



## Sending Your SSAT Scores

A student may add score recipients at any time: when registering for a test, after registration but before sitting for the test, or after taking the test and reviewing score results- all for free.

Select one of the options below and follow the attached directions.

**Step 1:** Begin by logging into your student account on [www.ssat.org](http://www.ssat.org). Once logged in, there are two screens you can use to add a score recipient, “My Tests” or “My Scores”

Select “My Tests” if you have not yet taken your test, but want a school to receive a copy of your scores as soon as they are available.

**OR**

Select “My Scores” if you have already taken the test, seen your scores, and have decided to send them to schools as part of your application.

Welcome, Sally Smith | My Profile Logoff

Where would you like to go?

My Tests

My Scores

My Applications

My Inquiries

My Profile

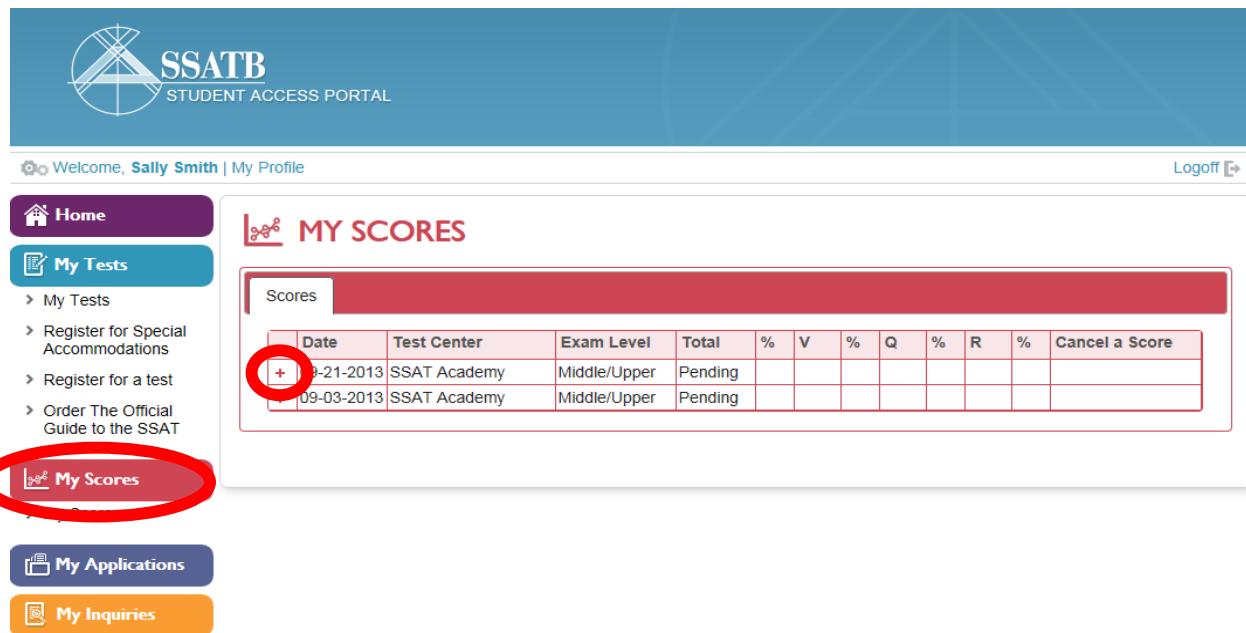
**Step 2:** If you have selected the “My Tests” option, click on the “+” next to the test date for which you want to designate a score recipient. The details of that test date will now appear.

The screenshot shows the SSATB Student Access Portal. The top navigation bar includes the SSATB logo, a welcome message for 'Sally Smith', and a 'Logoff' link. The main menu on the left has options: Home, My Tests (which is highlighted with a red circle), My Scores, My Applications, and My Inquiries. The central 'MY TESTS' section has tabs for 'Tests' and 'Archive'. A table lists two test entries: one for 'Sep 21, 2013' at 'SSAT Academy' and another for 'Sep 3, 2013' at 'SSAT Academy'. Each entry has a 'Cancel Test' button. Below the table, instructions say 'Click on the '+' icon to expand a row.' A red circle highlights the '+' icon next to the first test date.

**Step 3:** Enter the School or Organization Name for the place where you would like a copy of your scores sent in the Designate Score Recipient field and select “Add Recipient” The name of the school/organization will appear in the space below. You can continue to add recipient names, one at a time, in this way.

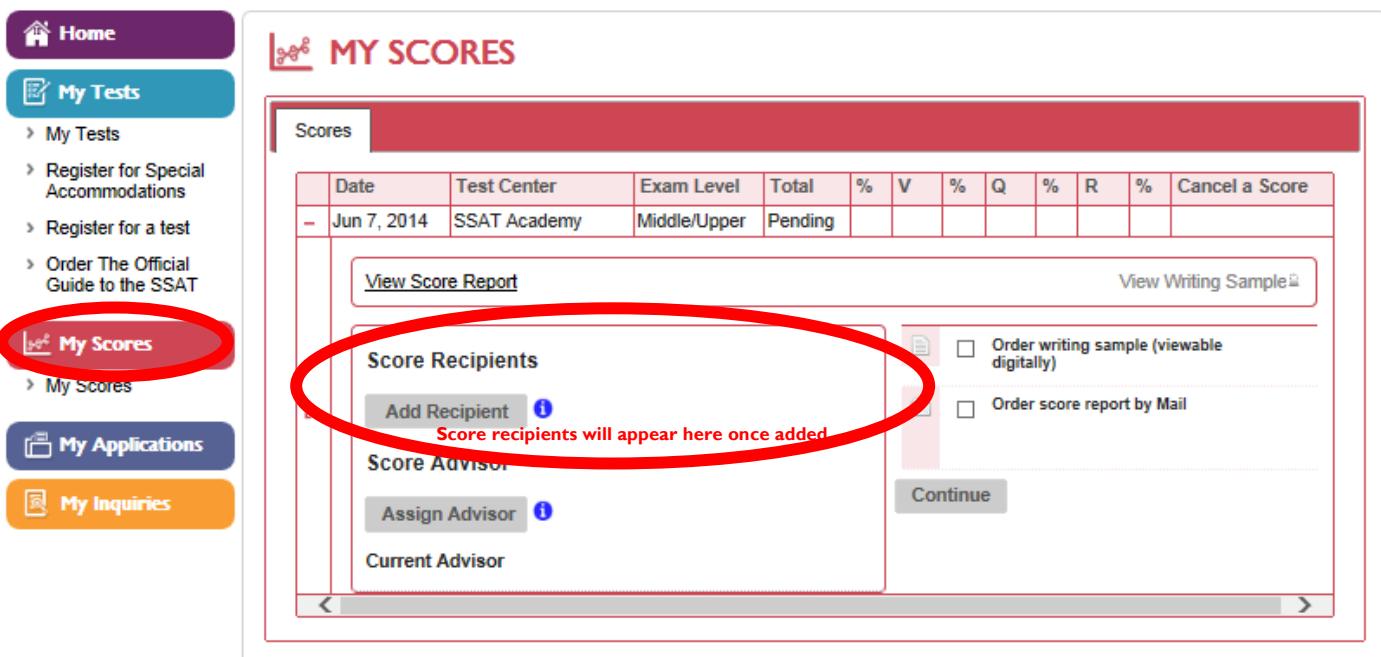
This screenshot shows the 'MY TESTS' page after selecting the first test from Step 2. The 'My Tests' menu item is circled in red. The test details for 'Jun 7, 2014' at 'SSAT Academy' are expanded. On the right, a 'Score Recipients' section is circled in red and contains the text: 'Score recipients will appear here once added.' It includes buttons for 'Add Recipient' and 'Assign Advisor'. Below this, there's a 'Current Advisor' section. At the bottom, there are sections for 'Order Additional Services' related to score alerts and guides, and a 'Continue' button.

**Step 4:** If you have selected the “My Scores” option, click on the “+” next to the test date for which you want to designate a score recipient. The details of the score information for that test date will now appear.



The screenshot shows the SSATB Student Access Portal. At the top, there's a logo with a stylized 'A' and 'S' inside a circle, followed by the text 'SSATB STUDENT ACCESS PORTAL'. Below the header, a navigation bar includes links for 'Home', 'My Tests', 'My Scores' (which is highlighted with a red oval), 'My Applications', and 'My Inquiries'. The main content area is titled 'MY SCORES' and contains a table titled 'Scores'. The table has columns for Date, Test Center, Exam Level, Total, and various percentage scores. A red circle highlights the '+' sign next to the first row, indicating where to click to add a recipient. The table shows two rows of data: one for '09-21-2013 SSAT Academy Middle/Upper Pending' and another for '09-03-2013 SSAT Academy Middle/Upper Pending'.

**Step 5:** Enter the School or Organization Name for the place where you would like a copy of your scores sent in the Designate Score Recipient field and select “Add Recipient”. The name of the school/organization will appear in the space below. You can continue to add recipient names, one at a time, in this way.



This screenshot continues from Step 4. The 'My Scores' page is shown again, with the 'My Scores' link in the sidebar also circled in red. The 'Score Recipients' section is highlighted with a large red oval. It contains a button labeled 'Add Recipient' with a help icon, and a note stating 'Score recipients will appear here once added'. To the right of this section are two checkboxes: 'Order writing sample (viewable digitally)' and 'Order score report by Mail'. Below the recipient section is a 'Score Advisor' section with a 'Assign Advisor' button and a help icon, and a 'Current Advisor' section. A 'Continue' button is located at the bottom right of the page.