

Here are consolidated questions from our SDMS webinar of 2.1.23. If you shared your contact details with us during the live recorded webinar or reached out to Joel or Kristin directly, we will be working on addressing your access issue. As soon as possible.

Following are key questions from our webinar.

**Q. How do I get SDMS Access?**

A. Access to SDMS is via an invitation email. That email has a unique registration link you use to activate SDMS in your College Board professional account. The access you have in SDMS is based on what role College Board has on file for you (e.g. district or school).

Here are a few potential reasons you did not receive the SDMS email on January 30.

1. You have taken on a role after the initial school information was shared in November and we do not have you matched to the correct school/district. You will need to update your information either via the [coordinator form](#) or reach out to [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org).
2. You have taken on a new role and requested an update using our update [school coordinator form](#), but our data systems have not yet updated your school/district record. You should reach out to [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org) or call 866-609-2205.
3. Your information is correct in our files, however, your district network may have blocked our message or the email was diverted to a junk/clutter folder. You should reach out to [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org) or call 866-609-2205.

**Q. Can Accommodations be changed through SDMS and Test Day Toolkit?**

A. No. Making a permanent change based on an update/removal of accommodations to the students IEP/504 (incl. parent/guardian consent), will need to be submitted in SSD Online. Changes to accommodations must be made far enough in advance of the student testing so that they are approved, and the accommodations can be provisioned for the student in test day. For additional information, please contact SSD Support at [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org) or 844- 255-7728.

**Q. Can accommodations be waived in Test Day Toolkit?**

A. No. Accommodations must be waved in SDMS. These changes only will apply to the upcoming test administration and will not be reflected in SSD Online. To remove accommodations entirely, they must be removed in SSD Online. Waving accommodations in SDMS should be done no later than 4 days prior to when the student is to test to allow for the test to be properly provisioned for the student (e.g. a student time and one-half is now standard time).

**Q. What is the deadline for registering our student list?**

A. The deadline for registering students depends on when you are testing. The state selected window for the SAT School Day is March 4 – April 26. It is recommended that the week of April 22 be reserved for reschedules (students who missed the date selected for the school to test) and retesting (students who had a qualifying irregularity and can retest). The last date to enter students in SDMS to allow them to test is April 22. However, it is not recommended that this date be used for the initial school test window.

**Q: Can a student be transferred from one school to another in a district?**

A: Yes, the district assessment coordinator has the ability to transfer students to another school within the same district in SDMS.

**Q. Is it possible to have more than 1 individual with the district-level coordinator role?**

A. Yes. In addition to the district assessment coordinator there can be a district-level data coordinator. Both roles can access SDMS to register students using a file upload. If that individual information was not provided to College Board previously (during the survey process in November), you can add a district data coordinator by reaching out to support at [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org).