State Data Management System (SDMS)

Force Matching Accommodations

CollegeBoard

Force Matching SSD IDs to Registrations

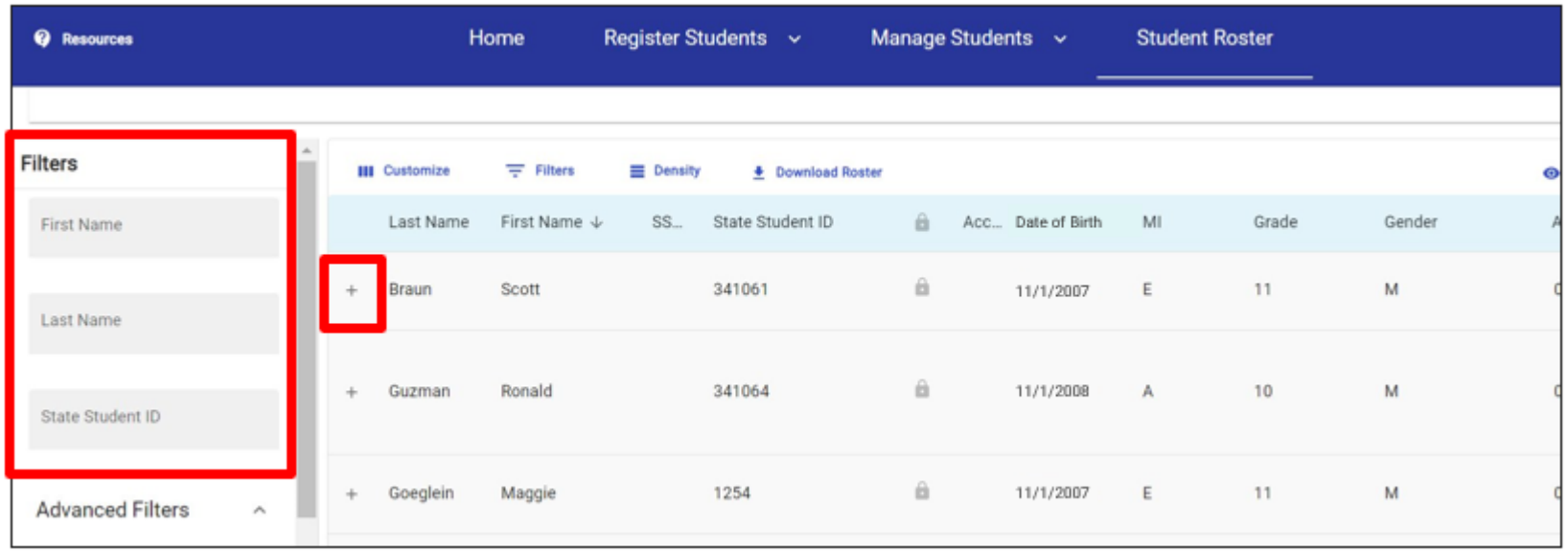
What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration in SDMS will appear automatically matched with their accommodations. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because this information comes from two different sources and may have been entered far apart in time, these records may have differences that do not permit the system to automatically match registration and accommodation data. For example, if the student's name in SSD Online is different from the name provided in the student's test registration, SDMS would require permitted personnel to verify these two records belong to the same individual. This verification is called "force matching."
- Force matching SSD IDs in SDMS makes it easy for a(n) <PERMISSIONED USER ROLE IN STATE> to match the student test registration to their SSD accommodations using their SSD ID number.
- To do this, you must know the student's SSD ID number, which is available in SSD Online. If you or the student don't know their SSD ID number, the student can call the <STATE> Helpline (<PHONE>) to find out their number.

Reminder: Finding a Student's Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.
- Click the **+ sign** to expand the student record and scroll to the **Testing Information** section.



Making the Forced Match

In SDMS, enter the student's SSD ID from SSD Online into the SSD ID field in the student's detailed record

- After the SSD ID is entered, the save button will turn blue
- Click the blue **Save** button
- In the pop-up that appears, confirm that the SSD ID number you have entered for this student is accurate and push the blue **Force Match** button

