

SAT School Day: Guidance for Completing the School Onboarding Survey

For Spring 2026 SAT School Day state-sponsored testing, school establishment will take place via the [SAT Suite Ordering and Registration \(SSOR\) site](#). College Board will send an email to all District Assessment Coordinators (DACs) on October 6 containing Access Manager codes for their districts and schools. Each DAC must set themselves up as the district-level Access Manager in SSOR and use the [Managing Access Tool](#) to manage other users' access and roles.

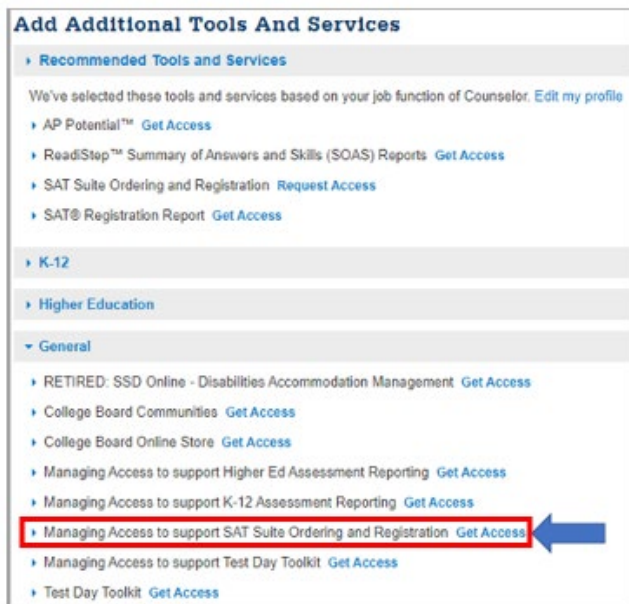
This guidance document is organized into the following sections to assist DACs with completing the establishment survey: I. Access Manager Rights in SSOR, II. Assigning User Roles in SSOR, and III. Accessing the School Onboarding Survey.

I. Access Manager Rights in SSOR

If already set up as Access Manager in SSOR, bypass this section and proceed to Section II.

Using the access code provided in the October 6 email, follow these steps:

1. Sign in to the correct College Board professional account or create a new one by going to the [professional dashboard](#).
2. Select **My Dashboard** → **General** → **Add Additional Tools and Services** (see screenshot below).
3. Click **Get Access** next to **Managing Access to support SAT Suite Ordering and Registration**.
4. Enter the correct institution and access code.



Notes:

- The access code is only valid for the institution specified in the October 6 email.
- DACs may set themselves up as the SSOR Access Manager at each of their school **OR** provide each Building Assessment Coordinator (BAC) with the appropriate access code. After entering the code, users will see the **Managing Access Tool** listed under **My Tools and Services** in their College Board account.

II. Assigning User Roles in SSOR

As Access Manager, to invite or assign someone a role in SSOR:

1. Click [Managing Access Tool](#).
2. Go to the **Assign Roles** tab, as shown by button #2 below.
3. Select the correct **Organization**.
4. Choose the role: **SSOR SAT Suite Ordering**.
5. Check the box by the user's name.
6. Click **Assign Role**, set an expiration date, and confirm the role assignment.

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

Manage Access | **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: **SAT Suite Ordering**

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

Assign Role

Show: 25

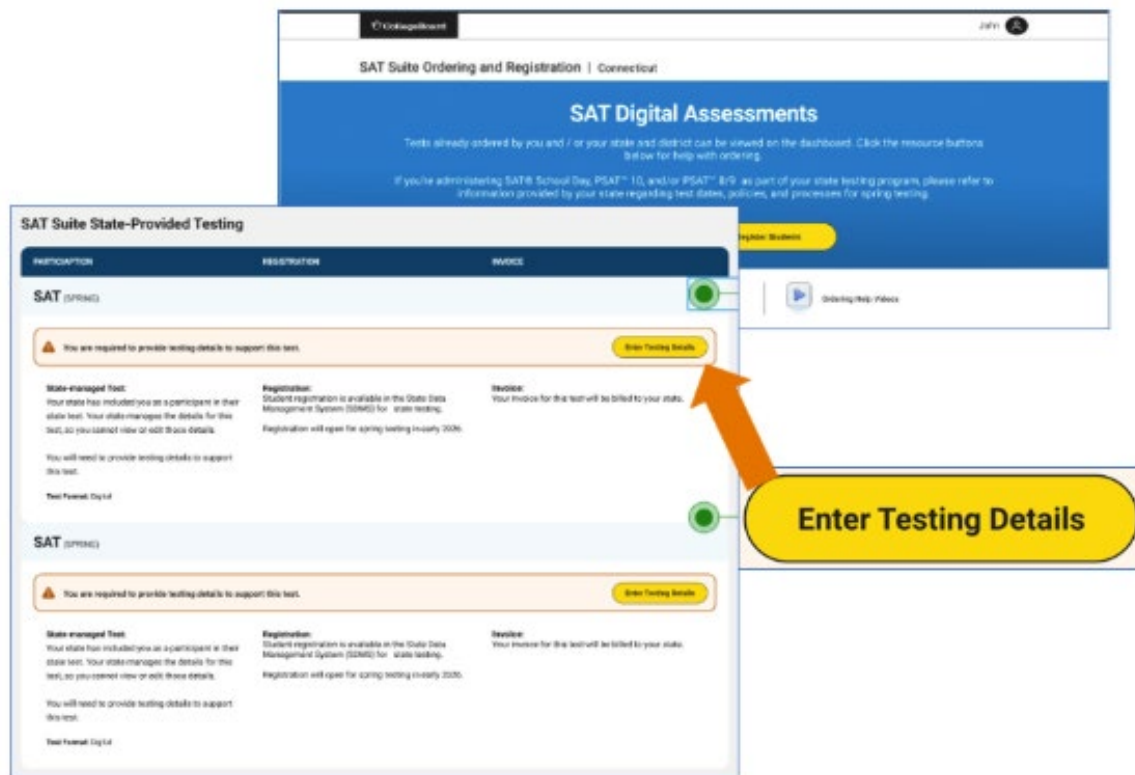
Search: Q Search...

	Name (Last,First)	Email Address	Job Title	Access Expiration Date
<input type="checkbox"/>	Admin, Satadmin	testuser+proddapkusadmin@academicmerit.com	Curriculum Specialist	N/A

Note: The **Invite Users** tab may be used to provide access to individuals not already listed in the **Assign Roles** tab.

III. Accessing the School Onboarding Survey

1. [Log in](#) to SSOR (users must be assigned the SAT Suite Ordering role).
2. Select **SAT Suite State-Provided Testing**.
3. Click **Enter Testing Details**.
4. Complete and submit the survey.



What Needs to Be Submitted in the Survey

For Each School	For Each District
<ul style="list-style-type: none">• School name, address, 6-digit AI code• Estimated number of students• Test dates and school closures (e.g., spring break)• Device types and off-site test locations (if applicable)• Contacts: BAC, SSD Coordinator, technology coordinator, principal (and backups)• Policy acknowledgement	<ul style="list-style-type: none">• District name and address• DAC contact info• Backup DAC• Optional: Data Coordinator Out of District Coordinator• Policy acknowledgement