

State-Funded SAT® Suite Spring Testing

Ohio District & School Guidance for Organization
Establishment in SSOR

Fall 2026



Overview

For Ohio's State-Funded 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, starting October 16, 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 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>



Sign In

Email Address

Next

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.

STEP 1: DISTRICT INFORMATION

Confirm your District / Corporation information.

Review the details your state provided below for your district to ensure they are accurate. You cannot update any of this information here. Reach out to your state DOE point of contact if data corrections are needed.

District

State ID: 204201 • NCES ID: n/a

[1 Participating Schools](#)

Mailing Address:

Street

City, AL 22231

Cancel and Exit

Next

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.

Confirm or edit your testing contacts.

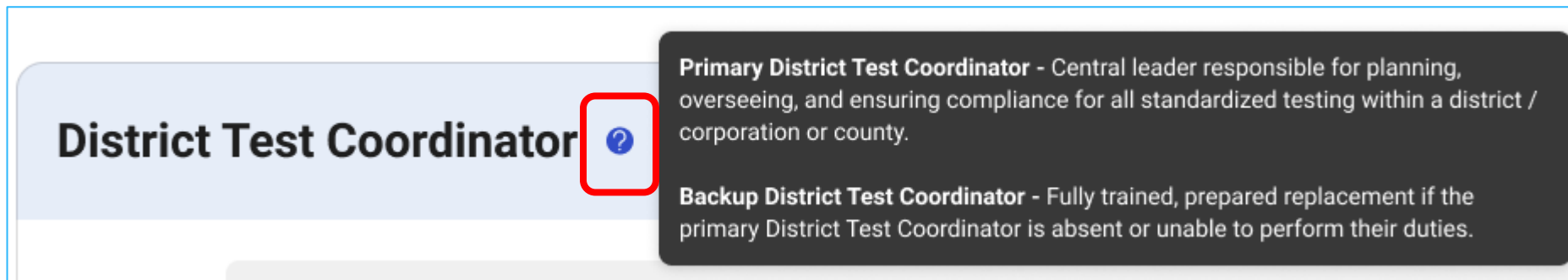
Add or edit testing contacts for your state testing. **All contacts are required.** For Test Coordinator contacts, you are required to provide one primary contact and one backup contact. You can optionally provide up to 4 additional backup test coordinator contacts. Only the professional email address and phone number for each contact should be provided.

District Test Coordinator ⓘ [Edit](#)

	SAT SCHOOL DAY (SPRING)	SAT SCHOOL DAY (SPRING)	SAT SCHOOL DAY (SPRING)
Primary	<div>Select... ▼</div> <div>David</div> <div>Rodriguez</div> <div>Counselor ▼</div> <div>DRodriguez@school.edu</div> <div>555 - 555 - 5555</div> <div>Ext. (optional)</div> <div>Located In: ☒ U.S. and U.S. Territories ☐ Outside the U.S.</div>	<div>Select... ▼</div> <div>David</div> <div>Rodriguez</div> <div>Counselor ▼</div> <div>DRodriguez@school.edu</div> <div>555 - 555 - 5555</div> <div>Ext. (optional)</div> <div>Located In: ☒ U.S. and U.S. Territories ☐ Outside the U.S.</div>	<div>Select... ▼</div> <div>David</div> <div>Rodriguez</div> <div>Counselor ▼</div> <div>DRodriguez@school.edu</div> <div>555 - 555 - 5555</div> <div>Ext. (optional)</div> <div>Located In: ☒ U.S. and U.S. Territories ☐ Outside the U.S.</div>
Backup 1	<div>Select... ▼</div>	<div>Select... ▼</div>	<div>Select... ▼</div>

[Next](#)

District Coordinator



The image shows a user interface element for a 'District Test Coordinator' role. It consists of a light blue rounded rectangle containing the text 'District Test Coordinator' and a small blue question mark icon. A red square highlights the question mark icon. To the right of this rectangle is a dark grey tooltip box with white text. The tooltip contains two lines of text: 'Primary District Test Coordinator - Central leader responsible for planning, overseeing, and ensuring compliance for all standardized testing within a district / corporation or county.' and 'Backup District Test Coordinator - Fully trained, prepared replacement if the primary District Test Coordinator is absent or unable to perform their duties.'

District Test Coordinator ?

Primary District Test Coordinator - Central leader responsible for planning, overseeing, and ensuring compliance for all standardized testing within a district / corporation or county.

Backup District Test Coordinator - Fully trained, prepared replacement if the primary District Test Coordinator is absent or unable to perform their duties.

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".



CB Policy Acknowledgement

- All testing is required to occur during the testing window.
- The contact information provided in SSOR will only be used for communications related to my state's contract testing. By entering contact information of any school staff, I represent that I have obtained permission from them to do so.

First Name
*Required

Patricia

Last Name
*Required

Cole

☒ I understand and agree

Cancel

Submit

District Coordinator: Participating Schools

SAT Suite State-Provided Testing

Test information Submitted on: 09/04/2026
Patricia Cole

PARTICIPATION

SAT School Day (SPRING)

State-managed Test:
Your state has included you as a participant in their state test. Your state manages the details for this test so you cannot view or edit those details.

Registration:
Student registration for spring state-provided testing is not managed in SSOR, and will be handled through your state.

You will need to provide testing details to support this test.

[1 Participating Schools](#)

Test Format: Digital (1), Paper Only (0)

Test start and test end dates: Mar 1 - Apr 30, 2027

[View / Edit Testing Info](#)

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.

 CollegeBoard

14

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 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

School Coordinator: Steps to Complete Organization Establishment

Getting Started & Login

Log in to SSOR at:

<https://ordering.collegeboard.org>



Sign In

Email Address

Next

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

The screenshot shows the CollegeBoard SAT Suite Ordering and Registration interface for Connecticut. The top navigation bar includes the CollegeBoard logo and a user profile icon labeled 'John'. Below the navigation bar, the page title is 'SAT Suite Ordering and Registration | Connecticut'. The main content area is divided into two sections. The first section, 'SAT Digital Assessments', has a blue background and contains text about viewing tests and a note about state testing programs. It includes two yellow buttons: 'Order Tests' and 'Register Students'. Below this section is a row of three icons with labels: 'Preparing for Test Day', 'Test Dates and Deadlines', and 'Ordering Help Videos'. The second section, 'SAT Suite State-Provided Testing', has a light gray background. It features a warning message: 'You are required to provide testing details to support this test.' To the right of this message is a yellow button labeled 'Enter Testing Details', which is highlighted with a red rectangular border. Below the warning message is a dark blue header for 'PARTICIPATION'. Under this header, the section is titled 'SAT School Day (SPRING)'. It contains two columns of text. The left column, titled 'State-managed Test:', explains that the state manages the details and that the coordinator cannot view or edit them. The right column, titled 'Registration:', states that student registration is not managed in SSOR and will be handled through the state. At the bottom of this section, a note states: 'You will need to provide testing details to support this test.'

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.

STEP 1: SCHOOL INFORMATION

Confirm your school information.

Review the details your state provided below for your school to ensure they are accurate. You cannot update any of this information here. Reach out to your state DOE point of contact if data corrections are needed.

PIKES VIEW MIDDLE SCHOOL
School Code: 070186 • State ID: 051 • NCES ID: n/a

District:
District

School Visiting Address:
4021 Maple Dr
Lancasterr, CT 03585

Save and Exit **Next**

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.

STEP 2: STUDENTS

How many students will you be testing?
Enter your estimated number of test takers. This information is for planning purposes only.

TESTS	TOTAL TESTERS
SAT School Day	
Spring	<input type="text" value="100"/>

[Previous Step](#) | [Save and Exit](#) [Next](#)

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.

STEP 3: TESTING DATES

Tell us when you plan to start/end testing.

Indicate the **actual** expected start and end dates for **your** school's testing. This is not binding and purely for planning purposes. Do not include makeup testing due to absence, irregularities, etc.

TESTS	TOTAL TESTERS	TESTING DATES
SAT School Day		
Spring	100	Mar 23 - Mar 24, 2027 Edit

[Previous Step](#) | [Save and Exit](#) [Next](#)

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.

STEP 4: CLOSURE DATES

Tell us when your school has planned closures.

Confirm all the expected closure dates for your school, beginning in mid-February through the end of College Board's spring testing window. Include your school's spring break as well as any other school holidays. If your school is located in **West Virginia**, select "no closure dates".

Does your school have closure dates during the testing window?

☒ **No**— My school does not have any breaks or holidays that fall within these dates.

☐ **Yes**— My school has breaks or holidays that fall within these dates.

[Previous Step](#) | [Save and Exit](#) [Next](#)

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.

STEP 5: CONTACT

Confirm or edit your testing contacts.

Add or edit testing contacts for your state testing. All contacts are required. For Test Coordinator contacts, you are required to provide one primary contact and one backup contact. You can optionally provide up to 4 additional backup test coordinator contacts. Only the professional email address and phone number for each contact should be provided.

School Principal (All Tests) ⓘ

**All fields are required*

Select...

First Name

Last Name

Email

Phone

Ext. (optional)

Located in:

☒ U.S. and U.S. Territories

☐ Outside the U.S.

School Coordinator: Survey, Question 6

College Board and ODEW 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.

STEP 6: DEVICES

What devices will your students use to test?

Select all that apply:

- ☐ PC-computer
- ☐ Mac-computer
- ☐ iPad
(Note: external keyboard permitted for SAT with Essay – applies to **Delaware** and **DoWEA** schools only)
- ☐ Windows tablet
(External keyboards are necessary for all students using Windows tablets. The Highlights & Notes tool will not be available to Windows tablet users without an external keyboard. For SAT with Essay testers (applies to **Delaware** and **DoWEA** schools only), an external keyboard will be necessary to type the essay.)
- ☒ School-owned and managed Chromebook
(Note: Chromebooks MUST be school-owned and managed)
- ☐ Unsure at this time
- ☐ Other

Previous Step | Save and Exit **Next**

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 ODEW 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.

STEP 7: OTHER TESTING NEEDS

Will your school request paper-only testing for all students?

You're expected to test all your students digitally, except for accommodated students approved to test on paper. If there are extenuating circumstances where testing students digitally isn't possible (i.e. all students are restricted from the use of technology or religious exemptions), you can request paper-only testing. **Your state will review this request, and if approved, will update your testing format from digital to paper-only testing.** You'll see this test format update provided on your testing dashboard. (**Note:** Paper-only testing for all students is not available in DoWEA.)

☐ **Yes** - Request paper-only for this test.
(*Note: we'll send your request to the state for review. If approved, your dashboard will update to show 'Paper-only Testing'*)

☒ **No** - We will test digitally, except for students with approved paper accommodations.

[Previous Step](#) | [Save and Exit](#) [Next](#)

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.

STEP 8: OFF-SITE TESTING

Are you planning to use any off-site locations for testing?

Enter the number of off-site testing locations you plan to use for testing. If you aren't using off-site testing locations, select the checkbox to confirm that. (Note: Off-site testing is not available to schools in **Delaware, DoWEA, and Rhode Island.**) [Off-site Testing Tips](#)

NUMBER OF LOCATIONS	
SAT School Day	
Spring	☒ No - I do not plan to offer off-site testing. ☐ Yes - I plan to use off-site testing (I understand if my school is using an off-site location for testing, the location must follow all rules for a test center as outlined in the Test Coordinator Manual)

[Previous Step](#) | [Save and Exit](#) [Next](#)

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.

STEP 9: REVIEW

Review School-wide Information (Applies to all tests)

School Contact Information	PIKES VIEW MIDDLE SCHOOL School Code: 070186 • State ID: 051 • NCES ID: n/a District: District School Visiting Address: 4021 Maple Dr Lancasterr, CT 03585
Closure Dates Edit	n/a
Testing Devices Edit	School-owned and managed Chromebook
Request For Paper Testing Edit	No - We will test digitally, except for students with approved paper accommodations.

Review Test Specific Information

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.

SAT Digital Assessments

Tests already ordered by you and/or your state and district can be viewed on the dashboard. Click the resource buttons below for help with ordering.

If you're administering SAT® School Day, PSAT™ 10, and/or PSAT™ 8/9 as part of your state testing program, please refer to information provided by your state regarding test dates, processes for spring testing.

[Order Tests](#)[Register Students](#)

[Preparing for Test Day](#)[Test Dates and Deadlines](#)[Ordering Help Videos](#)

SAT Suite State-Provided Testing

Test information Submitted on: 09/05/2026
Patricia Cole (tospa3@epsilon.cbreston.org)

PARTICIPATION

SAT School Day (SPRING)

State-managed Test:
Your state has included you as a participant in their state test. Your state manages the details for this test so you cannot view or edit those details.

You will need to provide testing details to support this test.

Total Testers: 100
Test start and test end dates: Mar 23 - 24, 2027
Test Format: Digital

Registration:
Student registration for spring state-provided testing is not managed in SSOR, and will be handled through your state.

[View / Edit Testing Info](#)

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](#)

[Ohio College Board SAT School Day Website](#)

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.

CollegeBoard

Managing Access

Hello Shanti | Other - K-12 At Add Institution | Sign Out | Terms & Conditions

Manage Users | Assign Roles | Invite Users | Pending Invitations

Manage Users

[Help Topics](#)

Renew or Revoke User Access

Select an organization and role to see users with that role.

Organization

SAT Suite Of Assessments School

User Role

Access Management/DAT (K-12)

Users in Selected Role

Use the checkboxes to select users, then click **Renew** or **Revoke**.

Renew

Revoke

Show

25

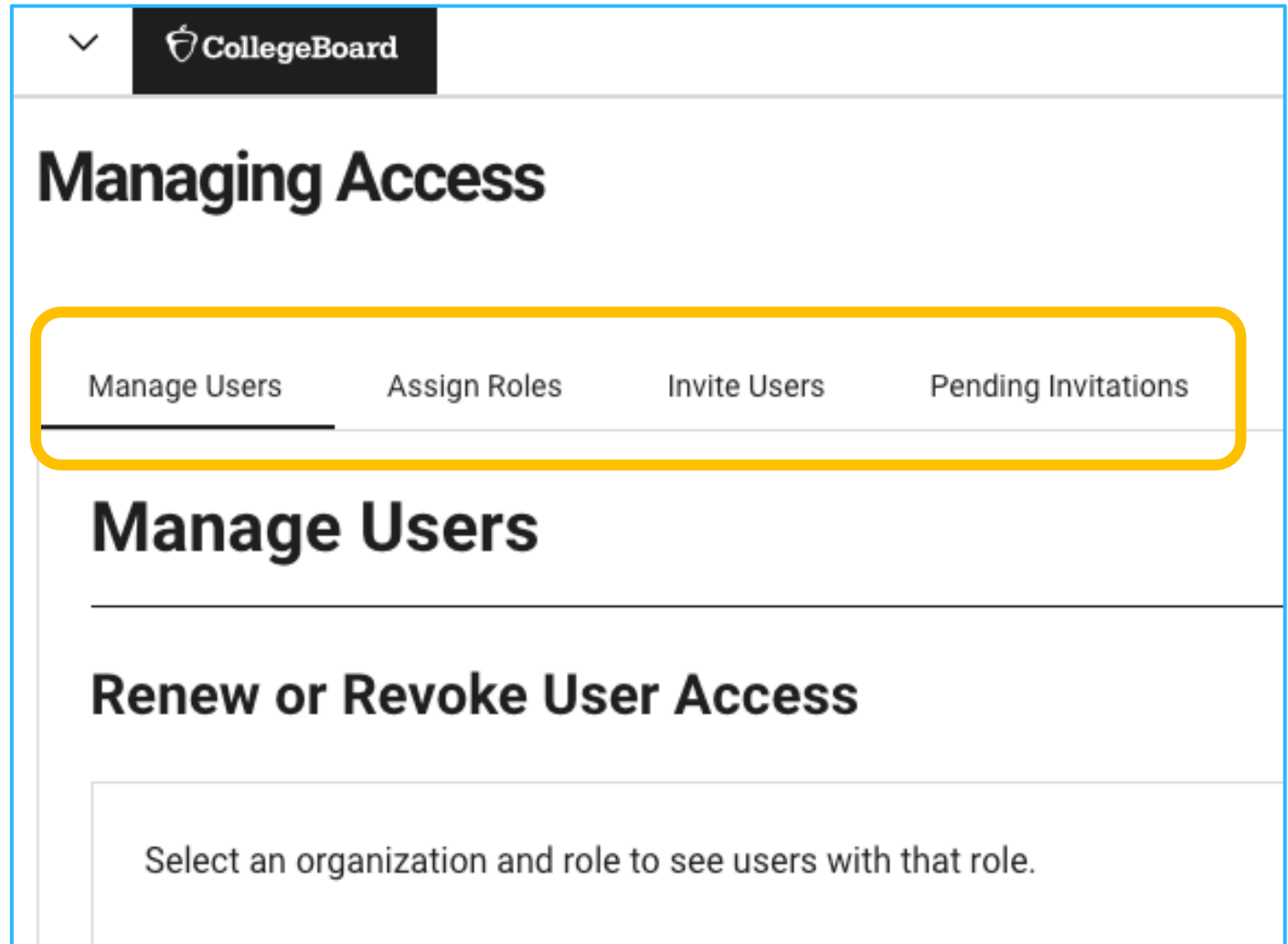
Search

Q Search...

☐	Name (Last,First)	Role	Access Expiration Date	Email Address	Employer
--------------------------	----------------------	------	---------------------------	---------------	----------

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.

Managing Access

Hello Shanti | Other - K-12 At Add Institution | Sign Out | Terms & Conditions

Manage Users

Assign Roles

Invite Users

Pending Invitations

Assign Roles

[Help Topics](#)

Add User Roles

Checkboxes display next to users who do not have the selected role. Use the drop-down menus to change the view. You might see names that surprise you — [go to Help to find out why](#). If you don't see a name you're looking for, go to Invite Users.

Organization

SAT Suite Of Assessments School

User Role

✓ Access Management/DAT (K-12)

Detailed Reports (K-12)

File Downloads (K-12)

SAT Suite Data Coordinator

SAT Suite Ord/Reg Access Manager

SAT Suite Ordering

SAT Suite Registration

Summary Reports (K-12)

Select Users to Assign Role To

Use the checkboxes to select users, then click Assign Role. Checkboxes show

Assign Role

Show

25

Search

Q Search...

☐	Name (Last,First)	Email Address	Job Title	Access Expiration Date
☐	Admin, Satadmin	testuser+proddapkusadmin@academicmerit.com	Curriculum Specialist	N/A

 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.

The screenshot shows the 'Managing Access' interface. The 'Assign Roles' tab is selected and highlighted with a yellow box. Below it, the 'Add User Roles' section contains instructions and a dropdown menu for 'Organization' set to 'SAT Suite Of Assessments School'. A 'User Role' dropdown menu is open, showing a list of roles with 'SAT Suite Ordering' highlighted by a yellow box. A yellow arrow points from the 'Assign Role' button to this dropdown. Below the roles, the 'Select Users to Assign Role To' section has a yellow arrow pointing to the 'Assign Role' button. At the bottom, a table lists users, with a yellow arrow pointing to the first row. The table has columns for Name, Email Address, Job Title, and Access Expiration Date.

CollegeBoard

Managing Access

Hello Shanti | Other - K-12 At Add Institution | Sign Out | Terms & Conditions

Manage Users **Assign Roles** Invite Users Pending Invitations

Assign Roles [Help Topics](#)

Add User Roles

Checkboxes display next to users who do not have the selected role. Use the drop-down menus to change the view. You might see names that surprise you — [go to Help to find out why](#). If you don't see a name you're looking for, go to Invite Users.

Organization: SAT Suite Of Assessments School

User Role:

- ✓ Access Management/DAT (K-12)
- Detailed Reports (K-12)
- File Downloads (K-12)
- SAT Suite Data Coordinator
- SAT Suite Ord/Reg Access Manager
- SAT Suite Ordering**
- SAT Suite Registration
- Summary Reports (K-12)

Select Users to Assign Role To
Use the checkboxes to select users, then click Assign Role.

Assign Role

Show: 25

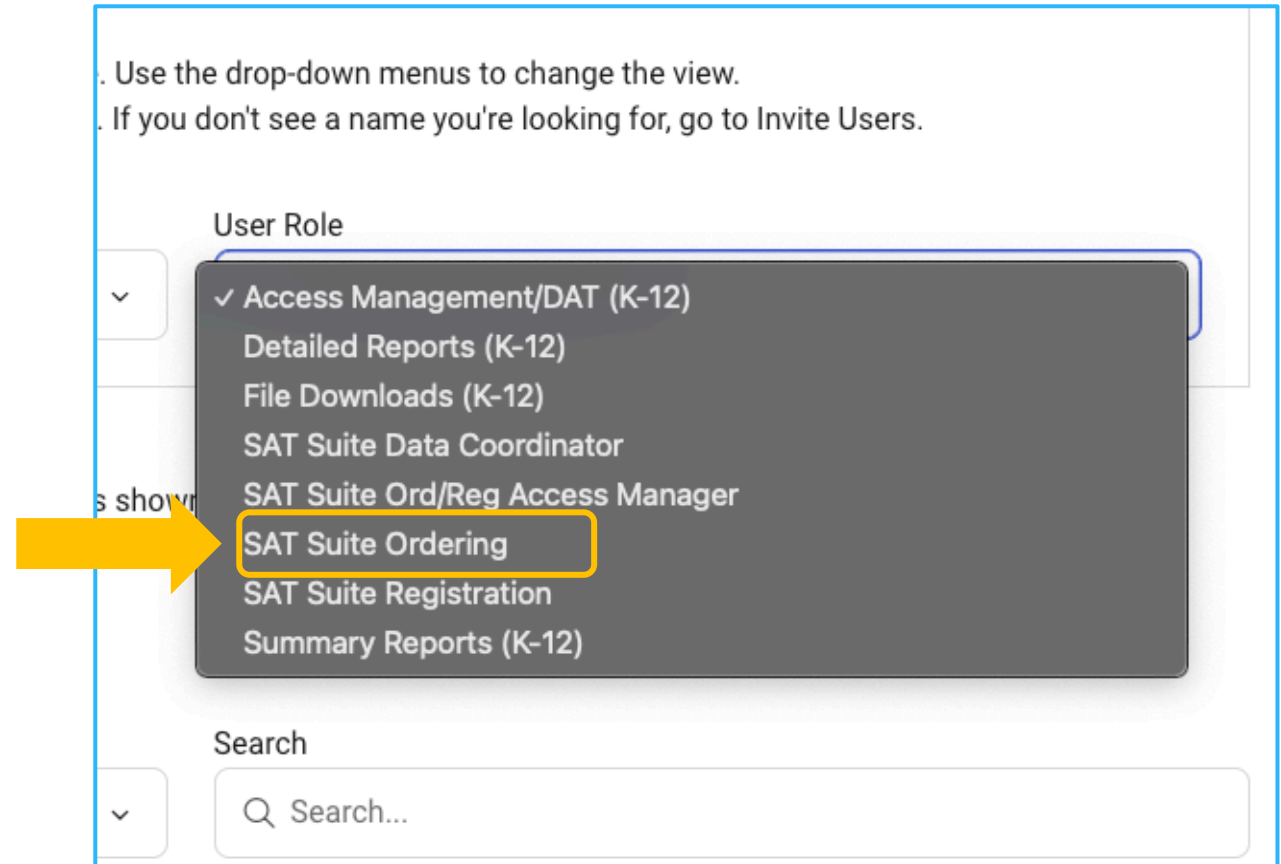
Search: Q Search...

	Name (Last,First)	Email Address	Job Title	Access Expiration Date
☐	Admin, Satadmin	testuser+proddapkusadmin@academicmerit.com	Curriculum Specialist	N/A
☐	Administrator, Raye	enothnaqle+ejamesadmin@collegeboard.org	AP Coordinator	N/A

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.

The screenshot displays the 'Managing Access Tool' interface with the 'Invite Users' tab selected. The tab is highlighted with a yellow box. The main form area is titled 'Invite Users' and contains a section 'Enter User Information' with the instruction: 'Invite users who don't appear on the Assign Roles screen. All fields are required.' Below this are three input fields: 'First Name *', 'Last Name *', and 'Work Email *', each with a placeholder text 'Enter User's First Name...', 'Enter User's Last Name...', and 'Enter User's Work Email...' respectively. A modal window is open on the right side, titled 'Choose One or More Roles for This User'. It features a dropdown menu for 'Organization: *' with 'SAT Suite Of Assessments School' selected, a dropdown for 'Role: *' with 'SAT Suite Ordering' selected, and a date field for 'Expiration Date: (MaxDate is 06/29/2027) *' with a placeholder 'mm/dd/yyyy'. An 'Add Role To Invitation' button is at the bottom of the modal.

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.

Choose One or More Roles for This User

Organization: *

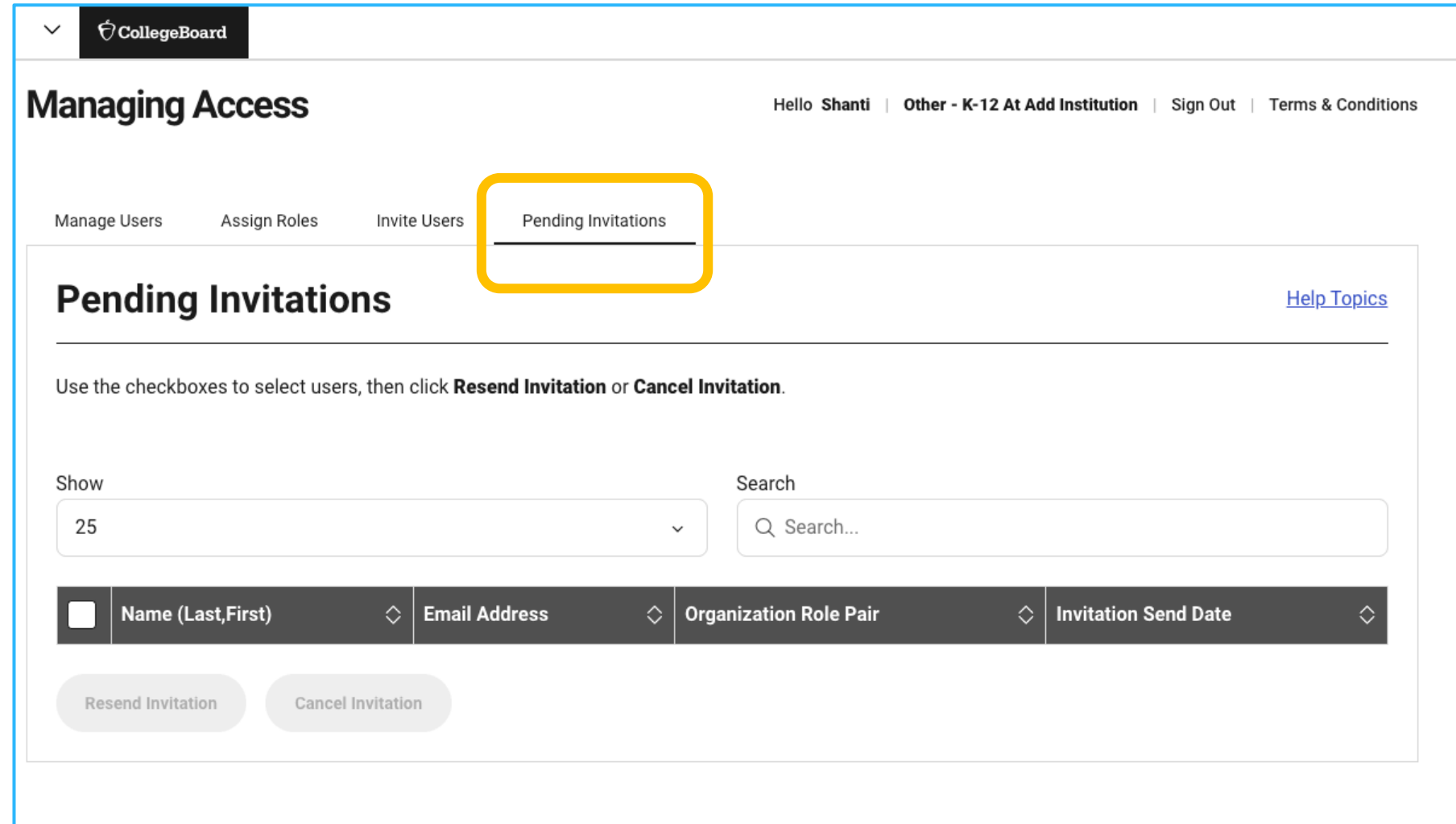
SAT Suite Of Assessments School

Role: *

- ✓ Access Management/DAT (K-12)
- Detailed Reports (K-12)
- File Downloads (K-12)
- SAT Suite Data Coordinator
- SAT Suite Ord/Reg Access Manager
- SAT Suite Ordering**
- SAT Suite Registration
- Summary Reports (K-12)

Managing Access Tool: Pending Invitations

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



The screenshot displays the 'Managing Access' interface. At the top, the CollegeBoard logo is on the left, and user information 'Hello Shanti | Other - K-12 At Add Institution | Sign Out | Terms & Conditions' is on the right. Below the header, there are four tabs: 'Manage Users', 'Assign Roles', 'Invite Users', and 'Pending Invitations'. The 'Pending Invitations' tab is highlighted with a yellow border. The main content area is titled 'Pending Invitations' and includes a 'Help Topics' link. A instruction states: 'Use the checkboxes to select users, then click **Resend Invitation** or **Cancel Invitation**.' Below this, there is a 'Show' dropdown menu set to '25' and a 'Search' input field with a magnifying glass icon and the text 'Search...'. A table with five columns is shown: a checkbox column, 'Name (Last,First)', 'Email Address', 'Organization Role Pair', and 'Invitation Send Date'. At the bottom of the interface, there are two buttons: 'Resend Invitation' and 'Cancel Invitation'.

Thank You

