



Bulk Registration Tool

For the Ohio State-Funded
Spring 2023 SAT® School Day
Administration

Spring 2023



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

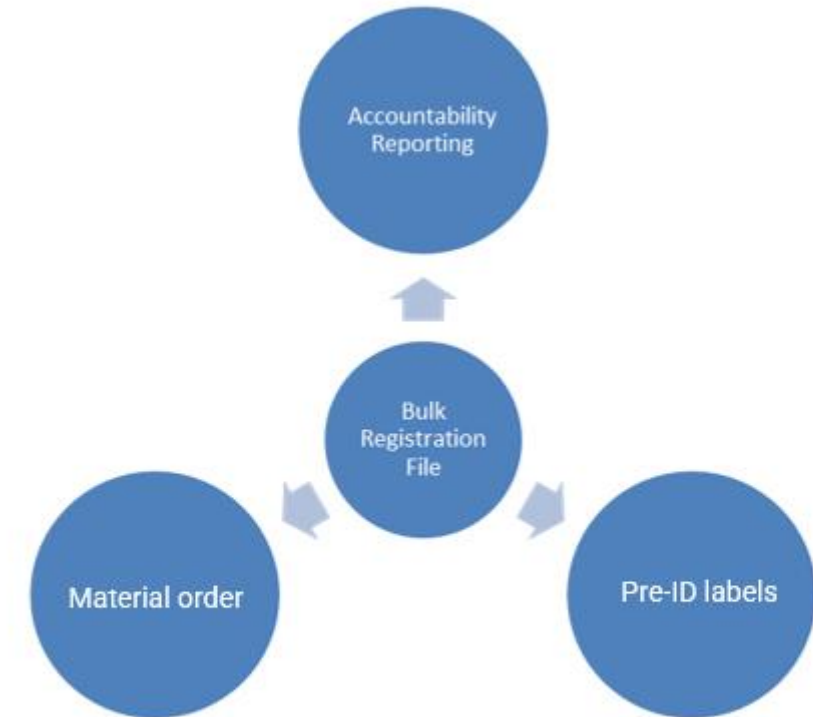
| 2023 | March | April |
|--------------|----------------------------|---------------|
| Primary | March 1 | April 12 |
| Accommodated | March 1- 14 | April 12 – 25 |
| Makeup | March 22 OR April 25 | April 25 |

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.**

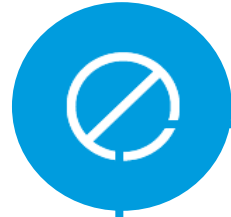
The Bulk Registration File Deadlines



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 1 Administration | April 12 Administration |
|------------|---------------------------|----------------------------|
| Tool opens | January 2, 2023 | |
| File Due | January 6, 2023 | February 3, 2023 |



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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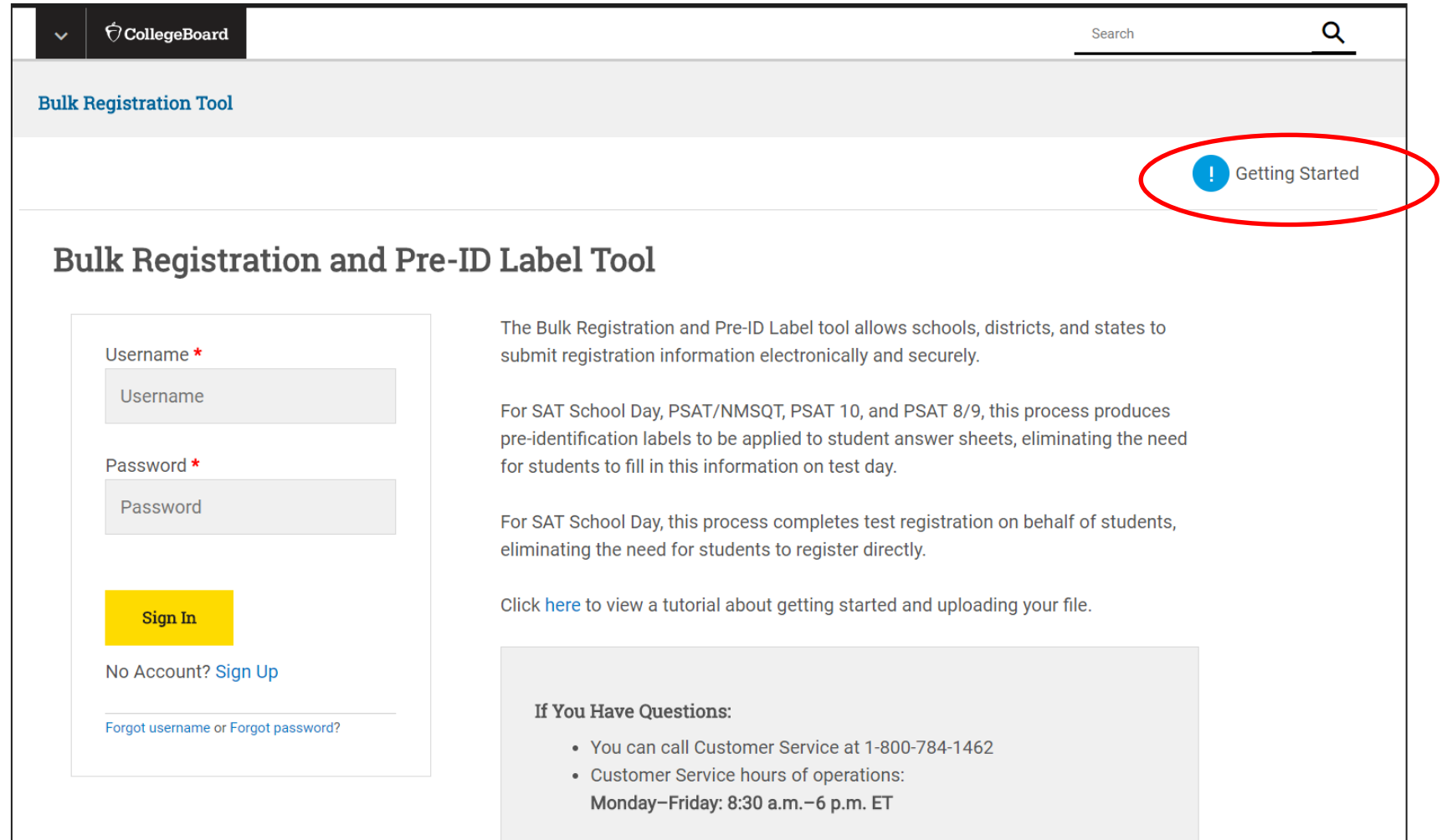
Preparing the File

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

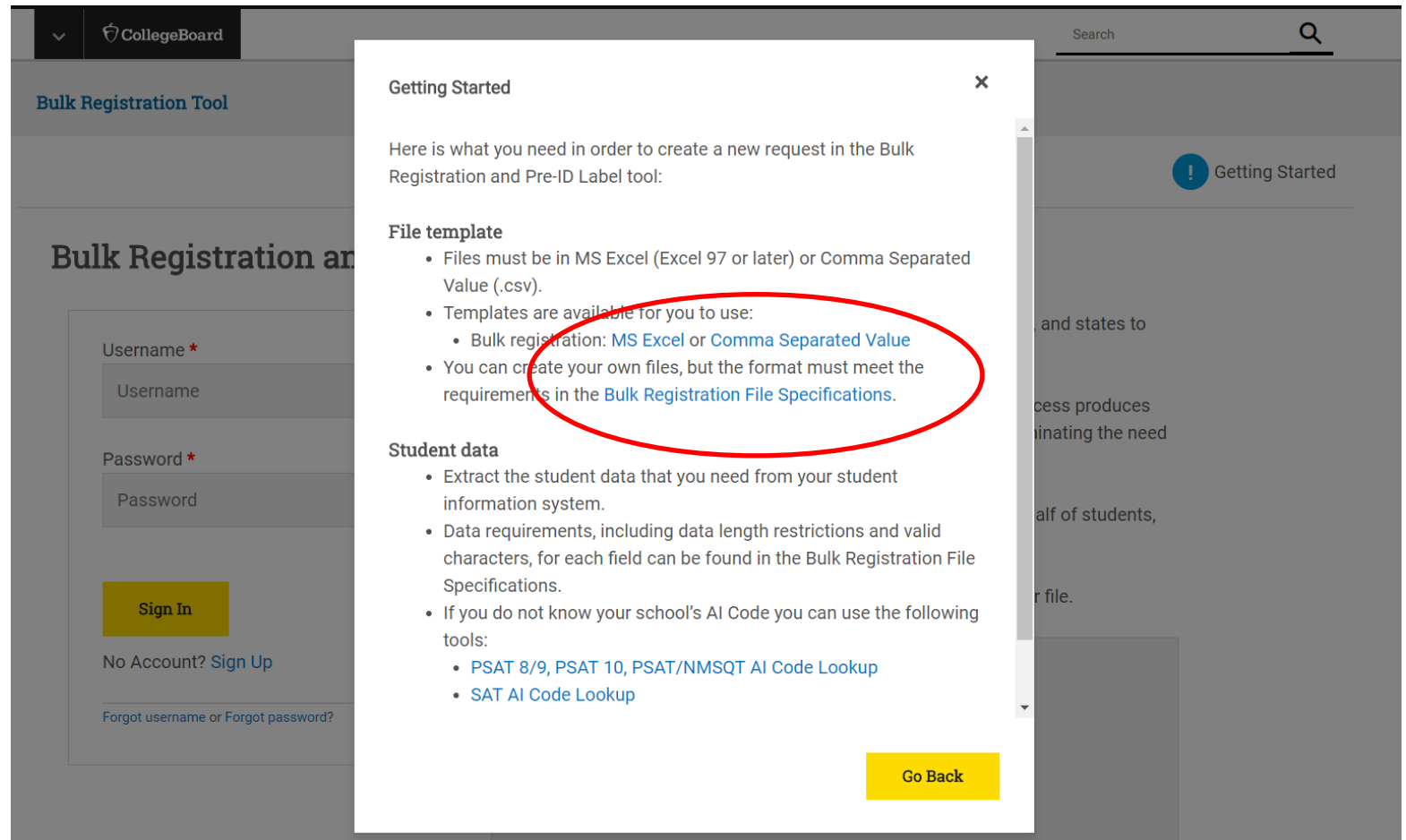


The screenshot shows the CollegeBoard Bulk Registration Tool interface. At the top, there is a navigation bar with the CollegeBoard logo and a search bar. Below the navigation bar, the title "Bulk Registration Tool" is displayed. On the right side of the page, a blue button with a white exclamation mark icon and the text "Getting Started" is circled in red. 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", both marked with a red asterisk. Below the password field is a yellow "Sign In" button. Underneath the sign-in button, there is a link "No Account? Sign Up" and a link "Forgot username or Forgot password?". On the right side of the main content area, there is a paragraph explaining the tool's purpose: "The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely." Below this, there are two paragraphs providing additional context: "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." and "For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly." At the bottom of this section, there is a link "Click here to view a tutorial about getting started and uploading your file." Below this, there is a section titled "If You Have Questions:" with a bulleted list: "• You can call Customer Service at 1-800-784-1462" and "• 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.



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.

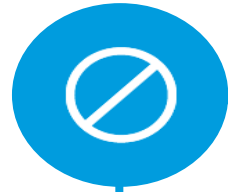
Preparing the File

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 2, 2023.
- 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

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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](#) [Add ▶](#)

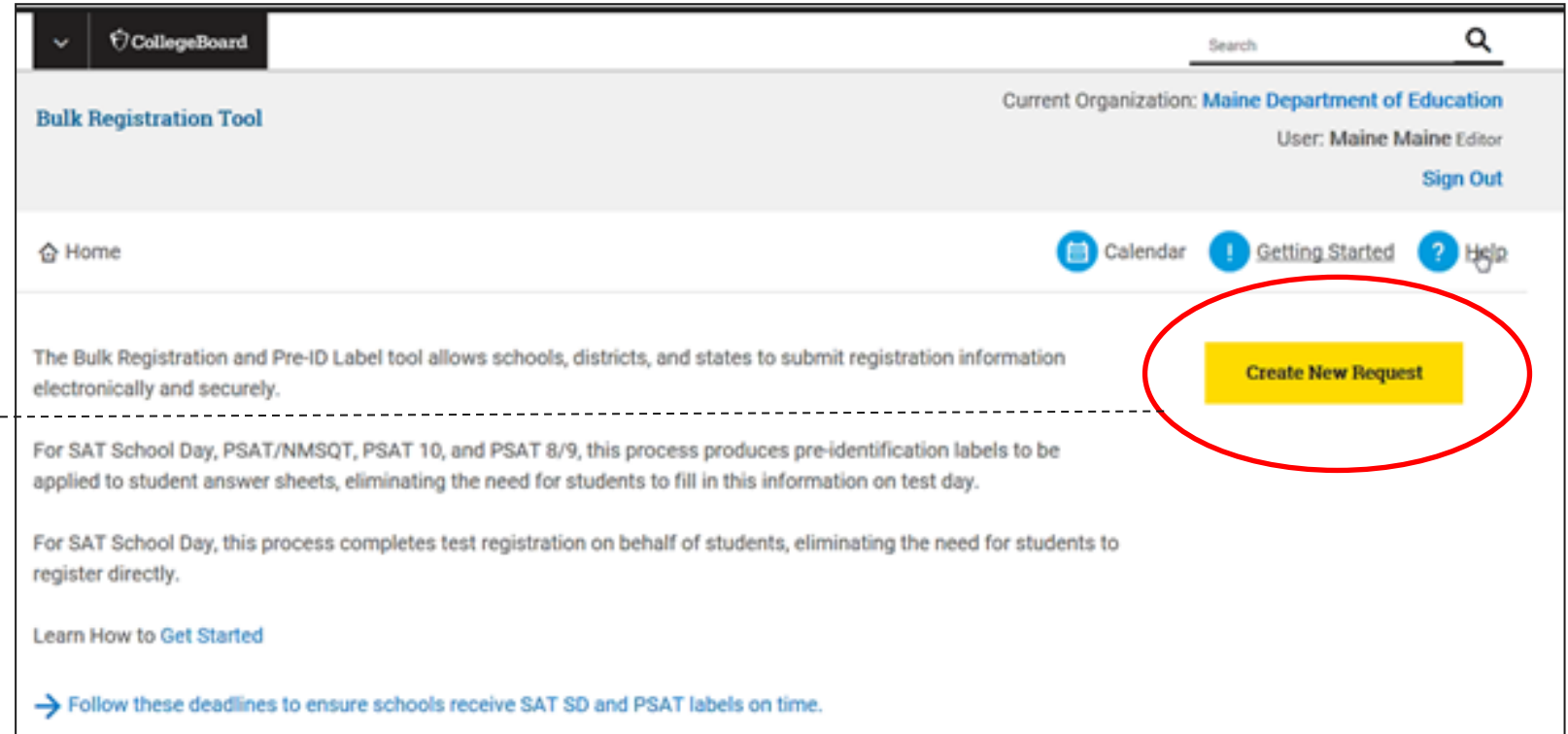
Your access

| Organization | Position | Expiration Date |
|---------------------|----------|-----------------|
| <div>Finished</div> | | |

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**



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.

CollegeBoard

Bulk Registration Tool

Current Organization: Maine Department of Education

User: Maine Maine Editor

Sign Out

Home Calendar Getting Started Help

Create New Request

1. Select Registration Event(s)

2. Upload Data

Choose a File to Upload

Submit

Guidelines

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.

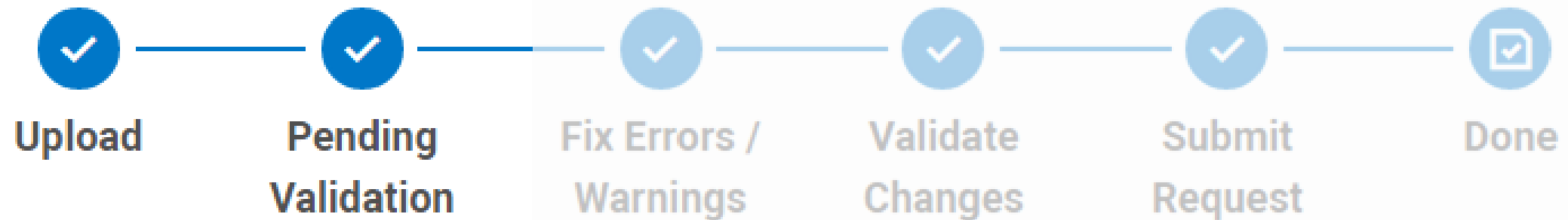
Uploaded files are validated within 1 hour but are frequently completed sooner. Validation status will be emailed to you, along with instructions for making changes as needed.

If you are uploading a file:

- You may include registrations for more than one event in one file.
- 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.

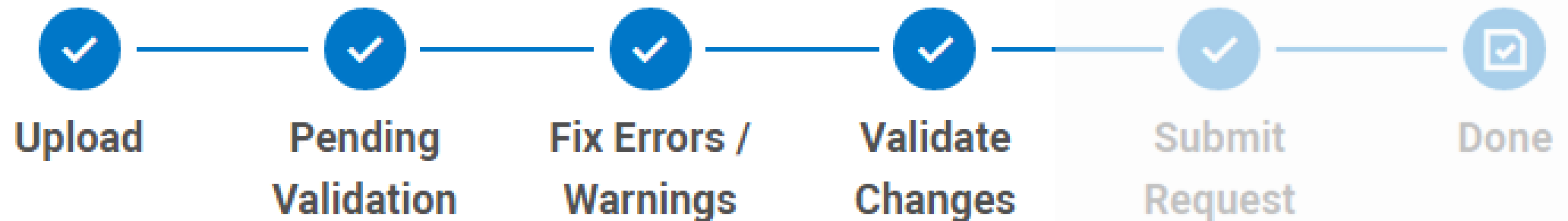


“Pending Validation” means that your request is not yet complete. You must wait for the data to be validated and submit your final request for processing before the deadline.

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).

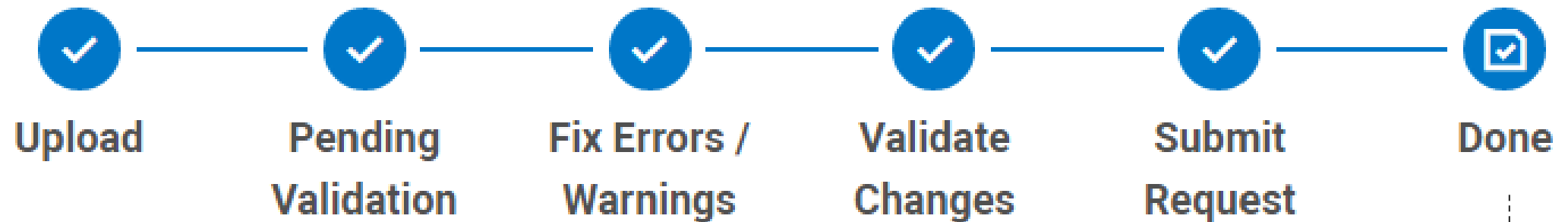
Errors can be corrected in the tool itself or a new file can be uploaded, likely depending on the error(s).

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 1 Administration | April 12 Administration |
|-----------------|---------------------------|----------------------------|
| Tool opens | January 2, 2023 | |
| File Due | January 6, 2023 | February 3, 2023 |

Purpose of the College Board Bulk Registration Tool
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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.

[Home](#)

[Calendar](#)[Getting Started](#)[Help](#)

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

Create New Request

For PSAT 8/9, PSAT 10 and PSAT/NMSQT, 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. Students will receive Admission Tickets (which are required on test day) and copies will be provided to schools as well.

[Learn How to Get Started](#)

[Follow these deadlines to ensure schools receive PSAT labels/SAT tickets on time.](#)

Registration Request(s)

SAT March 2017 Registration

Status: Validation Failed

View Request Details

Request Deadline: 01/27/2017

Last modification: 01/11/2017 16:33 EST by Uat Four

Upload

Pending Validation

Fix Errors/Warnings

Validate Changes

Submit Request

Done

Upload Full Replacement File

Download Request Log File

Fix Errors and Warnings

Upload Add-On File

Cancel Request

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Fixing Errors: Errors and Warnings

Errors

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

Warnings

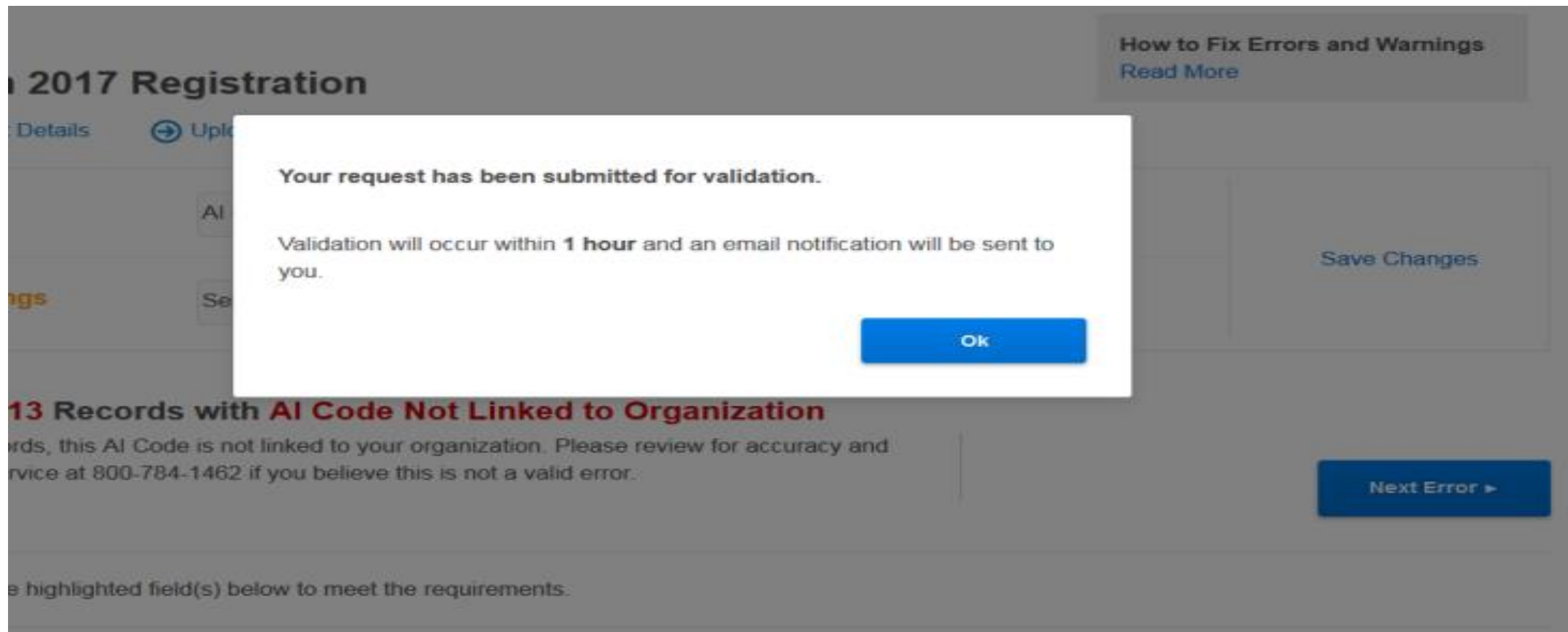
Warnings are not required to be fixed but **should be reviewed**. If changes can be made, it is recommended that they be done. One way to make corrections is through the tool itself.

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 pointing to the text 'To do so, click Fix Errors and Warnings.'), 'Validate Changes' (gear icon), 'Submit Request' (arrow icon), and 'Done' (thumbs up icon). On the right side, there are links for '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

[Browse...](#) 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 day 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)

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

Request Deadline: 07/22/2016

Last modification: 07/14/2016 11:43 EDT by Uaf Four

✓

Upload

✓

Pending Validation

✓

Fix Errors / Warnings

✓

Validate Changes

✓

Submit Request

☑

Done

Submit Request

View Request Details


Fix Errors and Warnings


Download Request Log File

Upload Full Replacement File

Upload Add-On File

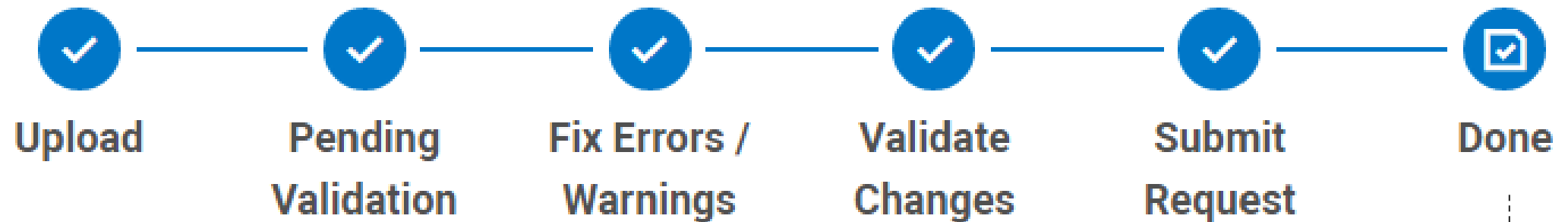
Cancel Request

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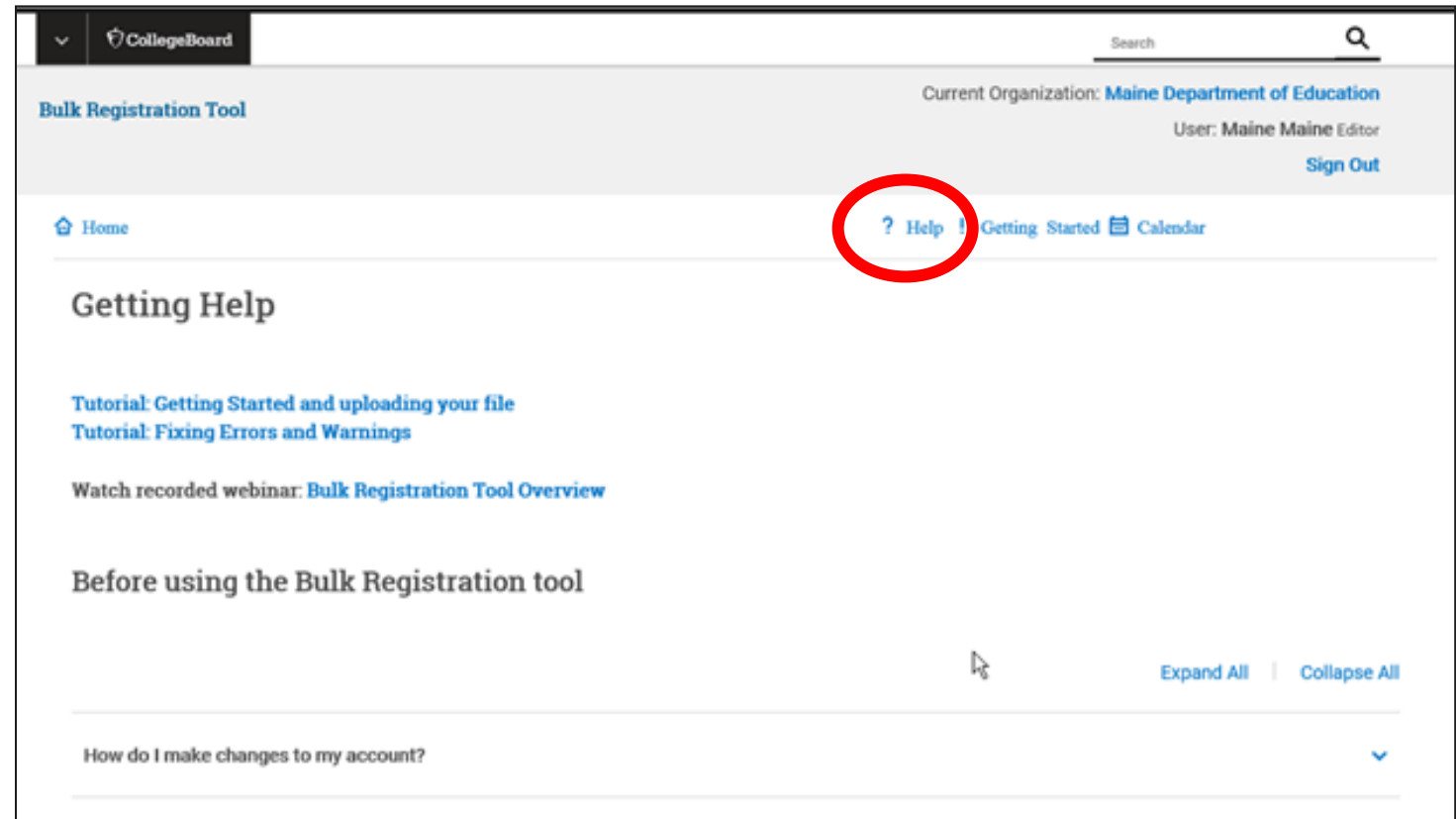
Using the Tool: Done



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





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!