CollegeBoard

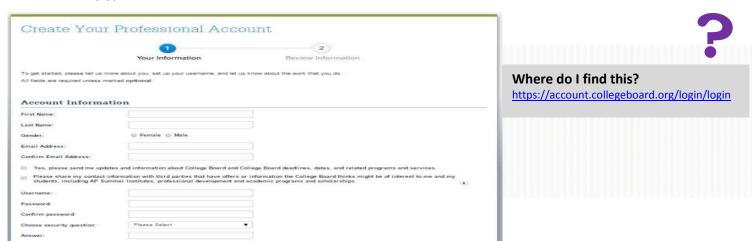## Access the K12 Reporting Tool & Manage Access Tool

The new suite of College Board assessments will provide a robust set of online data analysis and reporting tools. The Educator Score Report will allow for institutional, demographic, test content and question analysis, and trend views. This online report will be available before the paper reports are sent out with all users receiving email notification when new scores are available.

In order for educators in your district/school to gain access to the K12 Reporting Tool, you must first access the Manage Access Tool to set up the users for your institution. The Manage Access Tool will allow districts/schools to manage who has access to their data by user, and manage an individual's access at any time. Follow the guidelines below to establish data access for your district/school staff.

Quick Definitions		
	Manage Access Tool	The manage access tool allows a K12 Institution to administer access to College Board Services and tools
	Access Manager Each district/school needs to identify the staff member that will manage access to the score report portal.	An access manager at the institution can grant, manage, and revoke access to their K12 Reporting Tool.
R O L E S	**DAT** for Assessment Reporting K12	The manage access role. This is not a reporting role, rather a role that is able to provide access to an Institution's K12 reporting tool to multiple individuals.
	Assessment Reporting K12 **Data Files Management**	Data files download access. These can be IT vendors hired by Institutions, Institution technology staff, or other Institution staff
	Assessment Reporting K12 **Summary**	Aggregate Basic Assessment Score Reporting, limited summary data access.
	Assessment Reporting K12 **Detail**	Detailed Basic Assessment Score Reporting, including drill down to individual student score data.

STEP 1 — Create College Board Professional Account

To provide and manage access to the reporting tool, an individual must create a College Board professional login account. This must be completed prior to setting up the initial Manage Access Roles.

Where do I find this?
https://account.collegeboard.org/login/login

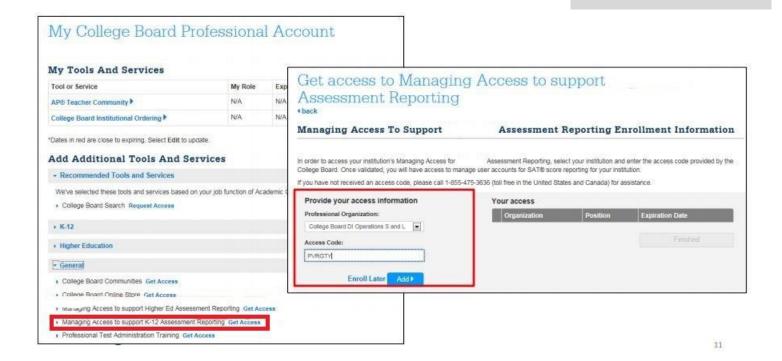**STEP** 2   Manage access to support K-12 Assessment Reporting

An access code is required for the first time on-boarding of the first access manager to access the DAT application.

- Log in to your professional account
- Click the 'General' section on your dashboard
- Select the 'Managing Access to Support K-12 Assessment Reporting' link
- Provide your 'professional organization' from the drop down menu and enter your access code.
- In some cases, multiple institutions may be available in the drop down menu, please be sure that you are selecting the correct institution for your access code.

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Where do I find my access code?

- Reference communication sent to your PSAT/NMSQT Coordinator
- contact SAT customer service at 1-888-SAT-HELP (728-4357)
- contact PSAT customer service at 1-888-477-7728 or
- contact your Regional Office Representative: Cara DiBlasio cdiblasio@collegeboard.org

STEP 3   Accept Terms & Conditions for Use

The next screen after your initial login will require an agreement to the terms and conditions for use. Please carefully read the material and accept in order to gain access.
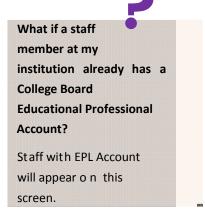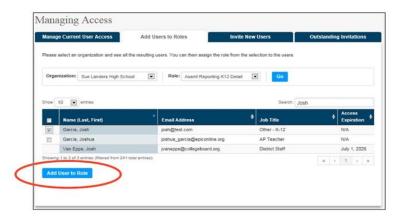
Access managers can view and manage access already granted to individuals at their institution.

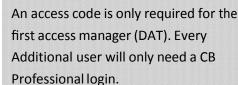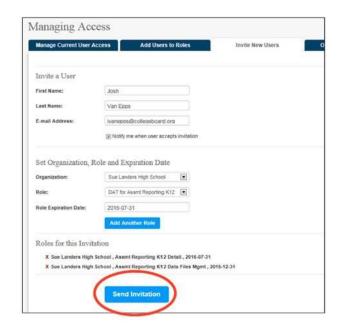- **View** all current access
- **Revoke** access for departing users

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What if a staff member at my institution already has a College Board Educational Professional Account?

Staff with EPL Account will appear on this screen.

Access managers can provide access to users who don't have College Board Professional Login Accounts. When you invite users to the account, an email will be sent. The user will need to request a College Board account (see Step 1). Once an account is created, the role will be active.

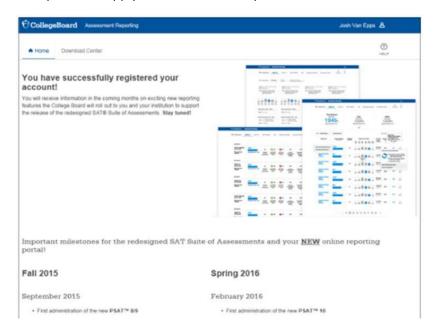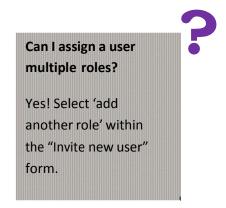**?**

Do I need to forward the access code to them?

An access code is only required for the first access manager (DAT). Every Additional user will only need a CB Professional login.

STEP 6	Access Educator Reports

Accessing the K12 Reporting tool will require acceptance of the Site Terms and Conditions on each users initial log in.

The home screen will serve as the central reporting/data portal that allows you to easily configure and run online reports and apply filters for data analysis.

Can I assign a user multiple roles?

Yes! Select 'add another role' within the "Invite new user" form.

I have more questions. Who can I call?
If you have questions about this process, please call PSAT Customer Service at 888-477-PSAT (7728) or the SAT customer service at 888-SAT-HELP (728-4357). You can also speak with your Western Regional Office representative: Cara DiBlasio, cdiblasio@collegeboard.org/213-246-0738.

Use the space below to keep record of the personnel from your district/school who have been assigned access to the tool.

Name	Role Assigned	Date Assigned