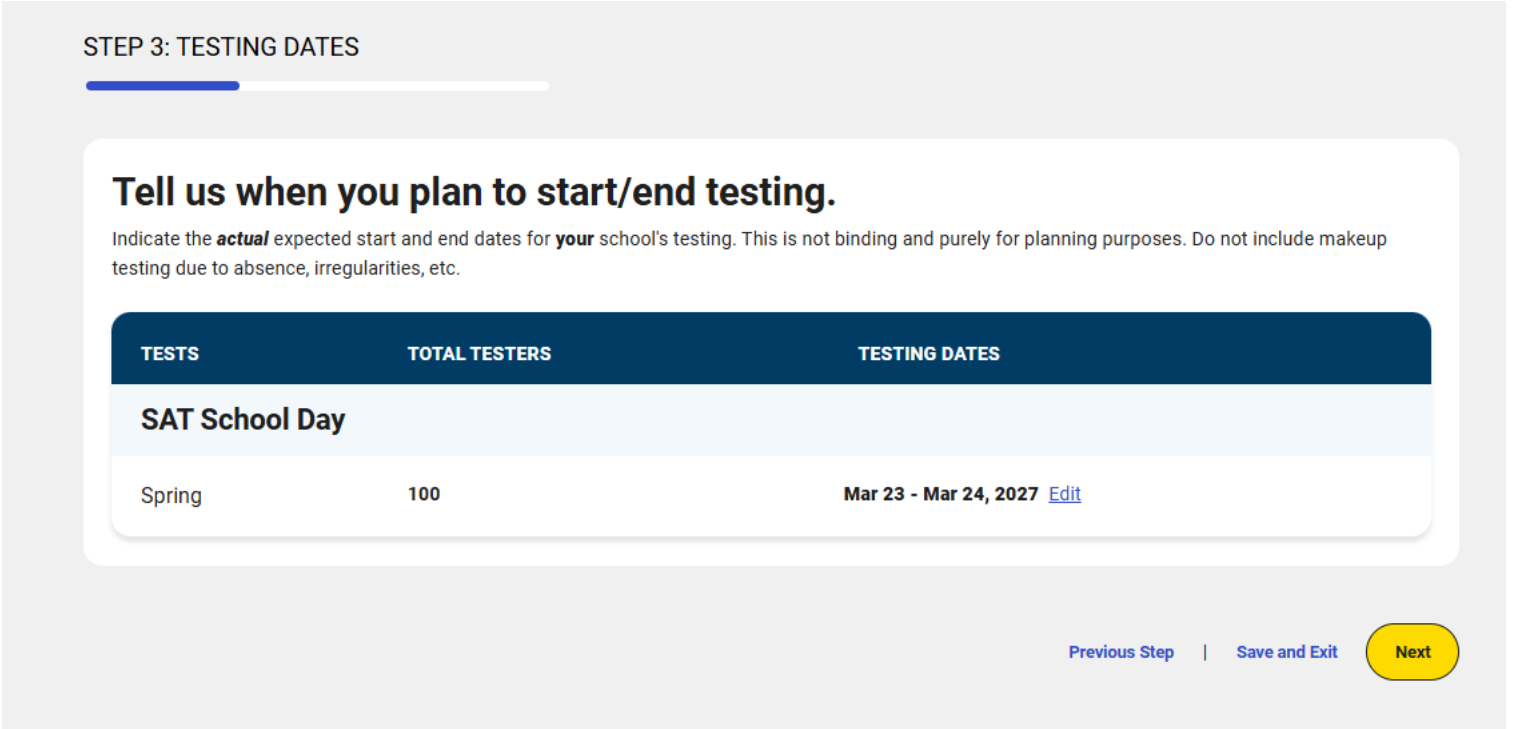


# School Coordinator: Survey, Step 3

The date provided will determine the readiness communication schedule, as well as help 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.

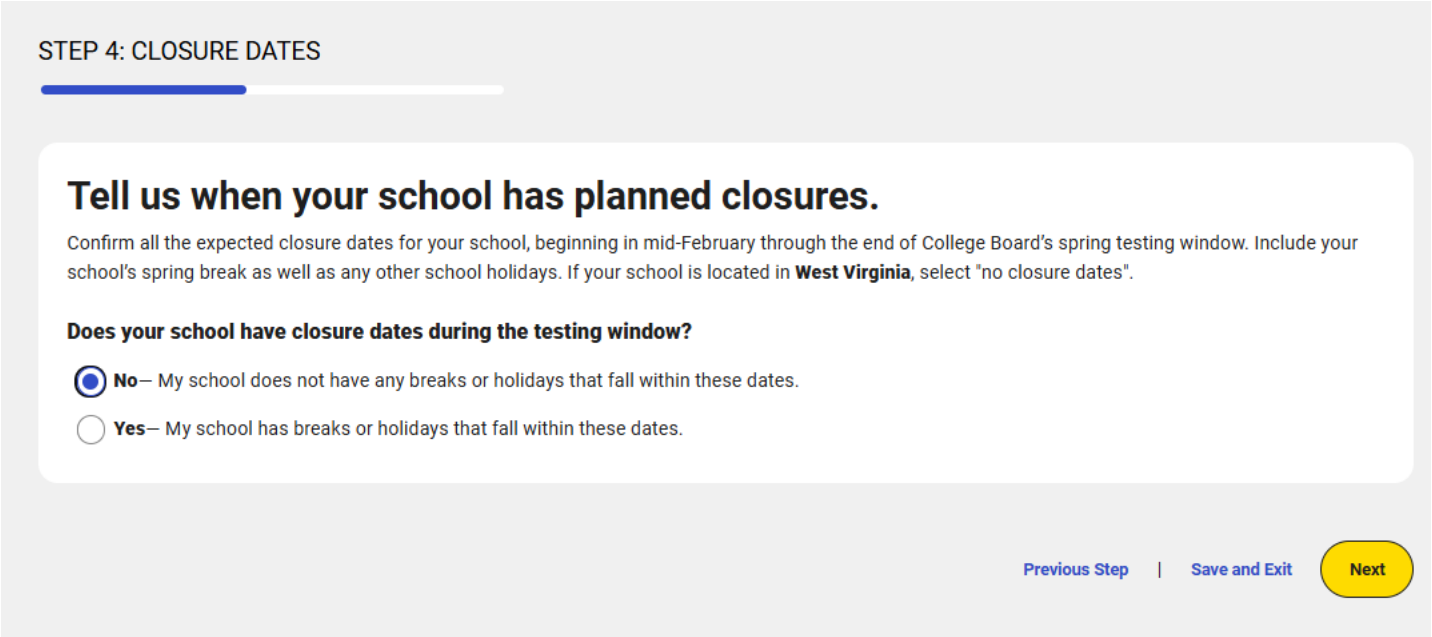


# School Coordinator: Survey, Step 4

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.

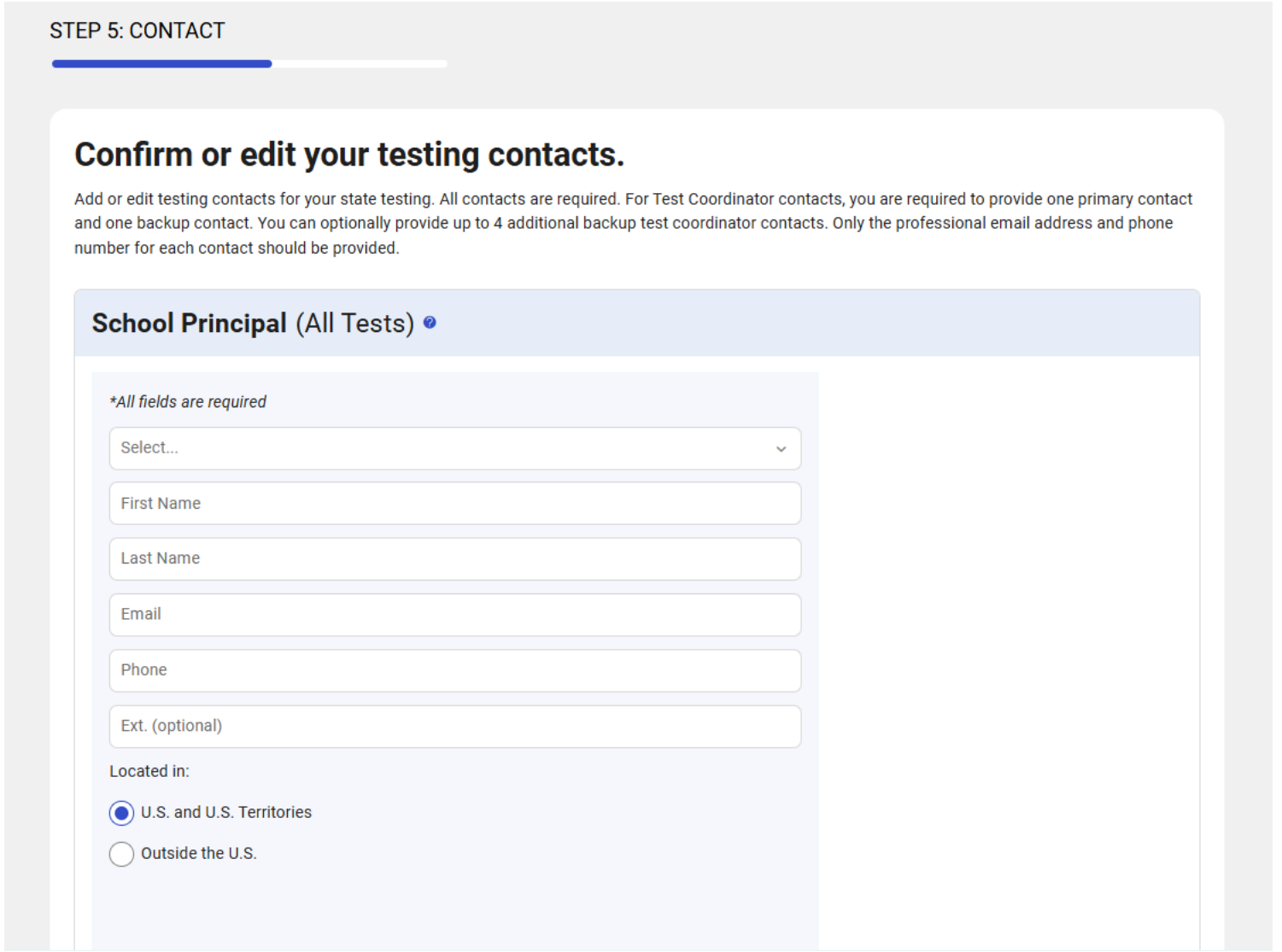


# School Coordinator: Survey, Step 5

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

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.

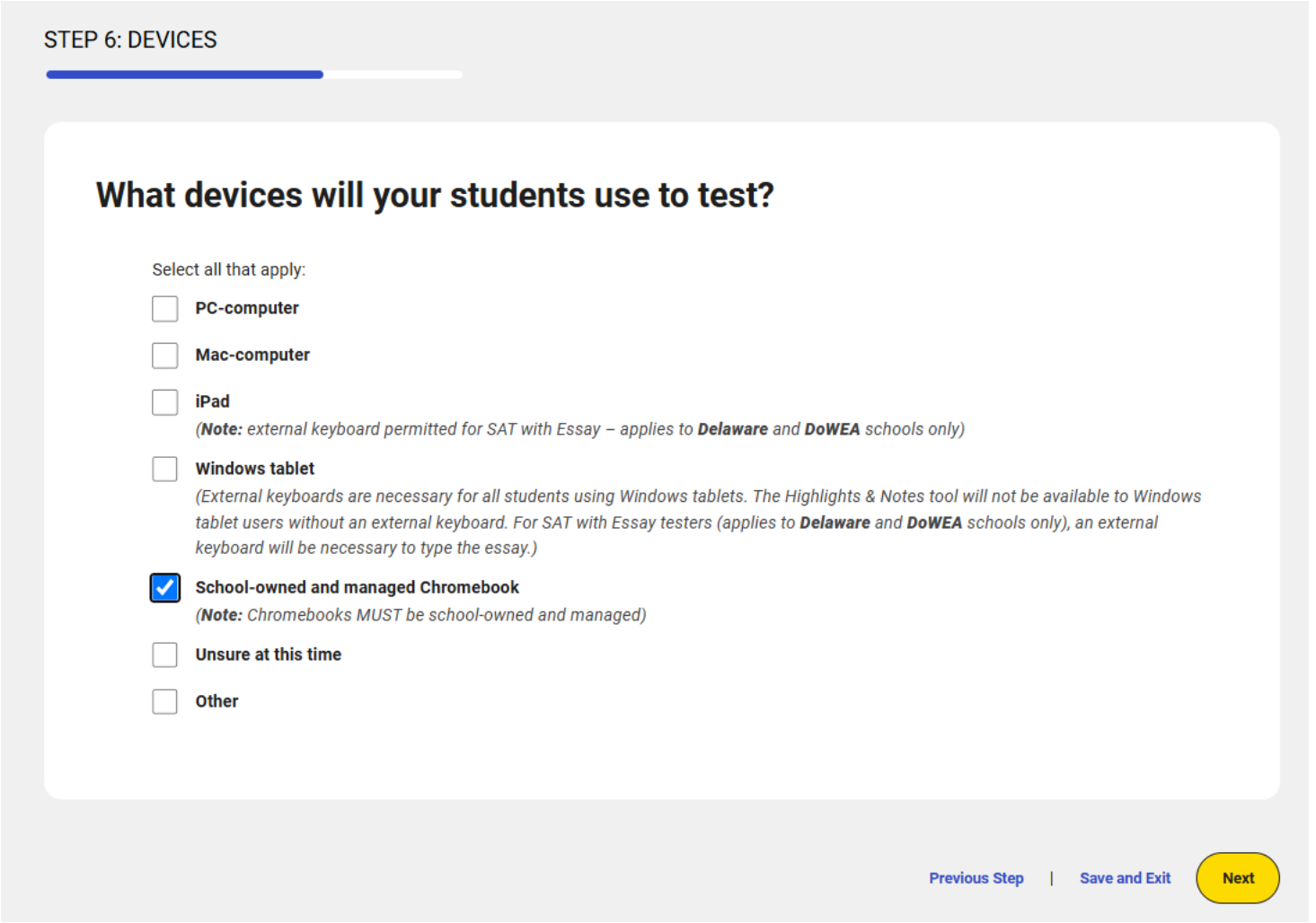


# School Coordinator: Survey, Question 6

College Board uses 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.

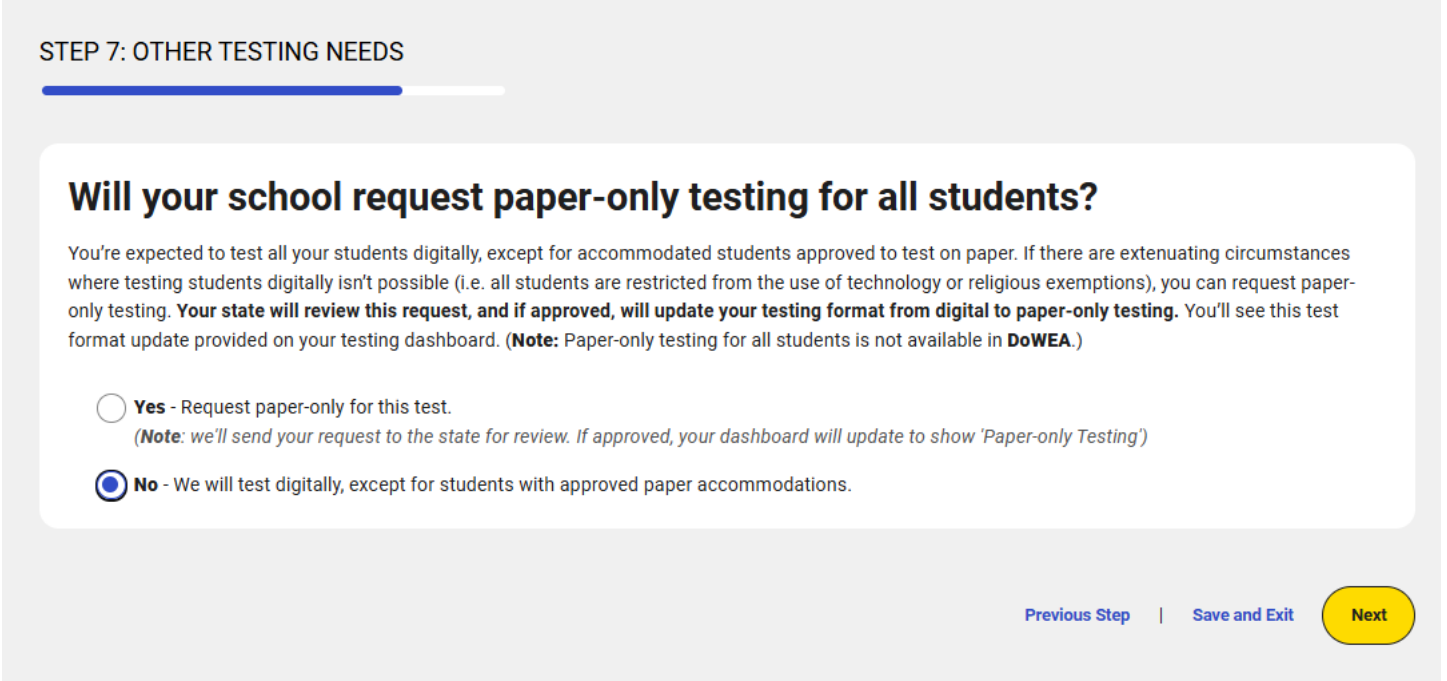


# School Coordinator: Survey, Question 7

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

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.

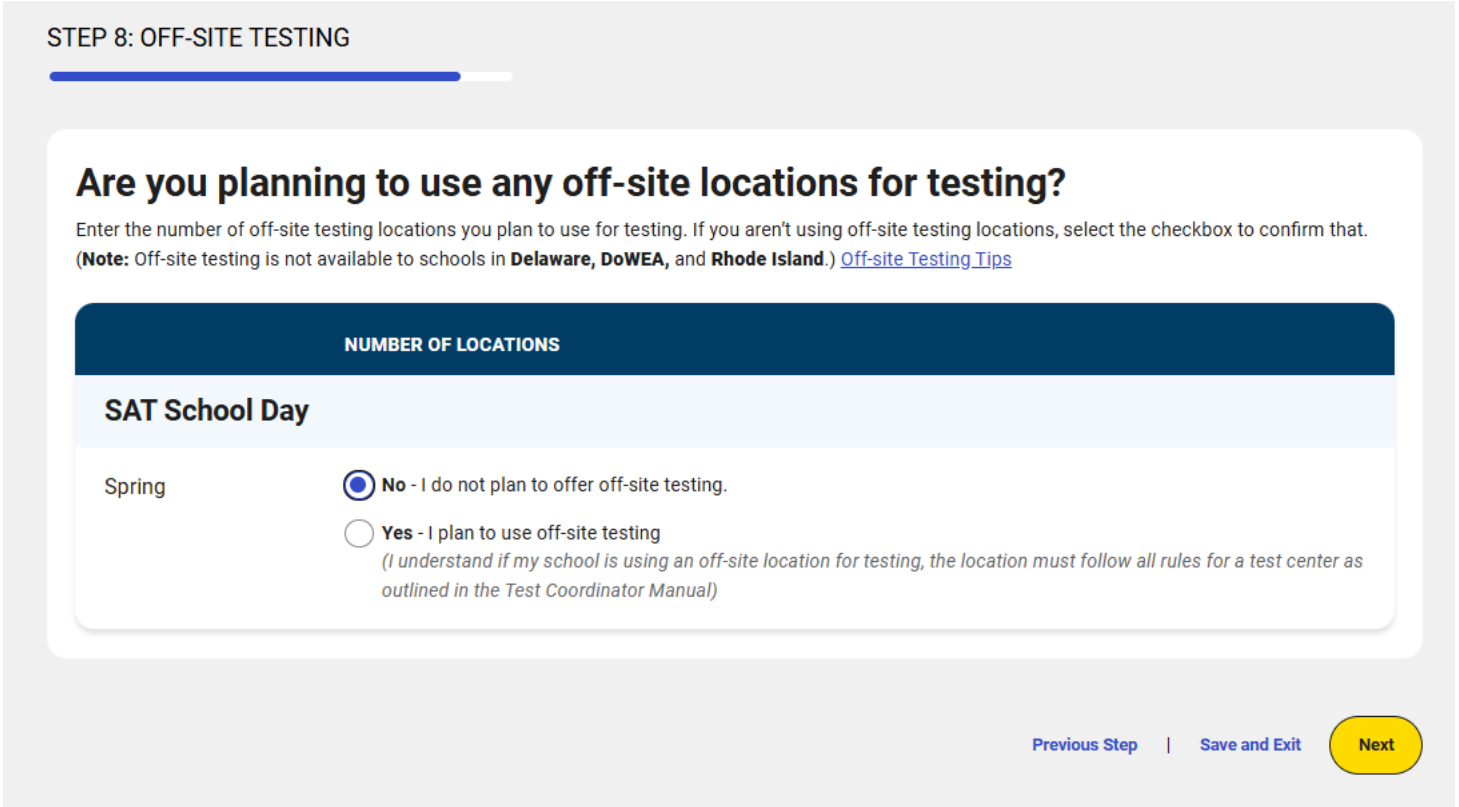


# School Coordinator: Survey, Question 8

If testing in a location other than the school, such as a library or a middle school cafeteria.

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.

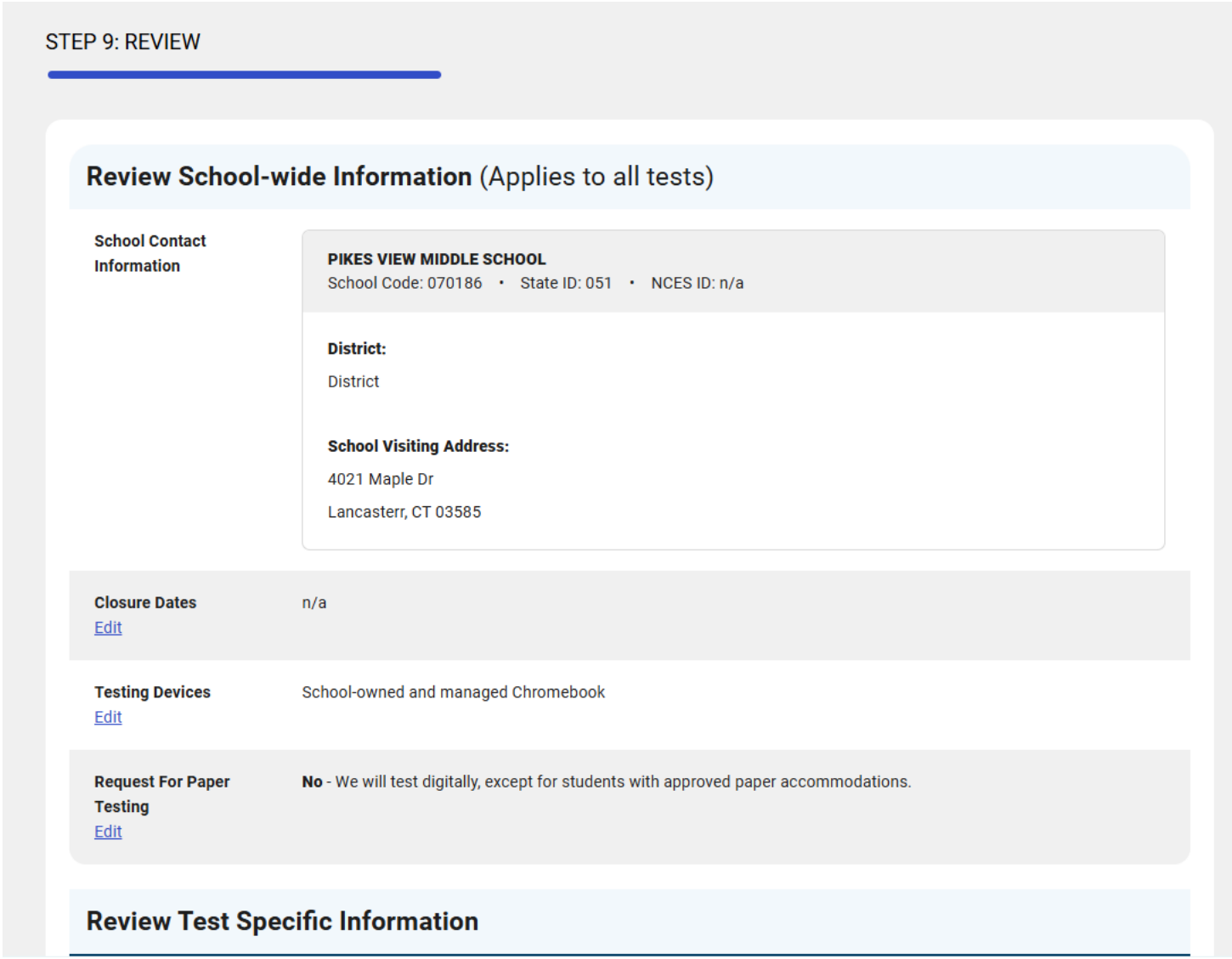


# School Coordinator: Survey, Question 9

Review prior to submission.

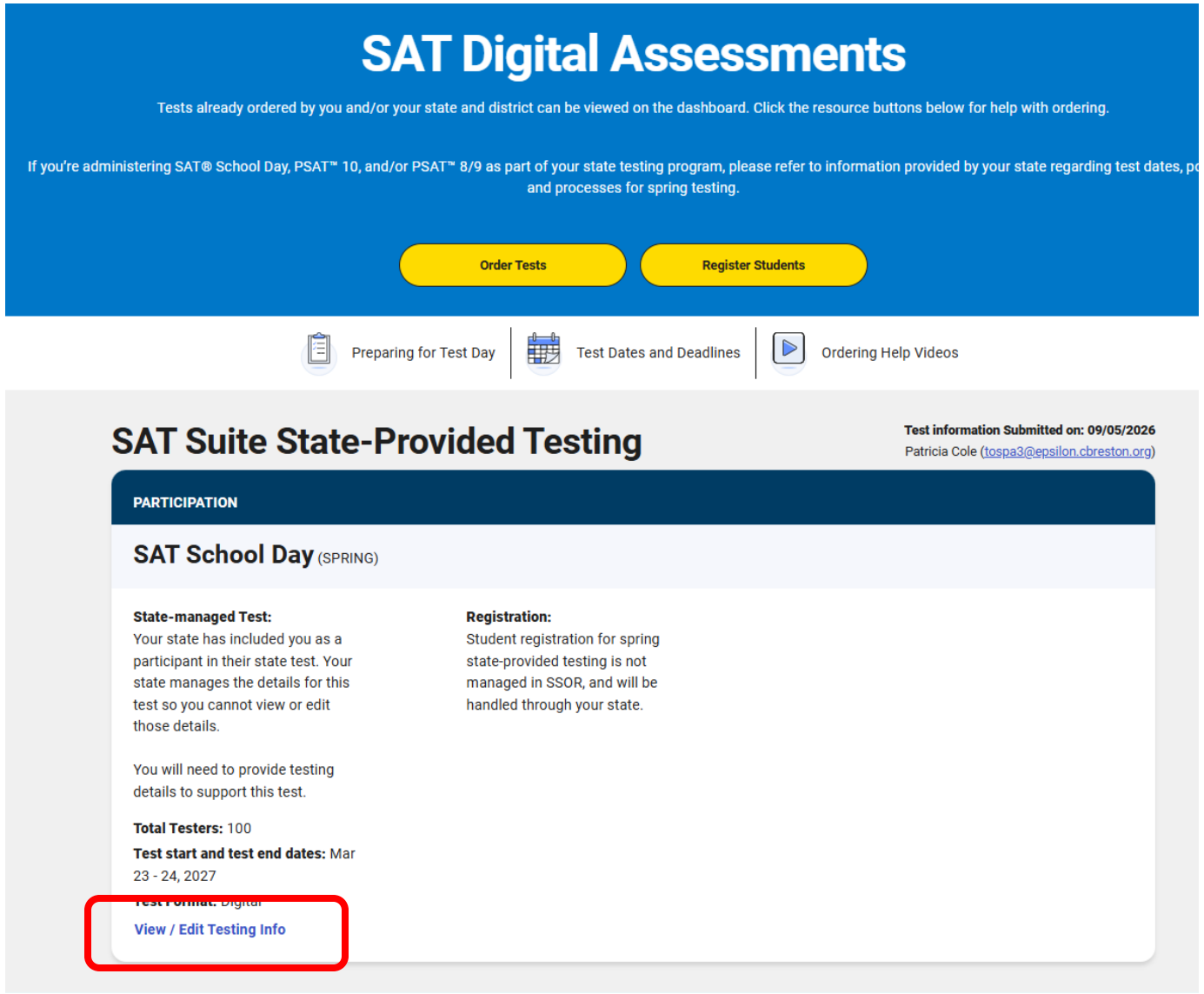
After answering, click “Next” to move to the next question — a valid response is required for each.

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



# Need to make a change after the 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.



# Resources

**Learn:** SSOR How To Video

**Learn:** What Can I do in the Managing Access Tool?

**Need Help?**
State Partnerships: Contact Us – SAT Suite | College Board

**Useful Links**
SAT Suite Ordering & Registration

Create a College Board Professional Account

# Appendix

- SSOR Access Management
- Understanding the Managing Access Tool

# 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 has its own unique access code, as well as each school within a district. If your school or district needs to set up an SSOR Access Manager for the first time, please contact State Partnerships: Contact Us – SAT Suite | College Board.

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. 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.

# Access Manager Actions: Step 1 – Set up your SSOR Access Manager(s)

To complete this step, the District Test Coordinator (DTC) needs to take one or both of the following actions:

## 1 Option One

The District Test Coordinator (DTC) can grant themselves the SSOR Access Manager role at each of their schools using each school's access code. This enables the DTC to assign and manage SSOR access permissions for each of the coordinators at their schools.

## 2 Option Two

The DTC can send each school coordinator the SSOR Access Manager access code for their school, so the school coordinator can establish their own school-level Access Manager.

- Reminder: The DTC should also grant themselves the Access Manager role at their district using the district's access code.

# Access Manager Actions: Step 2 – Assign the SAT Suite Ordering Role

To complete this step, the SSOR Access Manager(s) need to take one of the following actions:

## 1 Option One

If the DTC granted themselves the Access Manager role at each district school, they can:

- assign themselves the SAT Suite Ordering role at each school and complete the Org Establishment survey on the school's behalf — or
- assign the role to the School Test Coordinator to complete the Org Establishment information in SSOR.

## 2 Option Two

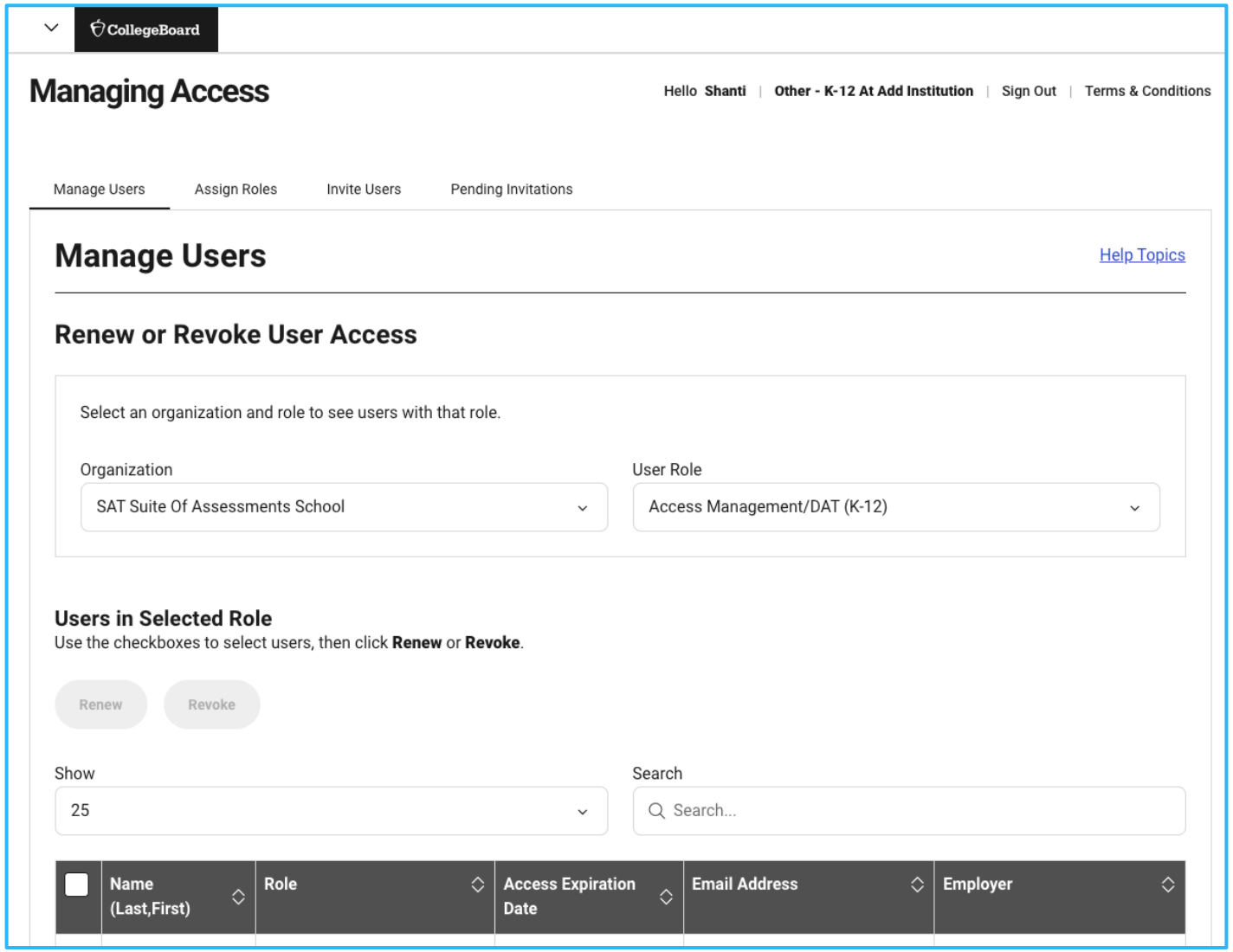
If the DTC emailed schools their SSOR Access Manager access code, the schools can assign themselves the SAT Suite Ordering role to complete the survey of Org Establishment information.

# Understanding the SSOR Managing Access Tool

← Back to Topics

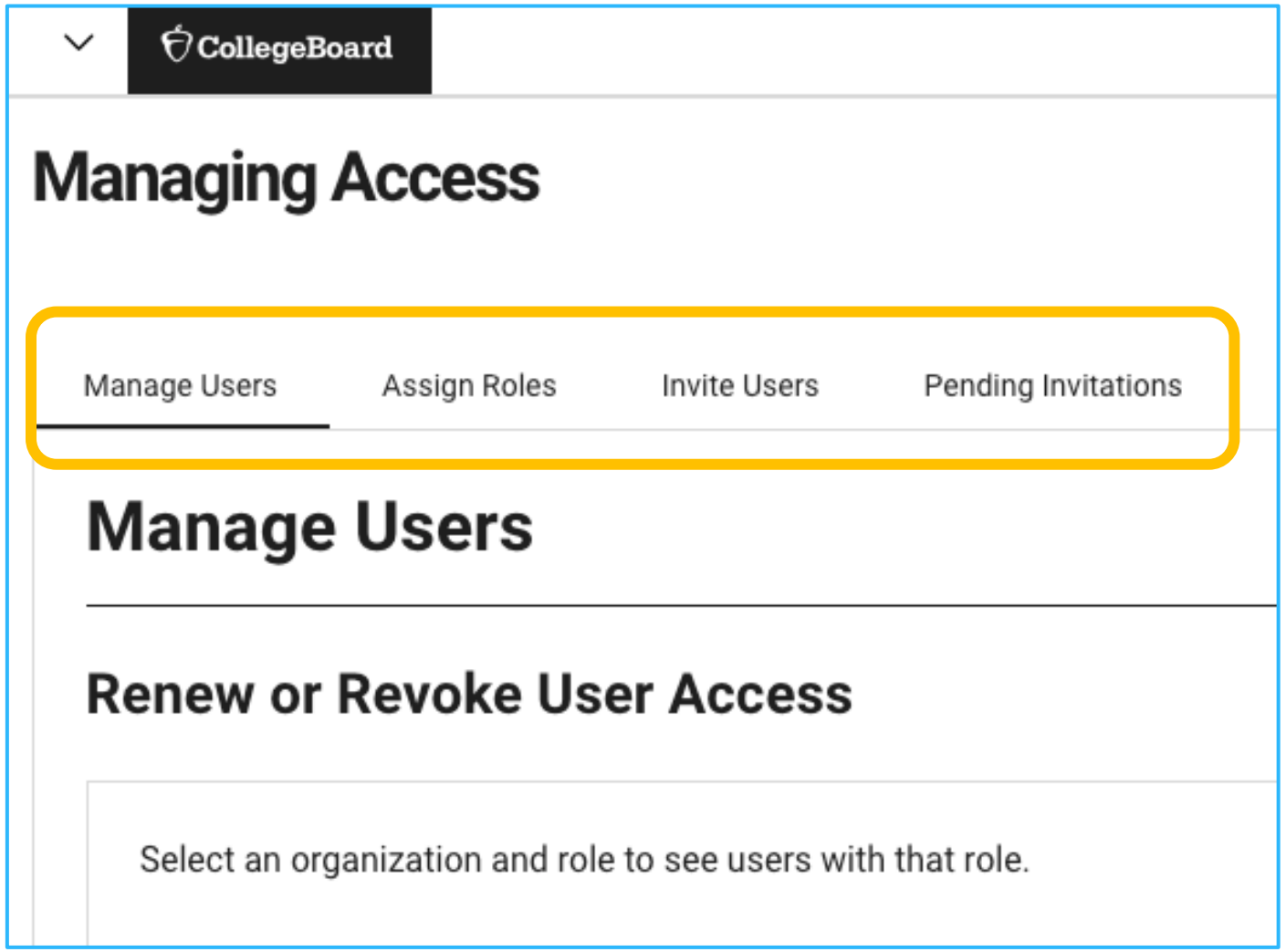
# Managing Access Tool

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



# Managing Access Tool: Navigation Menu

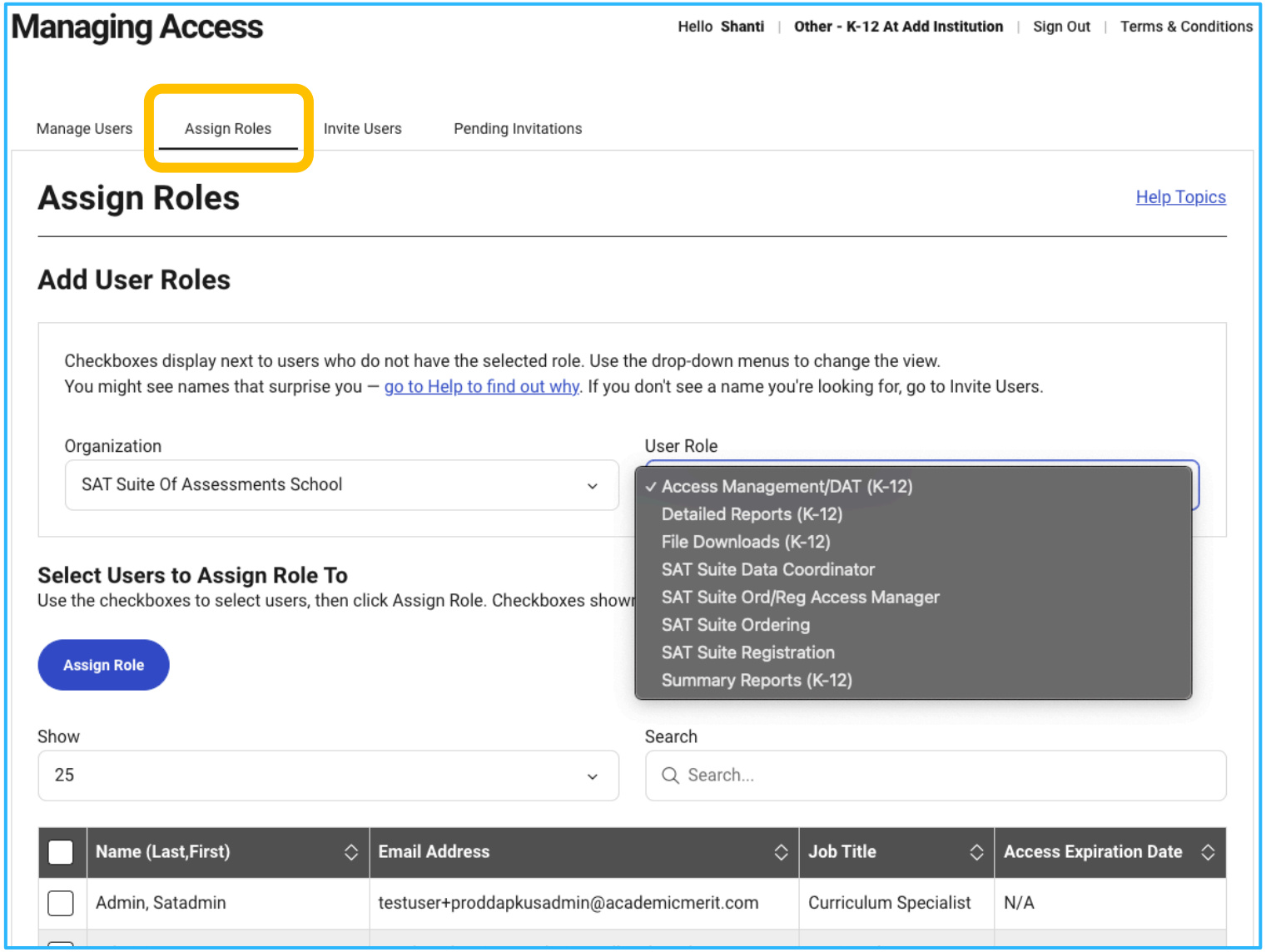
Use the top-left tabs to navigate between the Manage Users, Assign Roles, Invite Users, and Pending Invitations tabs.



# 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.



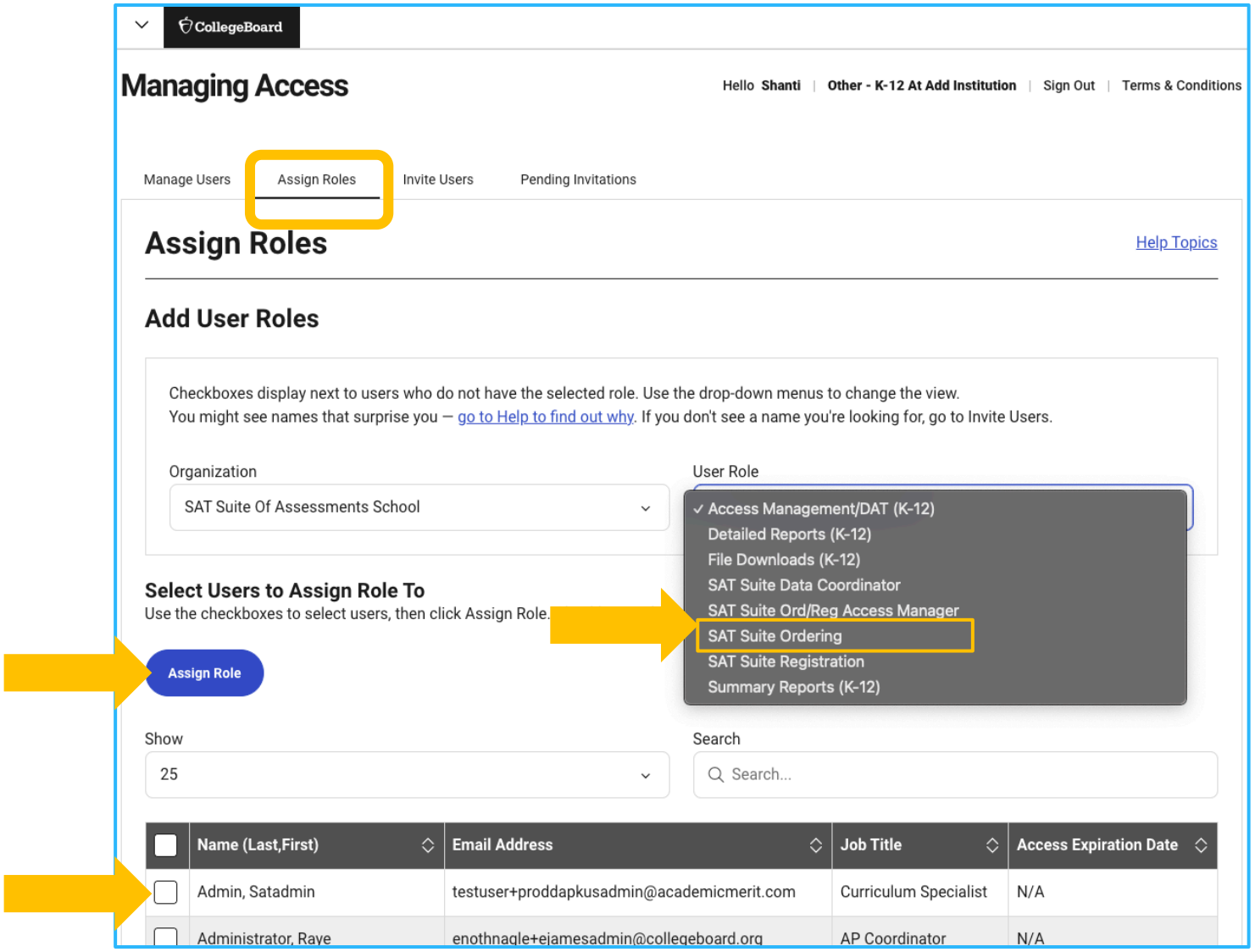

CollegeBoard

# 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.

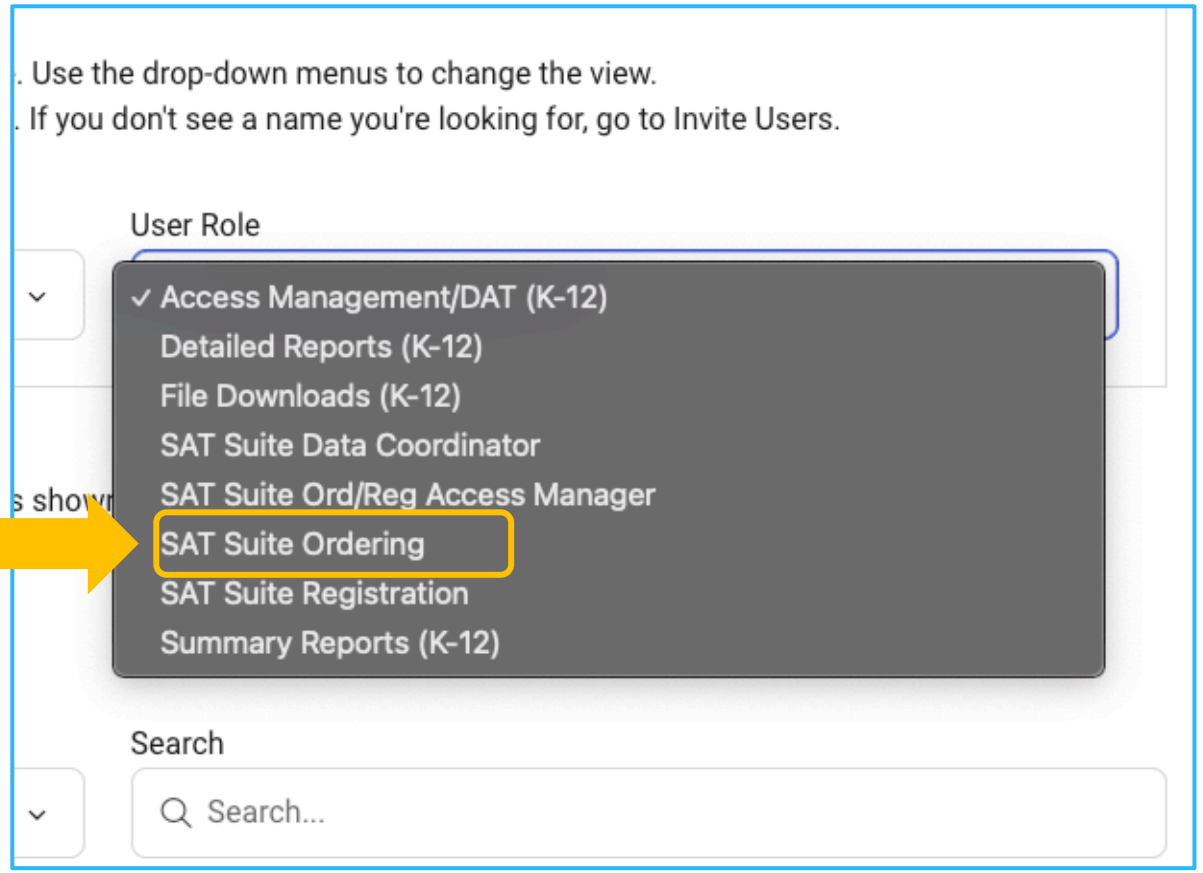
You'll be prompted to enter an expiration date to confirm the role assignment.



# Managing Access Tool – Assigning the SAT Suite Ordering Role

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

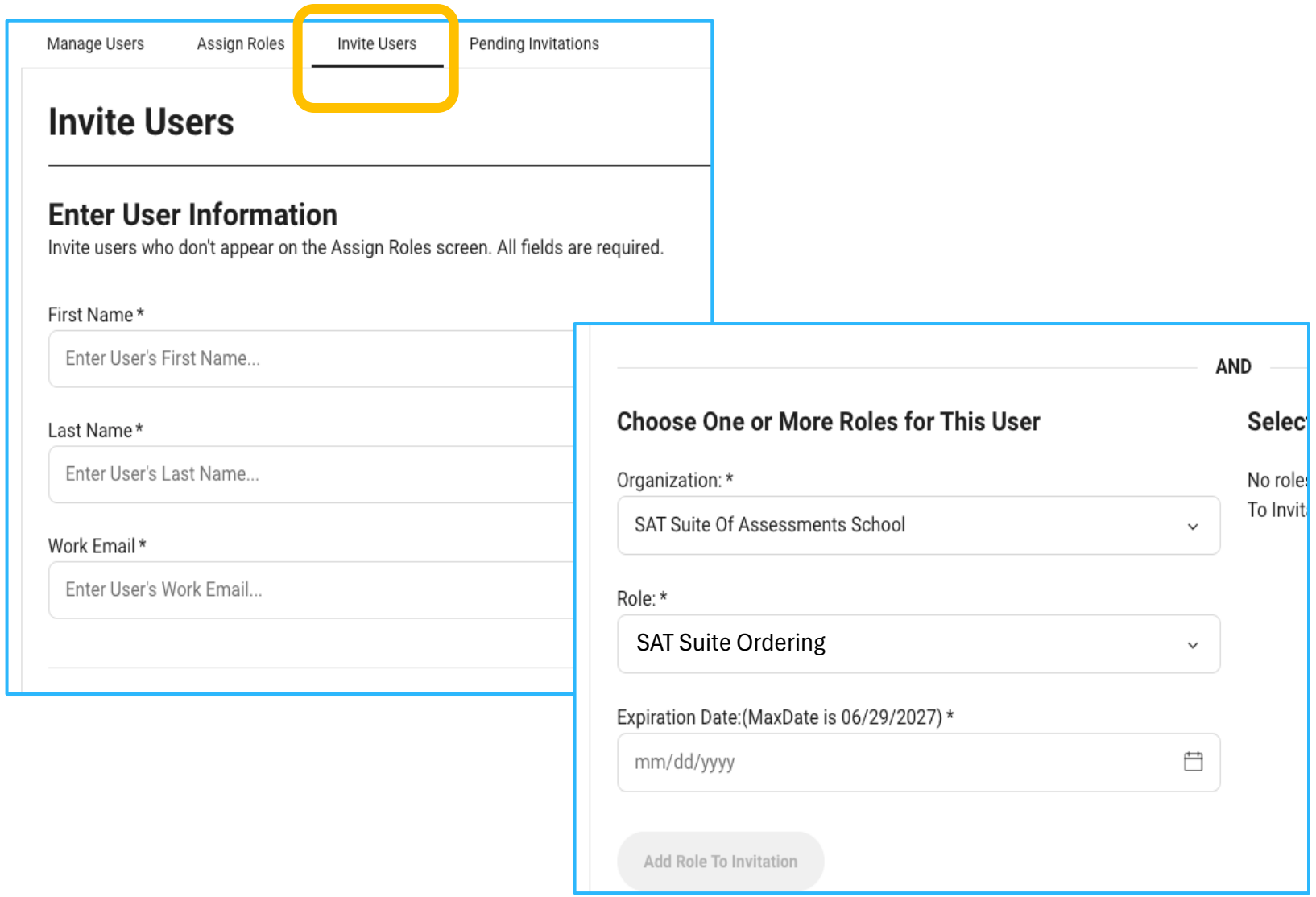
When assigning roles for Spring 2027 state-provided testing, select “SAT Suite Ordering” from the dropdown menu — **this is the only role needed to complete Org Establishment in SSOR**.



# Managing Access Tool: Inviting Users

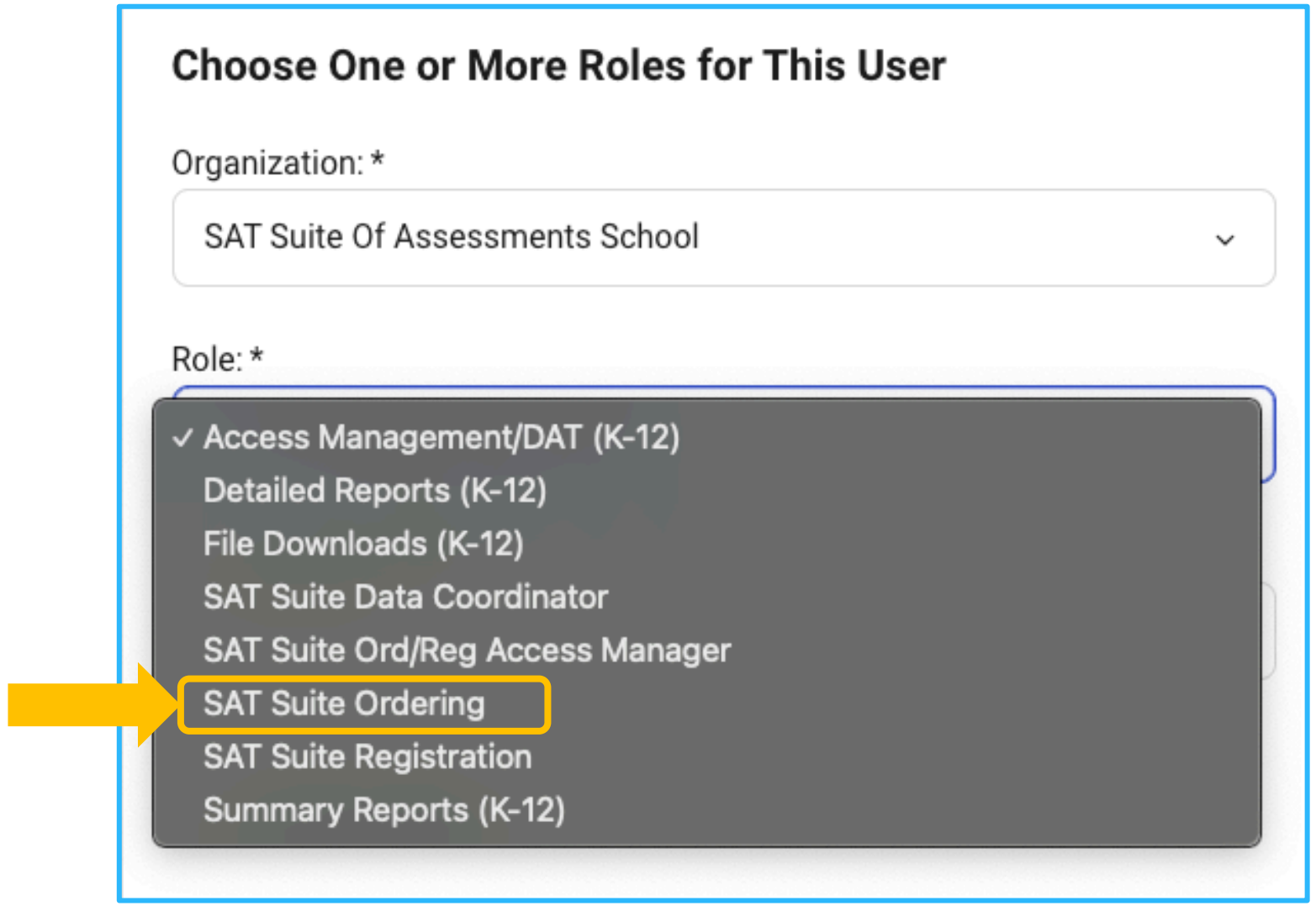
Use the Invite Users tab to give access to individuals not listed in the Assign Roles tab.

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



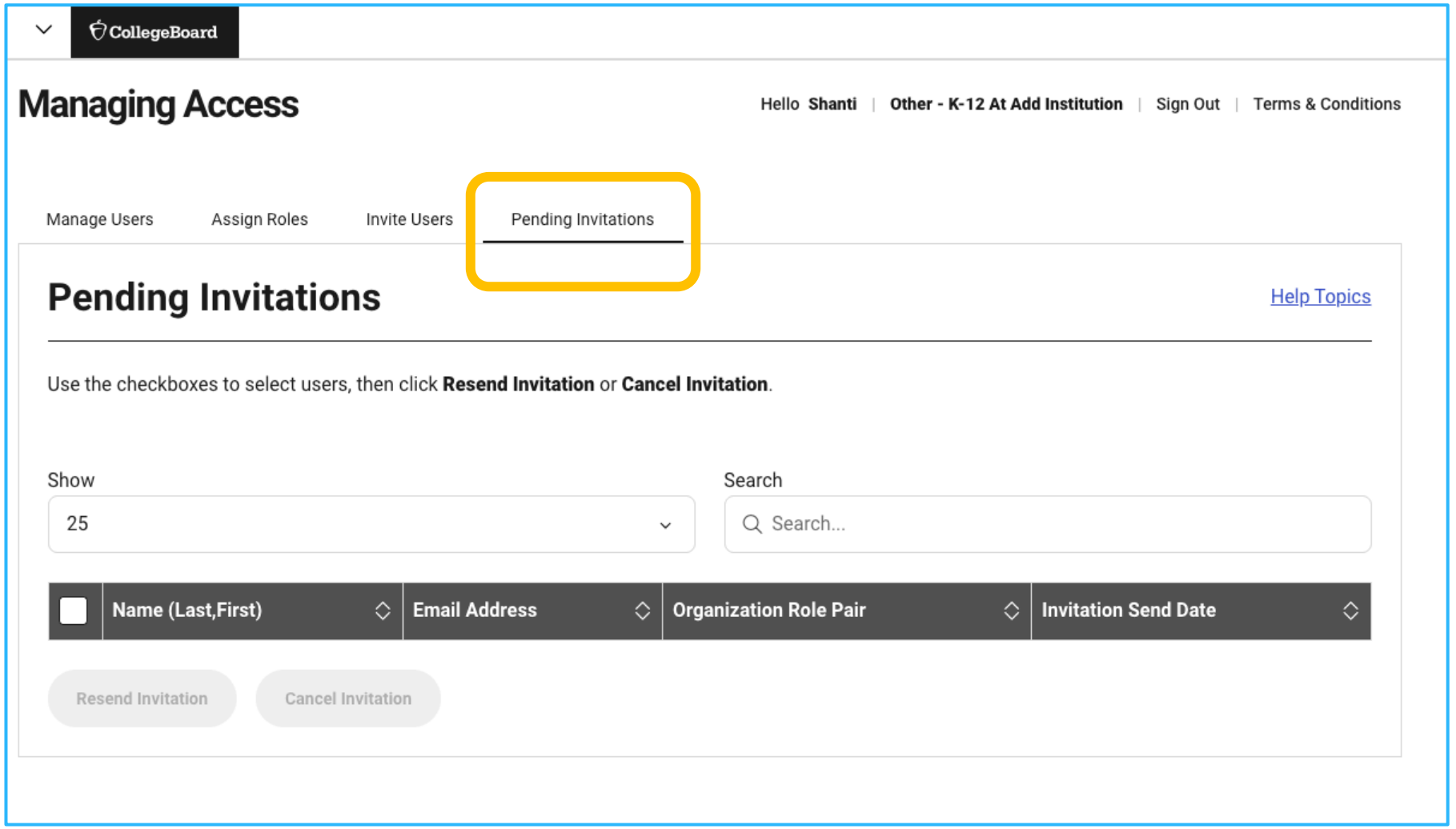
# Managing Access Tool: Assigning a Role when Inviting a User

When inviting users 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 state-provided testing.



# Managing Access Tool: Pending Invitations

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



# Thank You

CollegeBoard