

## STEPS TO FORWARD SSAT SCORES TO HIGH SCHOOLS

1. Login to student's account on the SSAT home page. Look for *Student Login* in the upper right hand corner of the page. The web login ID number is highlighted on their flex test ticket, which went home in October.
  2. Once you are logged in, the girl's Account Management page will appear. On this page, look for *SSAT Test Registrations*. Under this heading, look for *Review/Change SSAT Registration*. If you have taken more than one test, then be sure that you are selecting the correct test to send. The date of the test is in parentheses following the registration number.
  3. Click on the *Review/Change* link for the score you would like to send.
  4. Once the new page appears, scroll down to *Score Reporting Information*, then click on *Add/Cancel Score Reports*.
  5. Next, click on *Select Score Recipients* to see a listing of schools. In order to add a school, simply click on the name of the high school and it will be added to your list. Once you have finished adding each high school, click off of the box of school names.
- NOTE: If you already know the SSAT school codes for the high schools that you want to send scores to, you may input them directly into the boxes provided.
6. Click continue at the bottom of the page.
  7. Please confirm that all information is correct, including the names of the high school, then hit submit. SSAT will then forward the complete score report to each high school.

Congratulations, this part of the process is complete!