



Bulk Registration Tool

For the Ohio-Funded March
and April 2022 SAT[®] School
Day Administrations

Spring 2022



Presentation will be emailed out to participants and later
posted at collegeboard.org/Ohio





Purpose of the College Board Bulk Registration Tool and Submission of Registration File

Preparing Your Registration File

Uploading Your Registration File

Fixing Errors and Submitting Your Registration File

SAT School Day

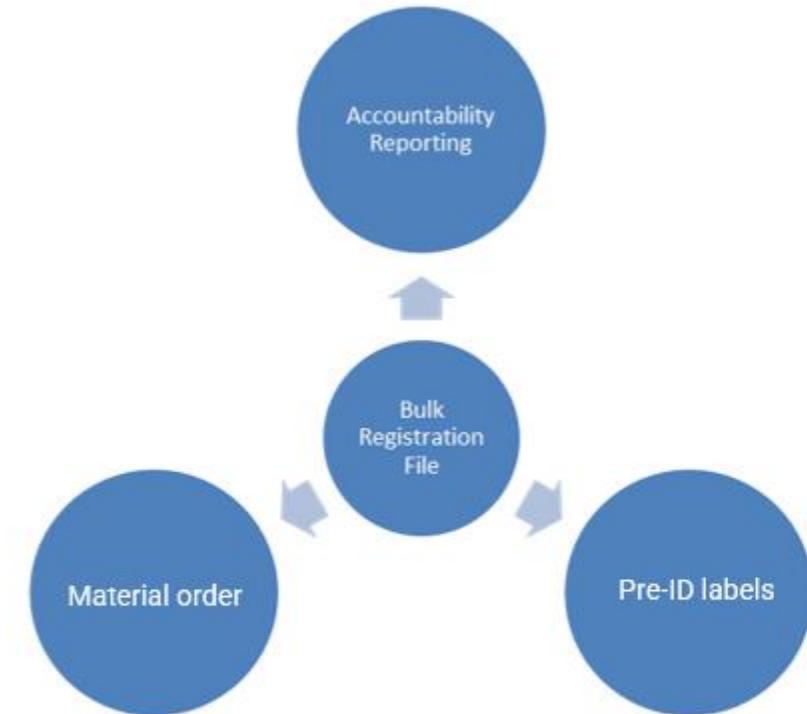
2022	March	April
Primary	March 2	April 13
Accommodated	March 2- 15	April 13 – 26
Makeup	March 23	April 26

The Bulk Registration File

Bulk registration allows districts, community schools, and nonpublic schools to **pre-identify** students electronically and securely for the SAT School Day administration.

The bulk registration file helps report accurate student accounting back to the Ohio Department of Education and creates the following:

- The order for any testing materials that will be sent to the school
- Pre-ID labels that will be affixed to the student's answer sheet



The Bulk Registration File



If you are a multi-high school district, the file will be submitted at a district-level, not for each school.

Districts/community schools/non-public schools administering the paper/pencil SAT will submit 1 file:

- 1st File: **REQUIRED**
 - Purpose: Create an initial paper/pencil material order and pre-ID labels.
 - Students can still test if they were not submitted in a registration file, they will just bubble in all required information on their answer sheet.
 - **Additional registration files will not be submitted for the makeup dates.**
 - In order to obtain test books for any of the makeup dates, a **makeup survey will be sent to coordinators.**

The Bulk Registration File Deadlines



Please be aware if you go to the College Board's website about bulk registration, dates you find **may not be applicable to the Ohio-provided SAT School Day.** Refer to these dates listed here that are specific to Ohio SAT School Day.

It is IMPERATIVE that the files are received before the deadline.

	March 2 Administration	April 13 Administration
Tool opens	January 3, 2022	January 3, 2022
File Due	January 10, 2022	February 3, 2022

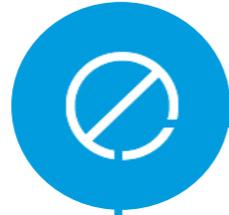
Makeup Survey Deadlines 2022



DO NOT hold test materials from one test date to use on another. Students can **ONLY** use test books applicable to that test date otherwise scores will be invalidated.

March	
Deadline to respond to makeup survey	March 4

April	
Deadline to respond to makeup survey	April 15



Do not place orders in College Board's National or District-Paid-for sites. Place orders in **Ohio's State-Funded SAT School Day** site

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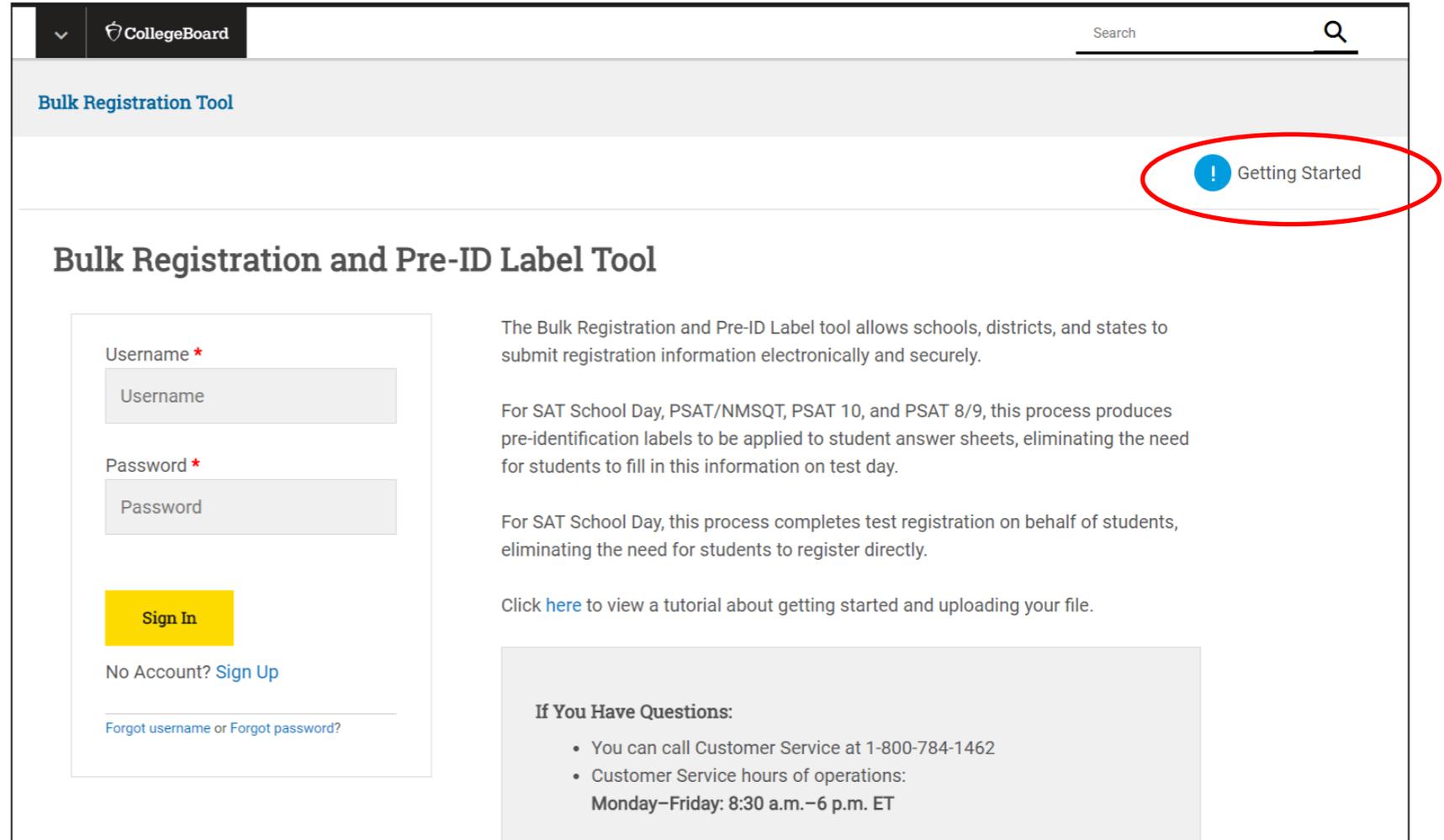
Preparing the File

To access the templates and file specifications:

Go to
<https://bulkreg.collegeboard.org>

Click **Getting Started**

No login is required to access the templates and file specifications



The screenshot shows the CollegeBoard Bulk Registration Tool interface. At the top, there is a navigation bar with the CollegeBoard logo and a search bar. Below the navigation bar, the page title "Bulk Registration Tool" is displayed. A red circle highlights a blue button with a white exclamation mark and the text "Getting Started" in the top right corner. The main content area is titled "Bulk Registration and Pre-ID Label Tool". On the left, there is a login form with fields for "Username" and "Password", a yellow "Sign In" button, and links for "No Account? Sign Up" and "Forgot username or Forgot password?". On the right, there is a text block explaining the tool's purpose and providing instructions for SAT School Day. Below this, there is a section titled "If You Have Questions:" with a bulleted list of contact information for Customer Service.

CollegeBoard

Bulk Registration Tool

Getting Started

Bulk Registration and Pre-ID Label Tool

Username *

Username

Password *

Password

Sign In

No Account? [Sign Up](#)

[Forgot username](#) or [Forgot password?](#)

The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For SAT School Day, PSAT/NMSQT, PSAT 10, and PSAT 8/9, this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly.

Click [here](#) to view a tutorial about getting started and uploading your file.

If You Have Questions:

- You can call Customer Service at 1-800-784-1462
- Customer Service hours of operations:
Monday–Friday: 8:30 a.m.–6 p.m. ET

Preparing the File

File templates in Excel or Comma Separated Value are available.

Use the Bulk Registration File Specifications to know about each field in the template.

The screenshot shows the CollegeBoard Bulk Registration Tool interface. A modal window titled "Getting Started" is open, providing instructions for creating a new request. The modal includes a "Go Back" button at the bottom right. The background interface shows a login form with fields for "Username" and "Password", a "Sign In" button, and links for "No Account? Sign Up" and "Forgot username or Forgot password?".

Getting Started

Here is what you need in order to create a new request in the Bulk Registration and Pre-ID Label tool:

File template

- Files must be in MS Excel (Excel 97 or later) or Comma Separated Value (.csv).
- Templates are available for you to use:
 - Bulk registration: [MS Excel](#) or [Comma Separated Value](#)
- You can create your own files, but the format must meet the requirements in the [Bulk Registration File Specifications](#).

Student data

- Extract the student data that you need from your student information system.
- Data requirements, including data length restrictions and valid characters, for each field can be found in the Bulk Registration File Specifications.
- If you do not know your school's AI Code you can use the following tools:
 - [PSAT 8/9, PSAT 10, PSAT/NMSQT AI Code Lookup](#)
 - [SAT AI Code Lookup](#)

Go Back

Preparing the File

The file specifications will indicate if a field is required, maximum length, and valid values for each field.

The **required** data elements for each Ohio student includes:

6-digit AI code

SAT Test Administration Indicator (Enter "Y")

Name

Gender

Date of birth

Grade

Home address

STATE Student ID: SSID

Everything else is optional

FIELD-LEVEL SPECIFICATIONS				
FIELD NAME	MAXIMUM LENGTH	REQUIRED FIELD?	VALID VALUES	NOTES
AI CODE	6	Yes	Numeric values (0-9)	Attending Institution (AI) Code Printed on Pre-ID label Unique identifying number for schools If fewer than 6 numbers provided, system will fill with leading zeros. AI Codes can be looked up here for PSAT™ 8/9, PSAT™ 10, PSAT/NMSQT®: https://ordering.collegeboard.org/testordering/publicSearch For SAT: https://collegereadiness.collegeboard.org/k-12-school-code-search
PSAT 8/9 TEST ADMINISTRATION INDICATOR	1	Yes for PSAT 8/9 No for PSAT 10, PSAT/NMSQT, SAT	Y, y = Yes N, n = No	Indicator if the student registration is for a PSAT 8/9 test. A PSAT 8/9 event must also be selected during file submission. Note: Each student must have at least one test administration indicator selected. More than one may be selected, with the exception of PSAT 10 and PSAT/NMSQT.
PSAT 10 TEST ADMINISTRATION INDICATOR		Yes for PSAT 10 No for PSAT 8/9, PSAT/NMSQT, SAT	Y, y = Yes N, n = No	Indicator if the student registration is for a PSAT 10 test. A PSAT 10 event must also be selected during file submission. Note: Each student must have at least one test administration indicator selected. More than one may be selected, with the exception of PSAT 10 and PSAT/NMSQT.

Preparing the File

The bulk registration template allows for 3 different student ID numbers to be submitted:

- School Student ID (optional)
- District Student ID (optional)
- State Student ID (required)**

State Student ID is **REQUIRED** and must be a valid SSID.

SCHOOL STUDENT ID NUMBER	30	Yes for some SAT (see Note) No for PSAT 8/9, PSAT 10, PSAT/NMSQT	Alpha values (A-Z, a-z); Numeric values (0-9); No embedded spaces	Including one or more Student ID will improve the ability to match the student with existing records, benefiting you and your students. Values greater than 15 characters may not be included in College Board reports. The last four digits are printed on pre-ID label. SAT School Day contracts may require Student ID.
DISTRICT STUDENT ID NUMBER	30	Yes for some SAT (see Note) No for PSAT 8/9, PSAT 10, PSAT/NMSQT	Alpha values (A-Z, a-z); Numeric values (0-9); No embedded spaces	Including a student ID will improve the ability to match the student with existing records, benefiting you and your students. Values greater than 15 characters may not be included in College Board reports. The last four digits are printed on pre-ID label. SAT School Day contracts may require student ID.
STATE STUDENT ID NUMBER	30	Yes for some SAT (see Note) No for PSAT 8/9, PSAT 10, PSAT/NMSQT	Alpha values (A-Z, a-z); Numeric values (0-9); No embedded spaces	Including a student ID will improve the ability to match the student with existing records, benefiting you and your students. Values greater than 15 characters may not be included in College Board reports. The last four digits are printed on pre-ID label. SAT School Day contracts may require student ID.

Preparing the File



If your students do not have valid SSIDs, contact Michael Reiser at ODE (Michael.Reiser@education.ohio.gov) for information on how to obtain them.

In the *State Student ID Number* field, the use of a student's State Student ID (SSID) is **required** by the Ohio Department of Education.

- A valid SSID for each student contains 2 letters and 7 digits.

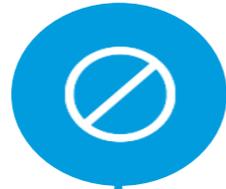
Preparing the File

Date of Birth

- Must be in **MMDDYYYY** format (8 numbers are required without extra characters)

FIELD NAME	MAXIMUM LENGTH	REQUIRED FIELD?	VALID VALUES	NOTES
DATE OF BIRTH	8	Yes	MMDDYYYY format	Student Date of Birth Printed on Pre-ID label Date must be valid and cannot be the current or a future date. If 7 numbers are provided, system will insert a leading zero and generate a warning. Warnings do not stop the data from being processed.

If 7 numbers are provided, system will insert a leading zero and generate a warning in the system.



State users should not use Clever as not all data required is passed down.

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Using the Tool



Bulk registration coordinators need a College Board professional account to access the tool. If you don't have an account, go to www.collegeboard.org to sign up for one. **If you already have one, you don't need a new one.**

Access codes are required to use the bulk registration tool.

- Codes may not be active until the window opens the week of January 3, 2022.
- Codes will be emailed to the bulk registration coordinator (with a cc: to the test coordinator) that was identified in the information submitted to College Board by the school or district in October.

Using the Tool: Logging In

When logging into your professional account and you do not have Bulk Registration and Pre-ID tool listed under **My Tools and Services**, you will need to use the access code.

Scroll to the bottom under **Add Additional Tools and Services** and expand the list under **K-12**.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires*	Manage Access
AP® Teacher Community ▶	N/A	N/A	
College Board Institutional Ordering ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

*Dates in red are close to expiring. Select **Edit** to update.

Manage Partner Applications

Manage College Board partner sites and applications that you share your data with.

Add Additional Tools And Services

Recommended Tools and Services

We've selected these tools and services based on your job function of Teacher (non-AP). [Edit my profile](#)

- ▶ [ReadiStep™ Summary of Answers and Skills \(SOAS\) Reports](#) [Get Access](#)
- ▶ [SpringBoard® Online](#) [Get Access](#)
- ▶ [SpringBoard® Online Training Site](#) [Get Access](#)

▶ **K-12**

▶ Higher Education

▶ General

Using the Tool: Get Access

Once K-12 is expanded, many options are available.

Next to Bulk Registration and Pre-ID Label Tool, select **Get Access**.

- ▼ K-12
 - ▶ AP Class and Roster Management [Get Access](#)
 - ▶ AP Digital Portfolio [Get Access](#)
 - ▶ AP Portfolio Scoring [Get Access](#)
 - ▶ AP Potential™ [Get Access](#)
 - ▶ AP Registration and Ordering Management - Pilot Use Only [Get Access](#)
 - ▶ AP® Course Audit [Get Access](#)
 - ▶ AP® Insight [Request Access](#)
 - ▶ AP® Online Reports [Get Access](#)
 - ▶ AP® Ordering [Get Access](#)
 - ▶ Bulk Registration and Pre-ID Label Tool [Get Access](#)
 - ▶ K-12 Assessment Reporting [Request Access](#)
 - ▶ SAT® Registration Report [Get Access](#)
 - ▶ SSD Online - Disabilities Accommodation Management [Get Access](#)
 - ▶ SpringBoard® Online Community [Request Access](#)
 - ▶ Test Ordering [Get Access](#)

Using the Tool: Access Code

Select the professional organization **that matches the organization name that you were given in the email containing your access code.**

It may be your district name but could also be your school's name.

Enter the 6-character access code you received in the email.

Click **Add**.

Get access to Bulk Registration and Pre-ID Label Tool

[◀ back](#)

Bulk Registration And Pre-ID Label Tool Enrollment Information

Here's how you get access to Bulk Registration.

First, select your organization. If you told us where you work, your organization is already selected. If you did not tell us where you work or you wish to access Bulk Registration for a different organization, search for and select your organization. Then supply the access code for your organization.

If you have not received an access code, please call 1-800-784-1462 (toll free in the United States and Canada) for assistance.

Provide your access information

U.S. ZIP code:

This is to narrow your choices

Professional Organization:

Access Code:

[Enroll Later](#)

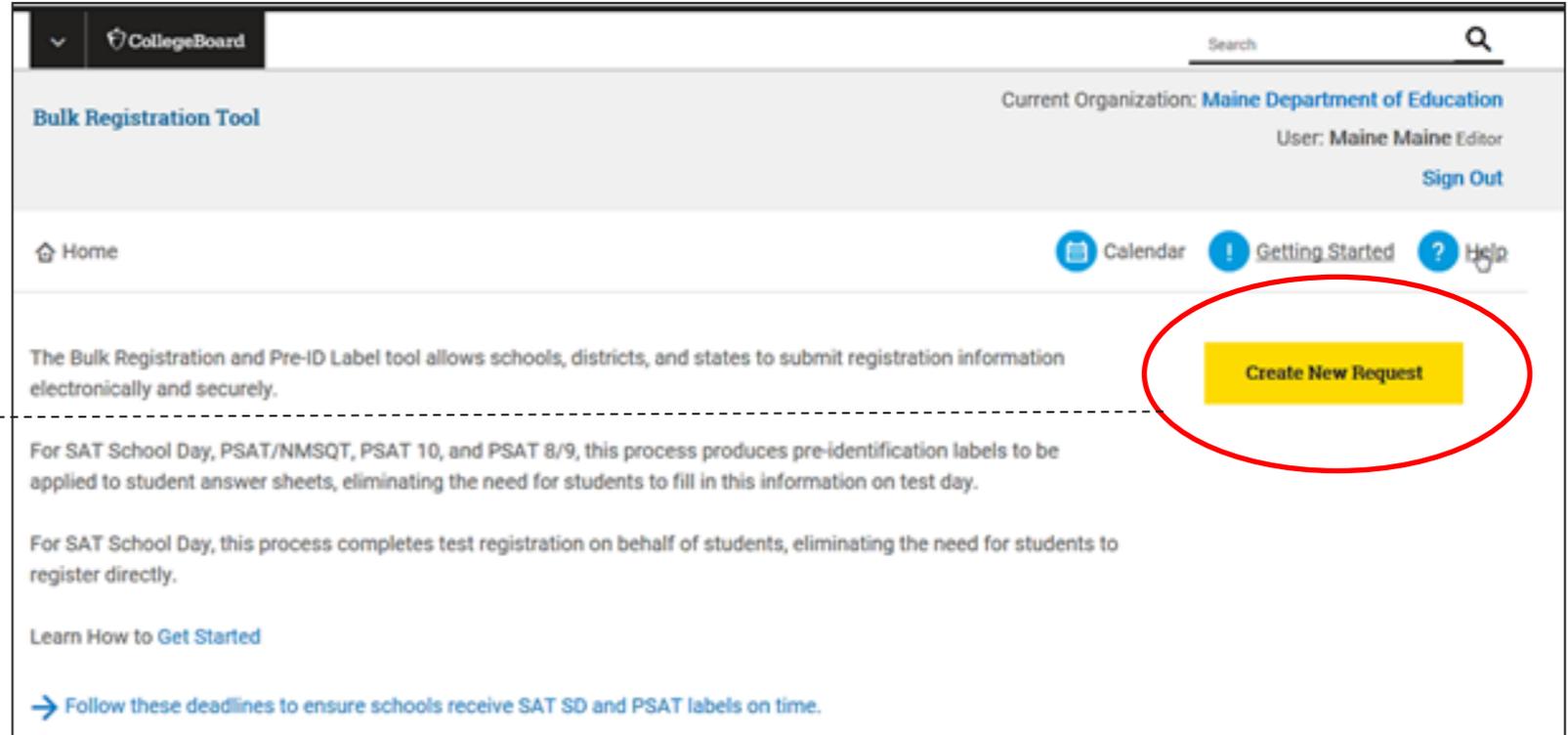
Your access

Organization	Position	Expiration Date
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Using the Tool: Creating a New Request

Once you have used your code, go back to the Dashboard of your professional account. Under My Tools and Services, click **Bulk Registration and Pre-ID Label Tool**.

From the Bulk Registration Tool Dashboard, click **Create New Request**



The screenshot shows the 'Bulk Registration Tool' dashboard. At the top, the CollegeBoard logo is on the left, and a search bar is on the right. Below the logo, the text 'Bulk Registration Tool' is displayed. On the right side of the dashboard, the current organization is 'Maine Department of Education' and the user is 'Maine Maine Editor'. A 'Sign Out' link is also present. In the middle of the dashboard, there are navigation links for 'Home', 'Calendar', 'Getting Started', and 'Help'. The 'Getting Started' link is highlighted with a red circle. Below the navigation links, there is a yellow button labeled 'Create New Request', which is also highlighted with a red circle. The main content area contains text explaining the tool's purpose and a link to 'Learn How to Get Started'.

Using the Tool: Select the Registration Event

The SAT School Day date for your district, community school or nonpublic school should be listed.

Select the **box next to the date**.

Upload the file that was created, then click **Submit**.

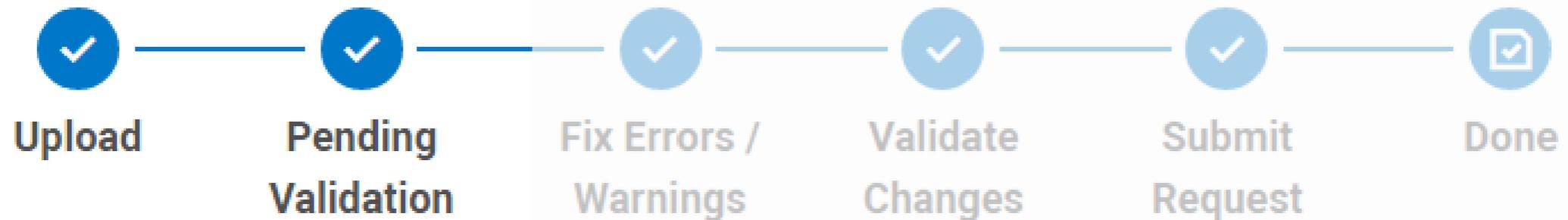
IMPORTANT:

Be sure you are selecting the correct date.

The screenshot shows the 'Bulk Registration Tool' interface. At the top, it displays 'CollegeBoard' and 'Current Organization: Maine Department of Education'. Below this, there are navigation links for 'Home', 'Calendar', 'Getting Started', and 'Help'. The main content area is titled 'Create New Request' and is divided into two sections: '1. Select Registration Event(s)' and '2. Upload Data'. In the first section, a red circle highlights a date selection box. In the second section, a red circle highlights the 'Submit' button. To the right of the 'Create New Request' section, there are 'Guidelines' which state: 'Files must be in MS Excel (97 or later) or Comma Separated Value (.csv) format and adhere to the file format provided in the available templates.' and 'Uploaded files are validated within 1 hour but are frequently completed sooner. Validation status will be emailed to you, along with instructions for making changes as needed.' Below the guidelines, there is a section titled 'If you are uploading a file:' with two bullet points: 'You may include registrations for more than one event in one file.' and 'Be sure to include each student's AI Code and indicate with a "Y" the test administration for which each student is being registered.'

Using the Tool: Pending Validation

The file will go through a validation process. The time it takes depends on the size of the file, but usually occurs within 1 hour. Follow the progress of the validations on the dashboard.



“Pending Validation” means that your request is not yet complete. You must wait for the data to be validated and submit your final request for processing before the deadline.

Using the Tool: Fix Errors / Warnings

Validate Changes

If warnings are found, the user will be able to review and can still submit the file if the warnings are deemed to be acceptable. Example = DOB was entered as 1132006 instead of 01132006.



If errors are found, the user must correct the errors for the file to be submitted.

Common errors include incorrectly formatted DOBs, including AI codes for schools not part of the state contract, grade not part of the contract (listing a student as in grade 9, for example).

Errors can be corrected in the tool itself or a new file can be uploaded, likely depending on the error(s).

Using the Tool: Submit Request

After the validation process (any potential warnings are reviewed or errors are corrected), the user **MUST** then submit the file and see “**Submit Request**” checked”



Using the Tool: Done



The file has not been properly submitted unless the user sees **“Done”** as checked.

The Bulk Registration File Deadlines

	March 2 Administration	April 13 Administration
Tool opens	January 3, 2022	January 3, 2022
File Due	January 10, 2022	February 3, 2022

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Uploading Your Registration File



Fixing Errors and Submitting Your Registration File

Fixing Errors: Validation Failed

If the validation fails, you will have the opportunity to make changes.

This can be done by uploading a new file or fixing errors and warnings within the tool itself.

Click **View Request Details** for information on how many errors and warnings you have in the file.

The screenshot shows the user interface of the Bulk Registration and Pre-ID Label tool. At the top, there are navigation links for Home, Calendar, Getting Started, and Help. A blue button labeled 'Create New Request' is visible in the top right. The main content area contains introductory text about the tool's purpose and usage for PSAT and SAT. Below this, a 'Registration Request(s)' section displays a card for 'SAT March 2017 Registration' with a status of 'Validation Failed'. A red circle highlights the 'View Request Details' button on the right side of this card. Below the card, a progress bar shows the steps: Upload (completed), Pending Validation (completed), Fix Errors/Warnings (active), Validate Changes, Submit Request, and Done. On the right side of the card, there are several action buttons: Upload Full Replacement File, Download Request Log File, Fix Errors and Warnings, Upload Add-On File, and Cancel Request.

Fixing Errors: Errors and Warnings

Errors

Errors **MUST** be fixed before the file can be submitted.

Warnings

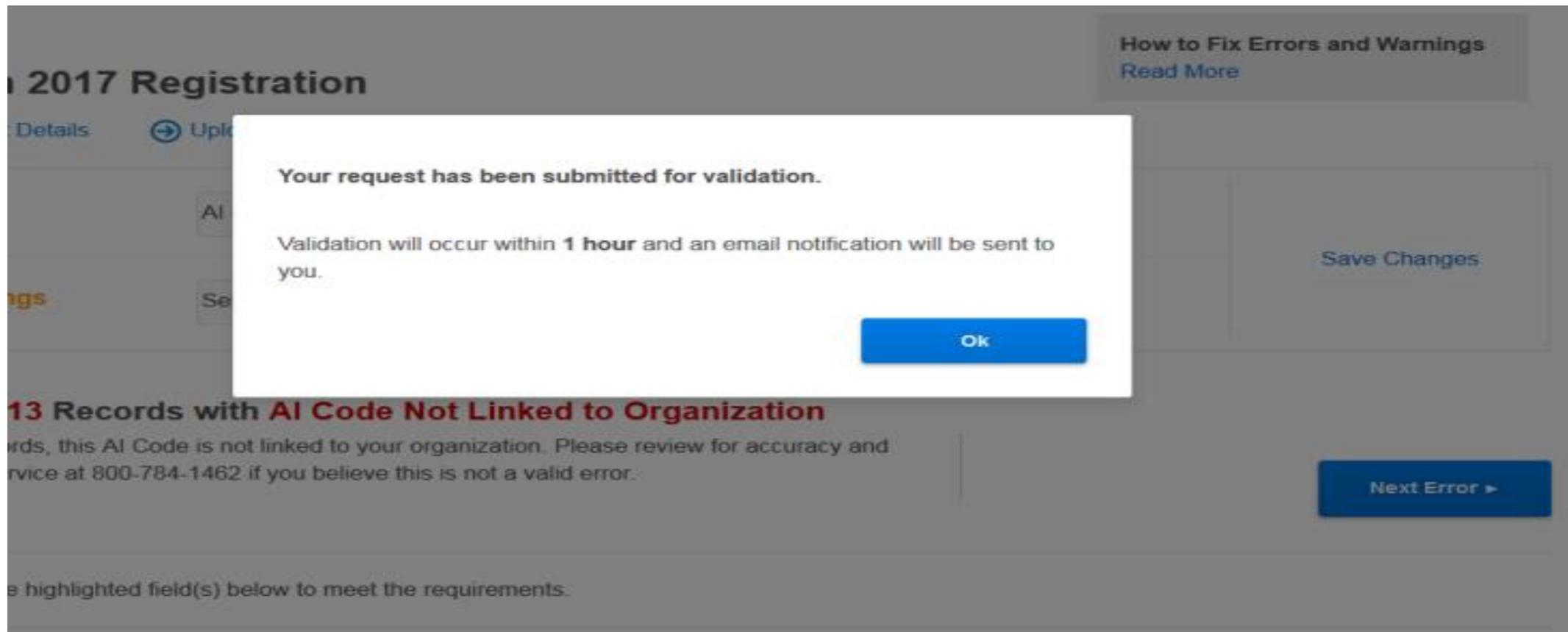
Warnings are not required to be fixed but **should be reviewed**. If changes can be made, it is recommended that they be done. One way to make corrections is through the tool itself.

To do so, click **Fix Errors and Warnings**.

The screenshot displays the 'SAT March 2017 Registration' interface. At the top, the status is 'Validation Failed' in red text. A 'View Request Details' button is located in the top right corner. Below the status, the 'Request Deadline' is '01/27/2017' and the 'Last modification' is '01/11/2017 16:33 EST by Uat Four'. A progress bar shows six steps: 'Upload' (checked), 'Pending Validation' (checked), 'Fix Errors/Warnings' (highlighted with a red circle and a dashed line), 'Validate Changes' (gear icon), 'Submit Request' (arrow icon), and 'Done' (thumbs up icon). On the right side, a list of actions includes 'Upload Full Replacement File', 'Download Request Log File', 'Fix Errors and Warnings' (circled in red), 'Upload Add-On File', and 'Cancel Request'.

Fixing Errors: Errors and Warnings

- Once you've fixed the errors and warnings, the file must be re-validated after changes are made.
- You can check the status of the re-validation from the Dashboard as you did with the initial file.



Upload Full Replacement File

- If you have numerous errors that are difficult to fix in the tool, it may be easier to fix in the spreadsheet and try over again.
- Choose **Upload Full Replacement File** then resubmit. The process will begin again.

SAT March 2017 Registration
Status: **Validation Failed**

[View Request Details](#)

[Upload Full Replacement File](#)
[Download Request Log File](#)
[Fix Errors and Warnings](#)
[Upload Add-On File](#)
[Cancel Request](#)

Upload Full Replacement File

1. Select Registration Event(s)

SAT March 2017 Registration - Deadline 01/27/2017

2. Upload Data

Option 1: Upload a Request file

[Brows...](#) No file selected.

[Submit](#)

Guidelines

Files must be in MS Excel Value (.csv) format and use available templates.

Uploaded files are validated and completed sooner. Validation along with instructions for

If you are uploading a file

- You may include registration one file.
- Be sure to include a "Y" the first ad being registered.

If you are using Clever:

- Your district must be syncing with your Clever account must

Submit your request before the deadline

- The process is only complete when **Submit Request** has been clicked.
- Some people forget this last step...make sure to click Submit Request!

Registration Request(s)

The screenshot displays the 'SAT March 2017 Registration' interface. At the top, the status is 'Validation Successful'. Below this, the 'Request Deadline' is 07/22/2016, and the last modification was on 07/14/2016 at 11:43 EDT by 'Uaf Four'. A progress bar shows six steps: 'Upload', 'Pending Validation', 'Fix Errors / Warnings', 'Validate Changes', 'Submit Request', and 'Done'. The first five steps are marked with blue checkmarks, while 'Done' is marked with a document icon. To the right of the progress bar, a 'Submit Request' button is highlighted with a red circle. Below the button, a list of actions is visible: 'View Request Details', 'Fix Errors and Warnings', 'Download Request Log File', 'Upload Full Replacement File', 'Upload Add-On File', and 'Cancel Request'.

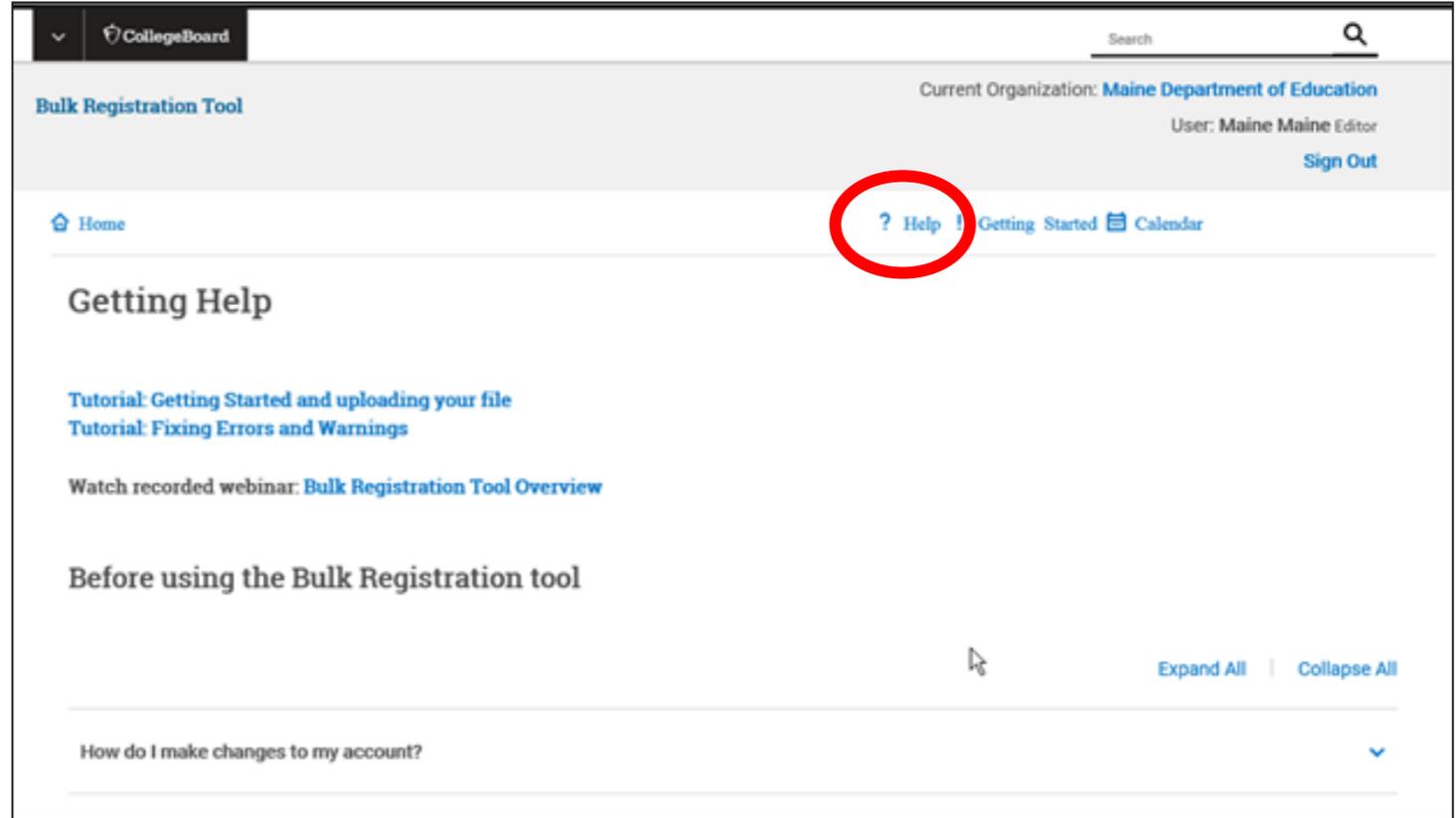
Using the Tool: Done



The file has not been properly submitted unless the user sees **“Done”** as checked.

Getting Help

Bulk Registration Tool:
<https://bulkreg.collegeboard.org>
Click Help on the Dashboard
Video tutorials and frequently
asked questions available

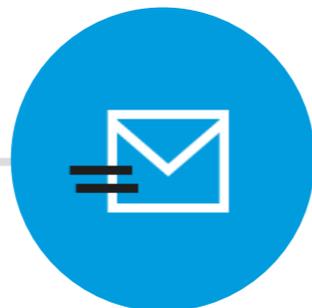


The screenshot shows the Bulk Registration Tool dashboard. At the top left, there is a 'CollegeBoard' logo. The main header area displays 'Bulk Registration Tool' on the left and 'Current Organization: Maine Department of Education' on the right, along with the user 'Maine Maine Editor' and a 'Sign Out' link. A navigation bar contains 'Home', 'Help' (circled in red), 'Getting Started', and 'Calendar'. Below the navigation bar, the 'Getting Help' section is visible, featuring links for 'Tutorial: Getting Started and uploading your file', 'Tutorial: Fixing Errors and Warnings', and 'Watch recorded webinar: Bulk Registration Tool Overview'. A section titled 'Before using the Bulk Registration tool' is partially visible at the bottom, with a 'How do I make changes to my account?' link and a dropdown arrow.



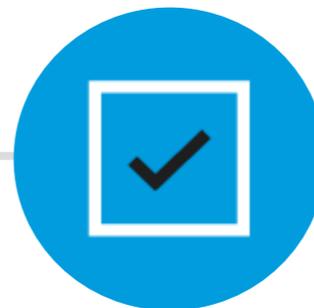
Website

SAT Coordinator
Implementation Handbook:
www.collegeboard.org/ohio



State Field Team

If you have questions
specific to the State SAT
School Day
email us at:
OHSAT@collegeboard.org



State Contact

If you have questions for
the ODE, contact Michael
Reiser
Michael.Reiser@education.ohio.gov



Thank You!

We appreciate you
taking the time to
learn about
administering the
SAT School Day!