



For Students and Families: How to Register for the SSAT Online

Begin by opening your web browser and visiting www.ssat.org

1. CREATE AN ACCOUNT

Click on “Create a new account.” This account is for a single student only and will help manage your test registrations, school inquiries and applications using the SAO for the year.

Note your Web Login ID, which you will need to access your account information in the future.

Create a New SSAT Account

If this is the first registration or application for this student, or if the student has an old account (prior to Aug. 1, 2011), complete this section to create a new account. Enter the student's name and birthdate, then click CONTINUE.

Note: Login IDs issued prior to 8/1/2011 are no longer valid. If you used the SSAT online services prior to August 2011, you should create a new account for 2011-2012.

First/Given Name	<input type="text"/>
Middle Initial(s)	<input type="text"/>
Last/Family Name	<input type="text"/>
Suffix (Jr, III, etc.)	<input type="text"/>
Birthdate (mm/dd/yyyy)	<input type="text"/>

2. SSAT ACCOUNT MANAGEMENT

This will bring you to your SSAT ACCOUNT MANAGEMENT page, where information about your test registrations, inquiries and applications will be available to you.

This page is also the one you will see if you click on “Create A New Account”.

Use the Account Management page to:

- Reprint your admission ticket
- Change the date or location of your scheduled test
- Add or cancel score recipients
- Change your contact information
- Track your test registrations
- Track your school inquiries and applications



3. REGISTER FOR THE TEST

Click on “Register for SSAT”

SSAT TEST REGISTRATIONS

Click on the links below to manage your SSAT test registrations. If you are not registered for any tests, no links will appear.

No test registrations on file for the current testing year.

Click below to register for an additional test date:

[REGISTER FOR SSAT](#)

4. FILL OUT STUDENT AND TEST INFORMATION

Click on “Select a Test Site”

TEST INFORMATION

Select a test date and an available site. The selection tool will open in a separate window. If you experience difficulty, disable any pop-up blockers in your web browser.

SELECT A TEST SITE [? WHAT'S THIS?](#)

Test Site Code

Test Date

Test Type and Fee

5. PICK A TEST CENTER AND DATE

Using the dropdown menus, decide where and when you would like to take the test. Once a test center has been chosen, select your preferred date by clicking on the blue hyperlinked date.

Pick Test Center

TEST INFORMATION

State Date

Carpinteria, CA - 2170	The Cate School 1960 Cate Mesa Road 11/12/2011(Standby) 02/04/2012 03/03/2012
Claremont, CA - 8080	The Webb Schools 1175 West Baseline Road 11/12/2011(Standby) 12/10/2011 01/07/2012 02/04/2012
Corona del Mar, CA - Z402	Harbor Day School 3443 Pacific View Drive 11/12/2011(Full) 01/07/2012

6. REPORTING YOUR SCORES TO SCHOOLS

Click on “Select Score Recipients” to choose the schools to which you would like to send your SSAT scores.

If you wish to receive and review your scores before sending them, do not designate a score recipient at this time.

However, if you are working with an educational consultant or your current school’s placement director, and you have been instructed to authorize them as a “proxy” (see 11b), then you will need to designate them as a score recipient now.

SCORE REPORTING INFORMATION

Click the “Select Score Recipients” button to designate schools to receive your SSAT scores. The selection tool will open in a separate window. If you experience difficulty, disable any pop-up blockers in your web browser. If you know your SSAT score recipient codes, you may type them in below.

[? WHAT'S THIS?](#)

SELECT SCORE RECIPIENTS

Recipient Code 1	<input type="text"/>	Remove
Recipient Code 2	<input type="text"/>	Remove
Recipient Code 3	<input type="text"/>	Remove
Recipient Code 4	<input type="text"/>	Remove
Recipient Code 5	<input type="text"/>	Remove
Recipient Code 6	<input type="text"/>	Remove

7. SELECT YOUR SCORE RECIPIENT(S)

Using the dropdown menu (“Location”), choose a geographic location. In this example, Connecticut was chosen.

Click on the blue hyperlinked school/consultant name(s) to which you would like to send your scores.

Click “Done” when finished.

Pick Score Recipient(s)

SCORE REPORTING INFORMATION

Location [DONE](#)

Avon, CT	Avon Old Farms School (1450) 500 Old Farms Road
Branford, CT	Dr. Andrew C. Porto (0637) 750 Main Street
Cheshire, CT	Cheshire Academy (2362) 10 Main Street

8. TO REMOVE SCORE RECIPIENTS (S)

If you have chosen a school/consultant in error, you can click on “remove” ; the recipient’s code will be removed from the list and the scores will no longer be sent to that school/consultant.

Recipient Code 1	<input type="text" value="1450"/>	Remove
Recipient Code 2	<input type="text" value="3556"/>	Remove
Recipient Code 3	<input type="text"/>	Remove

9. SERVICES AND FEES

9a. Optional Score Reporting Service

A copy of your score report will be mailed to your home address at no additional charge, but you can choose optional score reporting services as well.

Note: Optional score reporting services are not “rush” scoring services - all scores are released on the common release date. On or following this release date, scores can be FedExed or emailed to you at an additional cost.

9b. Study Guide: Preparing and Applying

Order SSAT’s study guide and practice before the test.

Preparing and Applying contains:

- Full length practice tests (2 upper level and 2 lower level)
- Scoring instructions and explanations
- Descriptions and exercise for each question type
- Advice for using your time efficiently

SERVICES AND FEES

Optional Score Reporting Services
[? WHAT'S THIS?](#)

- FedEx Scores to Home \$35
 E-Mail Scores to Home \$20

Study Guide: Preparing & Applying
[? WHAT'S THIS?](#)

- No Study Guide
 Study Guide - Standard Delivery \$30
 Study Guide - FedEx Delivery \$62

Total Fees \$116.00

10. FEE WAIVERS

Students requesting an SSAT Fee Waiver must inquire directly with 1) the school to which you are applying or sending scores, or 2) your current school. If you have been given a Fee Waiver number, enter it in the space provided.

FEE WAIVER INFORMATION

If you are using a fee waiver for the \$116 domestic test fee please enter the waiver number here.

Fee Waiver Number

11. AUTHORIZATIONS

11a. Authorization to Release Contact Information

SSAT maintains a strict privacy policy regarding personal information of test registrants and does not disclose information without the consent of the registrant/family.

With the consent of the registrant/family, the SSAT Locator Service offers member schools the opportunity to receive contact information provided to SSAT by the registrant/family. Those who consent may be contacted by member schools - only by mail or email.

By checking this box, you consent to the inclusion of your contact information in the SSAT Locator Service offered to member schools.

11b. Test Registration Account Proxy

If you want to permit your current school, an organization, or educational consultant to manage your student registration account, be sure to include their 4-digit SSAT identification code on your registration form.

This permission will enable your consultant or school administrator to add/cancel scores on your behalf (at no charge) using your online account.

If you are not working with a placement director or educational consultant, leave this field blank.

AUTHORIZATIONS

Check here to authorize SSAT to release your contact information to interested member schools.

Authorize [? WHAT'S THIS?](#)

Account Proxy:
Enter member code to authorize.

[? WHAT'S THIS?](#)

12. REVIEW AND PROCEED

You will be given an opportunity to review your registration before proceeding to payment.

PROCEED TO PAYMENT

CHANGE INFORMATION

CANCEL

13. PAYMENT

Your purchase summary with totals is summarized here.

Item	Quantity	Price
SSAT - Domestic (USA/Canada)	1	116.00
		Total \$116.00

Enter credit card holder's name.
A receipt will be sent to the email address provided.





Enter credit card number, expiration date and card security code.

SSAT accepts Visa, MasterCard and Discover.

Billing Details

First Name	<input type="text"/>	Card holder's name and address
Last Name	<input type="text"/>	
Address	123 Any Street	
City	Anytown	
State / Province / Region	New Jersey	
Postal Code	01234	
Country	USA	
Email	suesmith@ssat.org	A receipt will be sent to this address
Phone	<input type="text"/>	(Optional)

Card Details

Card Number	<input type="text"/>	  
Expiry Date	11 - Nov 2012	
Card Security Code	<input type="text"/>	

Please Note: SSAT does not offer refunds.

14. CONFIRMATION AND PRINT ENTRANCE TICKET

Once your credit is processed, your screen will look like this.

Be sure to click on the PRINT NOW blue button and print your SSAT Test Ticket. This is your entrance ticket. Bring it with you on the day of the test.

Please note: You will also receive an email confirmation of your credit card purchase.

SSAT ONLINE REGISTRATION

JENNIFER E SSAT

This will create a NEW SSAT Test Registration.

Registrant Information >> Review Form >> **Confirmation**

 **Your SSAT Registration has been successfully submitted.**

Important: Please print this page for your records*

 **The top portion of the print-out will be required for entrance to the test.**

[Print Now](#)

* If you do not have a printer at this time, record your SSAT registration number, Login ID and birthdate. You will need this information to access SSAT online services. Visit www.ssat.org to manage your account online, add or cancel scores, or print a replacement admission ticket.

If you have any questions regarding these instructions, please contact SSAT at info@ssat.org and we will be pleased to help.