Connecticut SAT® School Day Spring 2027

Organization Establishment Guide for Schools and Districts



SAT Suite

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Overview of the Organization Establishment Process

- To complete school setup for spring SAT School Day testing, all participating schools must provide College Board with updated staff information and the school's test administration plan by submitting an establishment survey at the district and school level. This process is called "Organization Establishment."
- Surveys will be available in the SAT Suite Ordering and Registration (SSOR) system starting October 1. You must have a College Board Professional Account to access SSOR and complete the survey.
- For spring testing, SSOR should only be used for submitting organization establishment surveys and maintaining updated testing and staff information.
- Student registration will continue to be submitted and managed by the Connecticut State Department of Education (CSDE) through the State Data Management System (SDMS) starting late January 2027.
- Test coordinators submitted via org establishment surveys are automatically provisioned to systems such as SDMS and Test Day Toolkit (starting early February 2027).
- **It is important that schools and districts keep these contacts updated to protect student PII.**

District and School Establishment Survey Timeline



10/1/2026

District and School Establishment Surveys Become Available in SSOR



10/16/2026

Establishment Survey Reminders Sent to Schools with Incomplete Surveys



10/23/2026

Deadline to Submit District and School Establishment Surveys



1/13/2027

School Coordinators and Principals Receive the School Establishment Confirmation Email (for schools submitted before the deadline)

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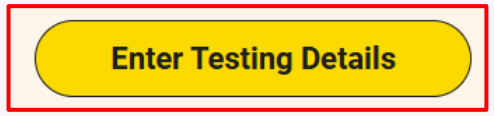
District Establishment Survey

District Establishment Survey Overview

Step 1

Log into SSOR and under "SAT Suite State-Provided Testing," click

"Enter Testing Details"



-Be sure you are logged in as the district and not an individual school

-If you do not see the yellow "Enter Testing Details" button, contact your access manager to be assigned the SAT Suite Ordering role

Step 2

Confirm Your District Information, including:

- **District Name**
- **State ID**
- **Participating Schools**
- **Mailing Address**

Click Next

If the information is incorrect, reach out to CSDE for assistance

Step 3

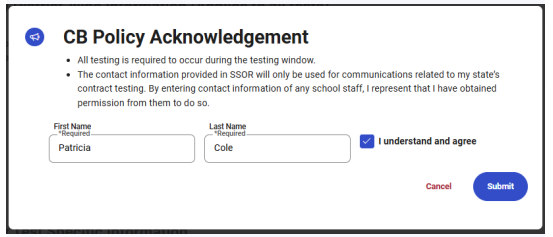
Enter Your District Testing Contacts:

- **District Test Coordinator (required)**
- **District Data Coordinator**
- **Out of District Coordinator**

Click Next

Step 4

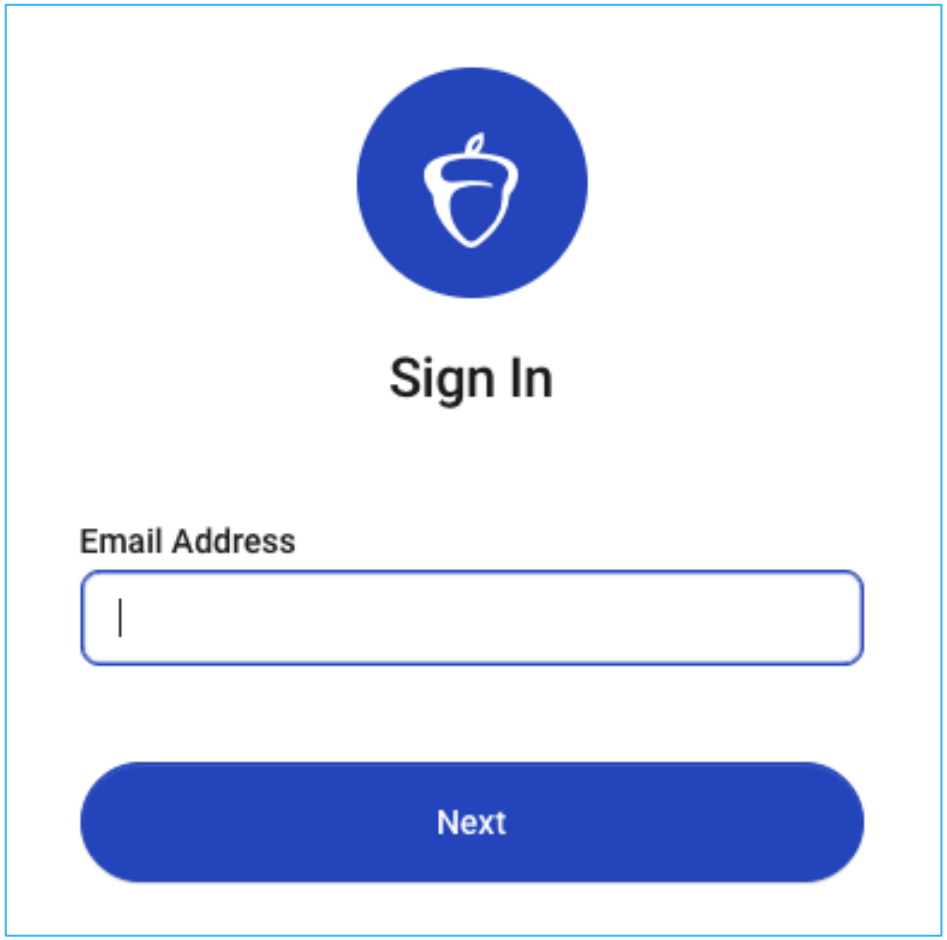
Complete the College Board Policy Acknowledgement



Click Submit

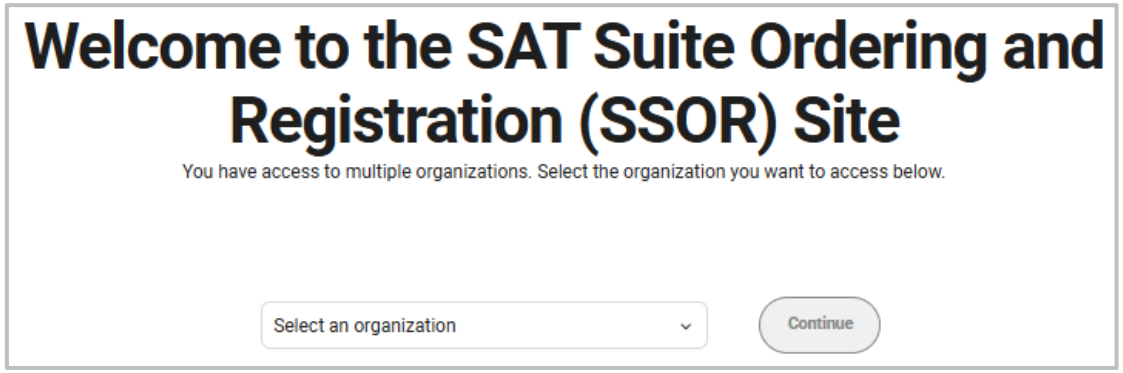
District Establishment Survey: Screen by Screen

Log in to SSOR:
https://ordering.collegeboard.org

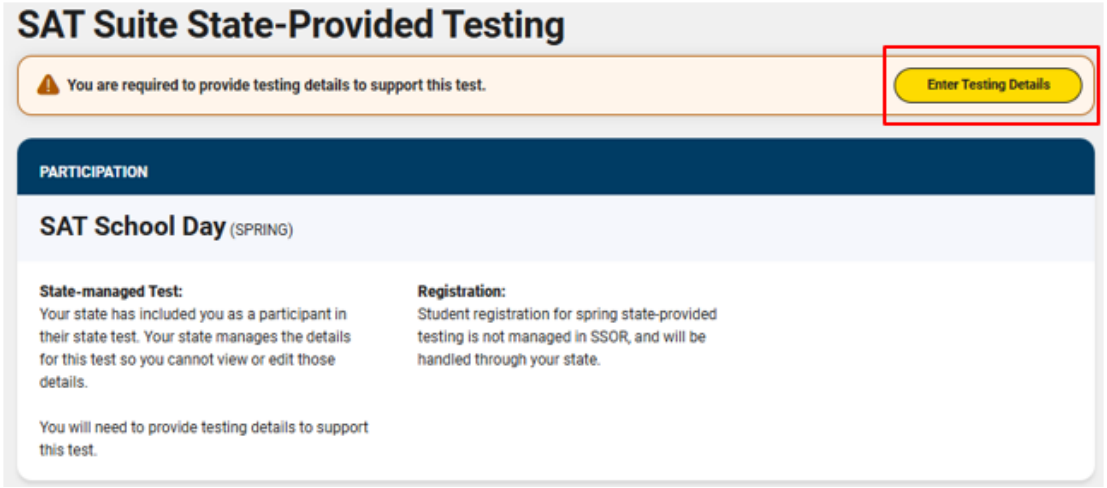


District Establishment Survey: Screen by Screen

If you have access to multiple organizations, you will be taken to the Welcome screen first. Select your district, then click Continue and you will be taken to the home screen.

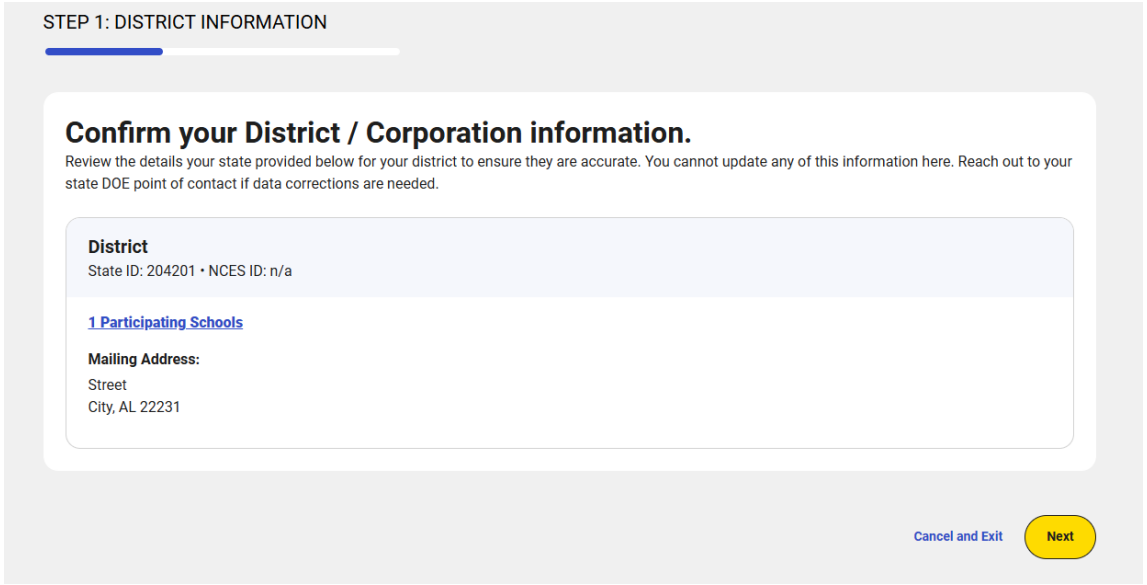


If you only have access to your district, you will be taken directly to the home screen.
Select "Enter Testing Details" to launch the survey.

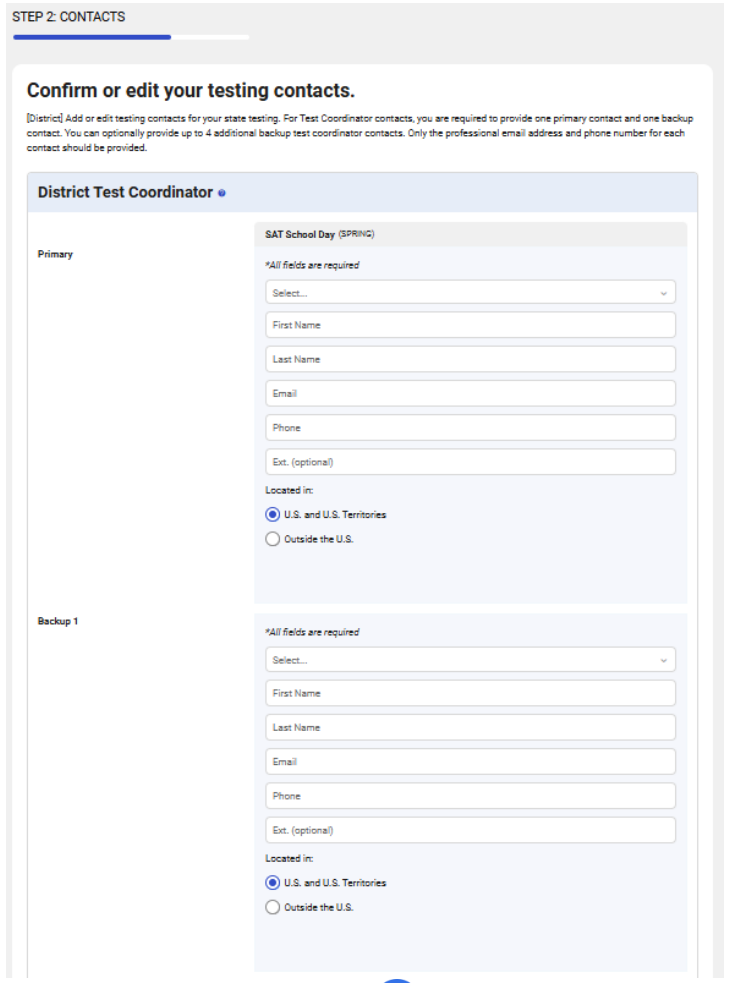


District Establishment Survey: Screen by Screen

Confirm Your District Information

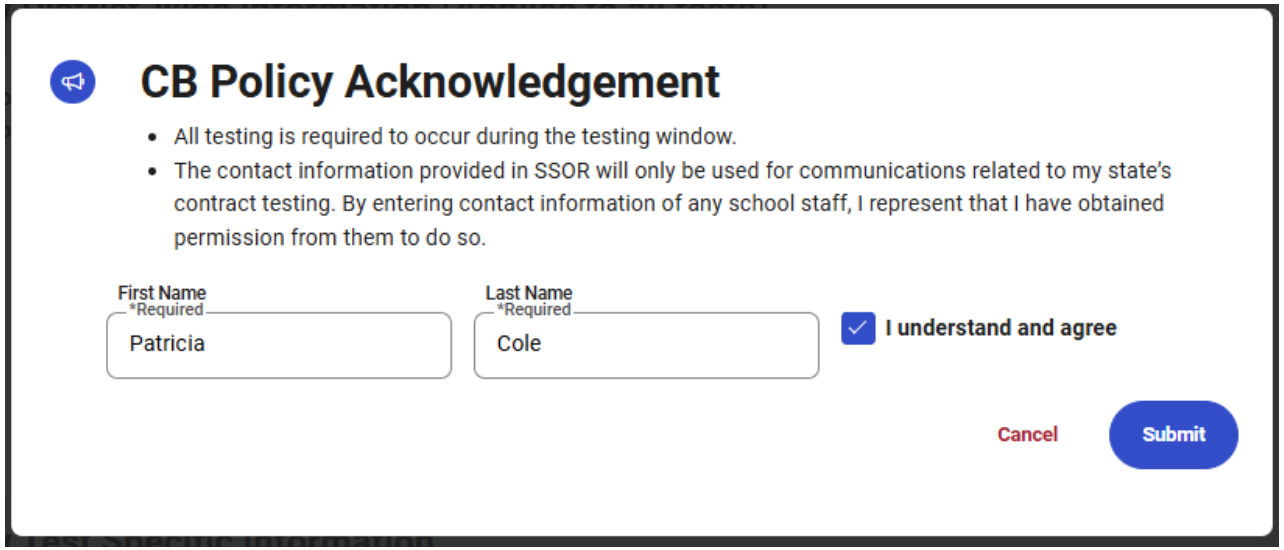


Enter Your District Testing Contacts



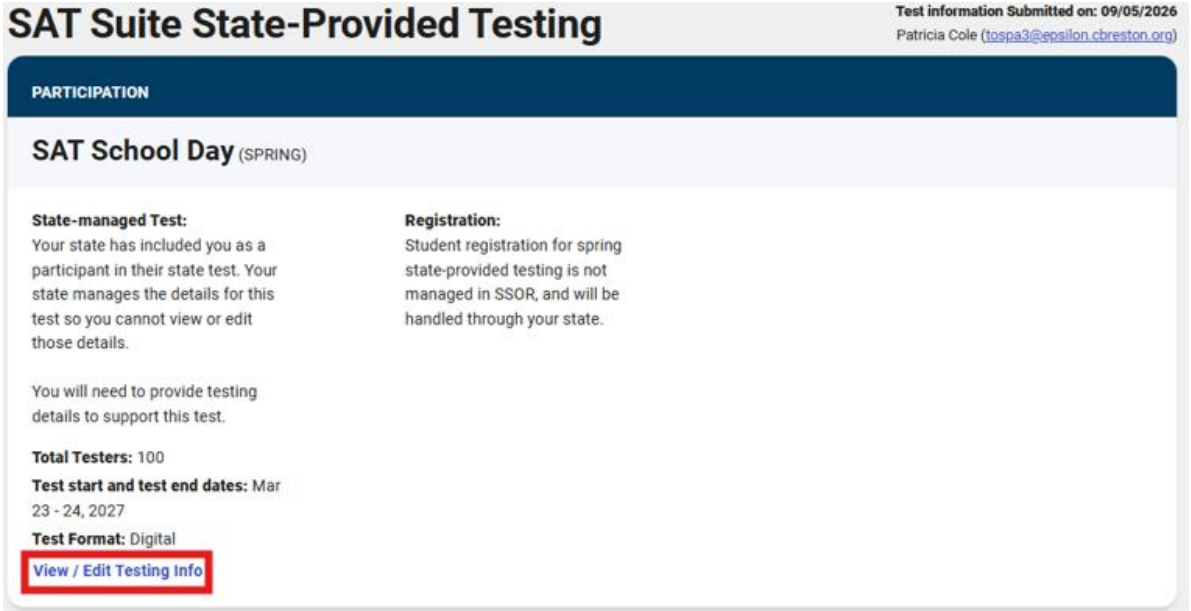
District Establishment Survey: Screen by Screen

Complete the College Board Policy Acknowledgement



Once submitted, the survey is complete

Updates can be made at any time by clicking "View/Edit Testing Info" on the Home Page



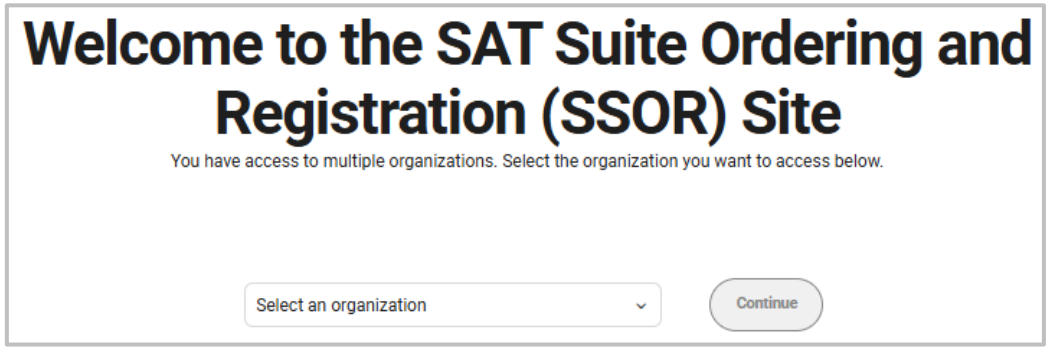
District Coordinators Completing School Surveys

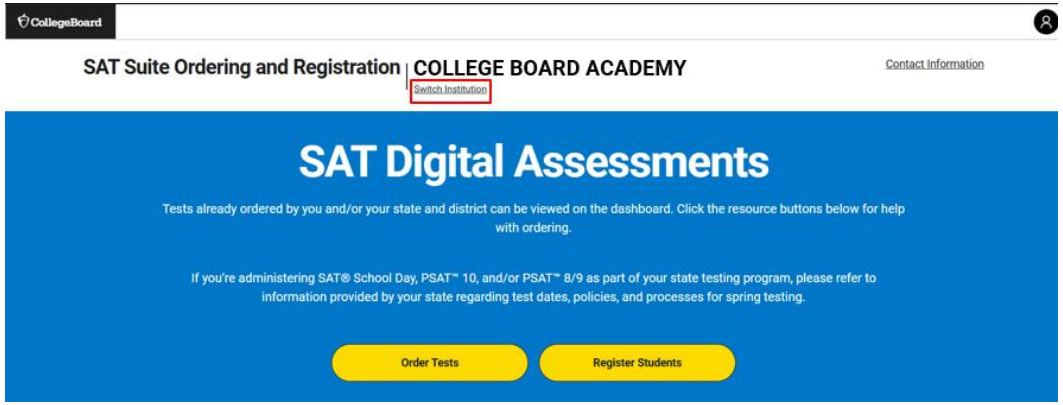
- If you are a district test coordinator who needs to complete school establishment surveys for the schools in your district, follow the steps below:

    1. Confirm that you have access to each school by logging into SSOR and reviewing your list of schools in the drop-down menu.
        - If you are on the SSOR home page, select “Switch Institution” at the top of the page.

    2. Select the school for which you need to complete the survey.

    3. Follow the steps in the “School Establishment Survey” section of this guide (next section).





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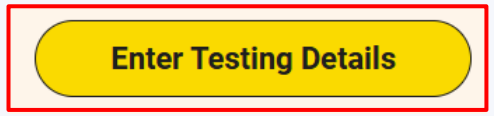
School Establishment Survey

School Establishment Survey Overview

Step 1

Log into SSOR and under "SAT Suite State-Provided Testing," click

"Enter Testing Details"



If you do not see the "Enter Testing Details" button, contact your access manager to be assigned the SAT Suite Ordering role

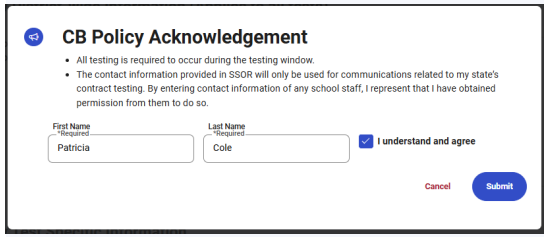
Step 2

Complete Your School's Survey

1. Confirm Your School Details
2. Enter Approximate # of Students Testing
3. Enter School Testing Date(s)
4. Enter School Closure Date(s)
5. Enter Testing Contacts
6. Select Testing Devices
7. Select Paper Testing Needs for Students Unable to Test Digitally (See page 16)
8. Select Off-Site Testing Needs
9. Review Your Information

Step 3

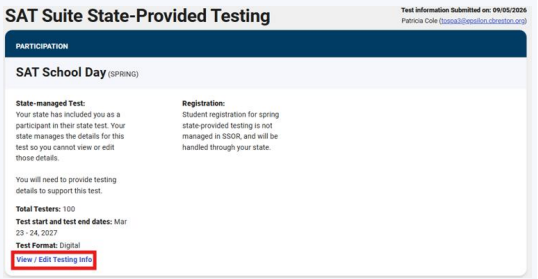
Complete the College Board Policy Acknowledgement



Click Submit

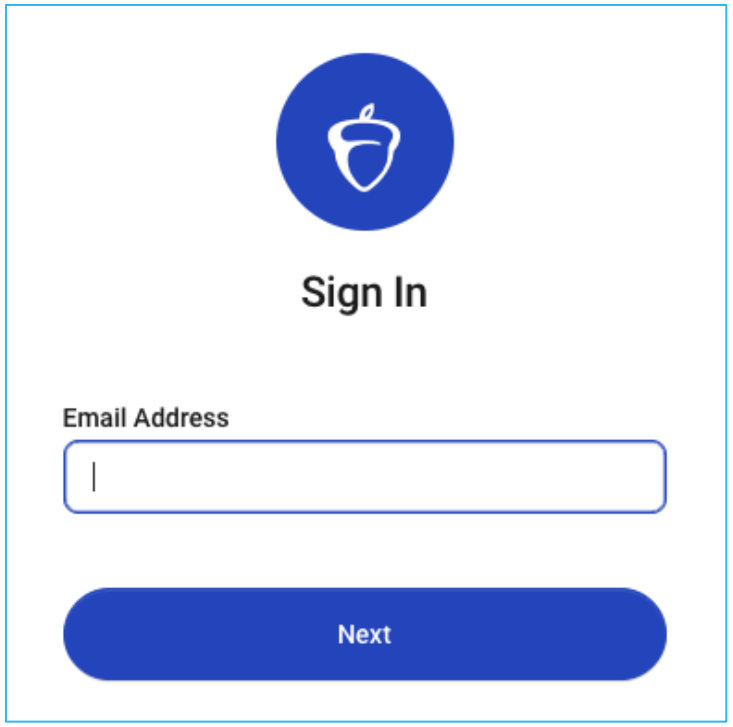
Step 4

Make Updates by Clicking "View/Edit Testing Info" on the SSOR Home Page

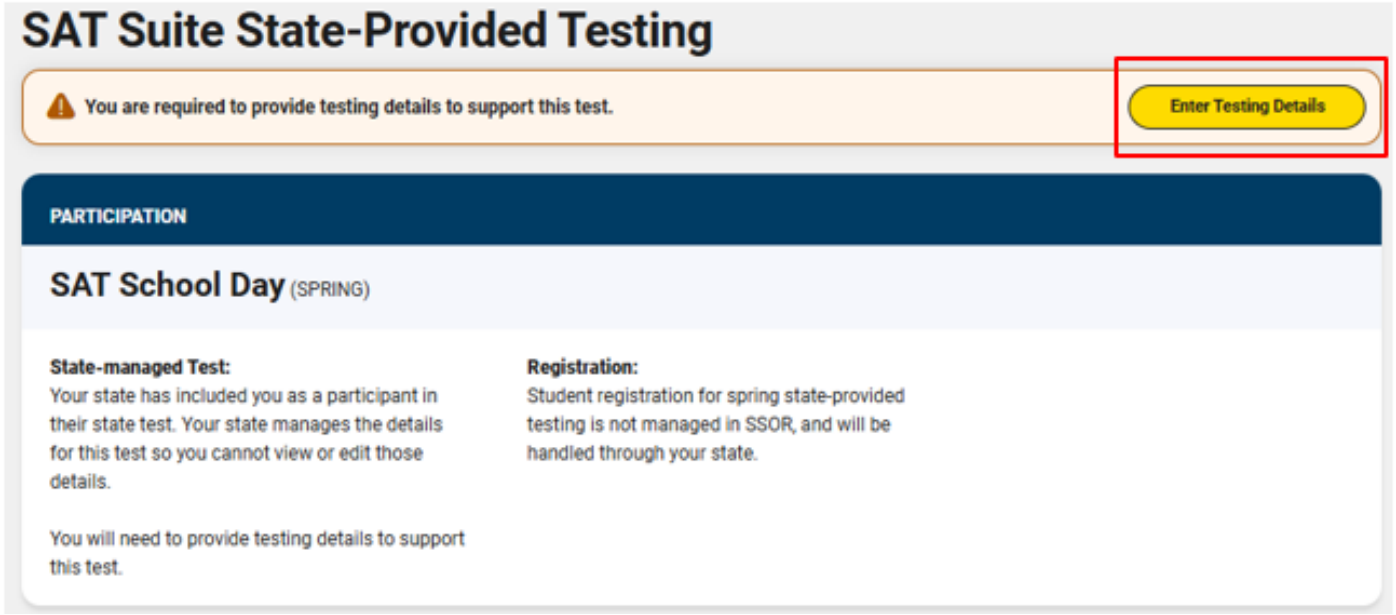


School Establishment Survey: Screen by Screen

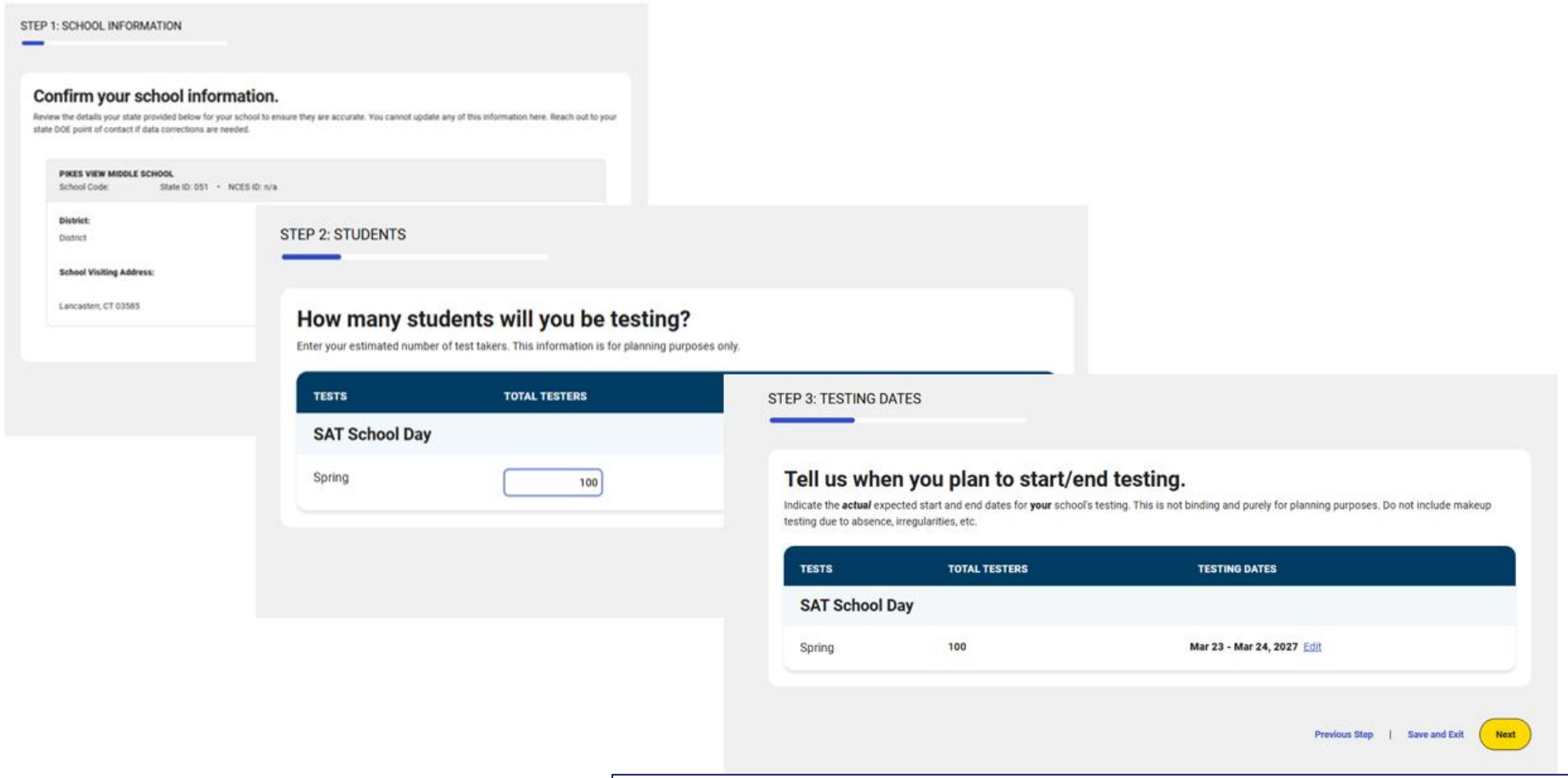
Log in to SSOR:
https://ordering.collegeboard.org



Select “Enter Testing Details” to launch the survey.

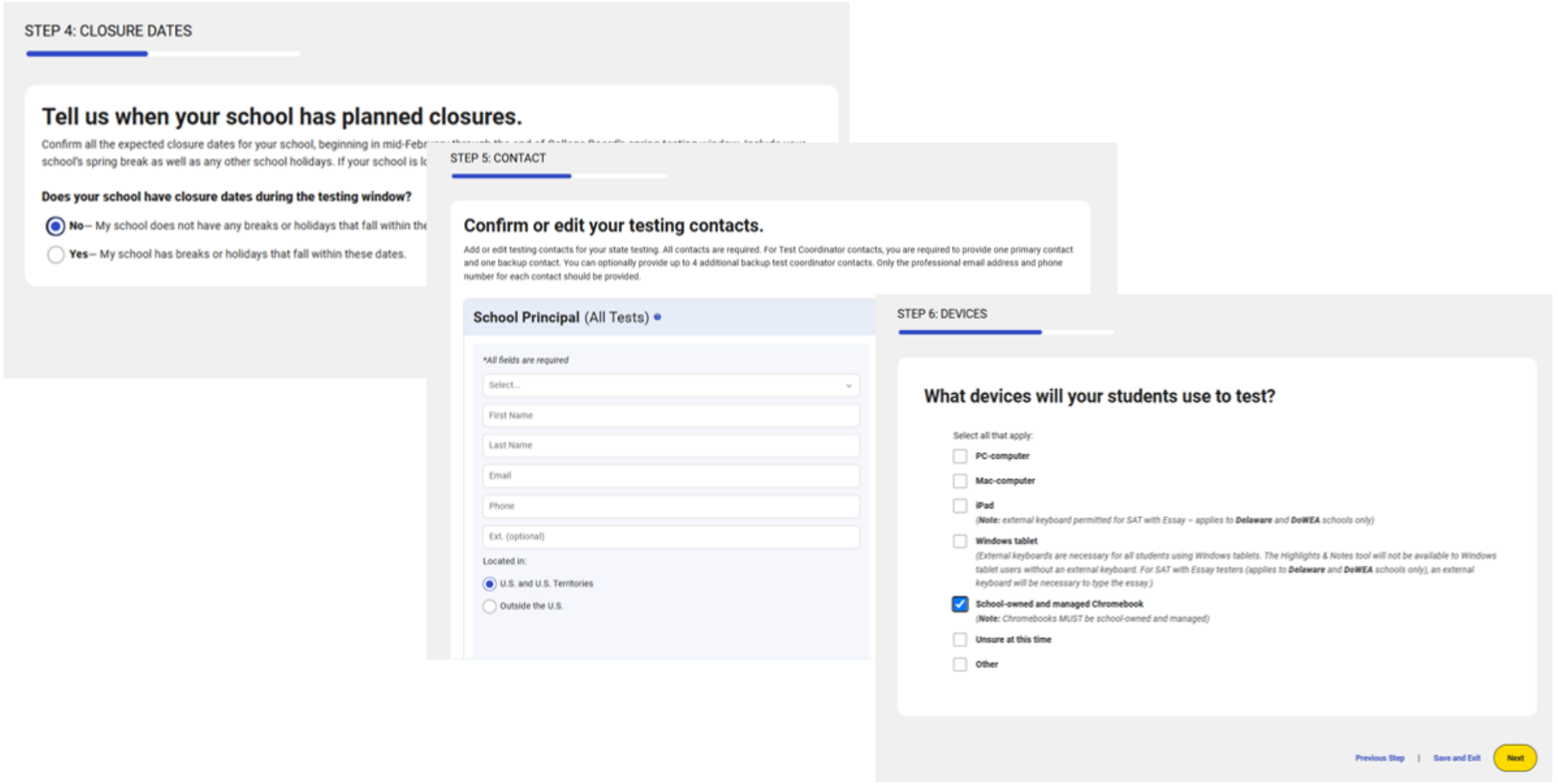


School Establishment Survey: Screen by Screen

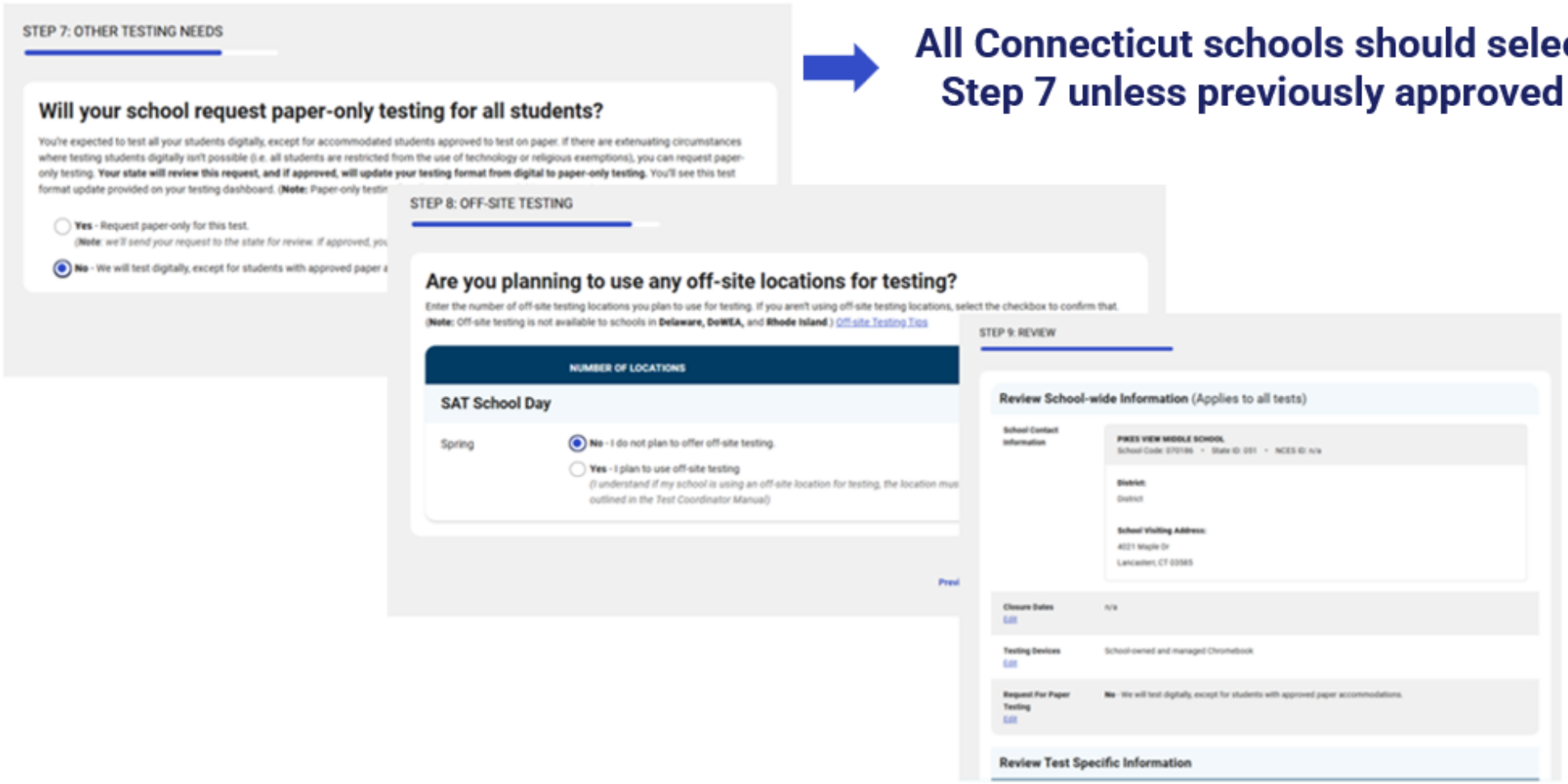


The date provided will determine College Board's readiness outreach and planning schedule for your school

School Establishment Survey: Screen by Screen



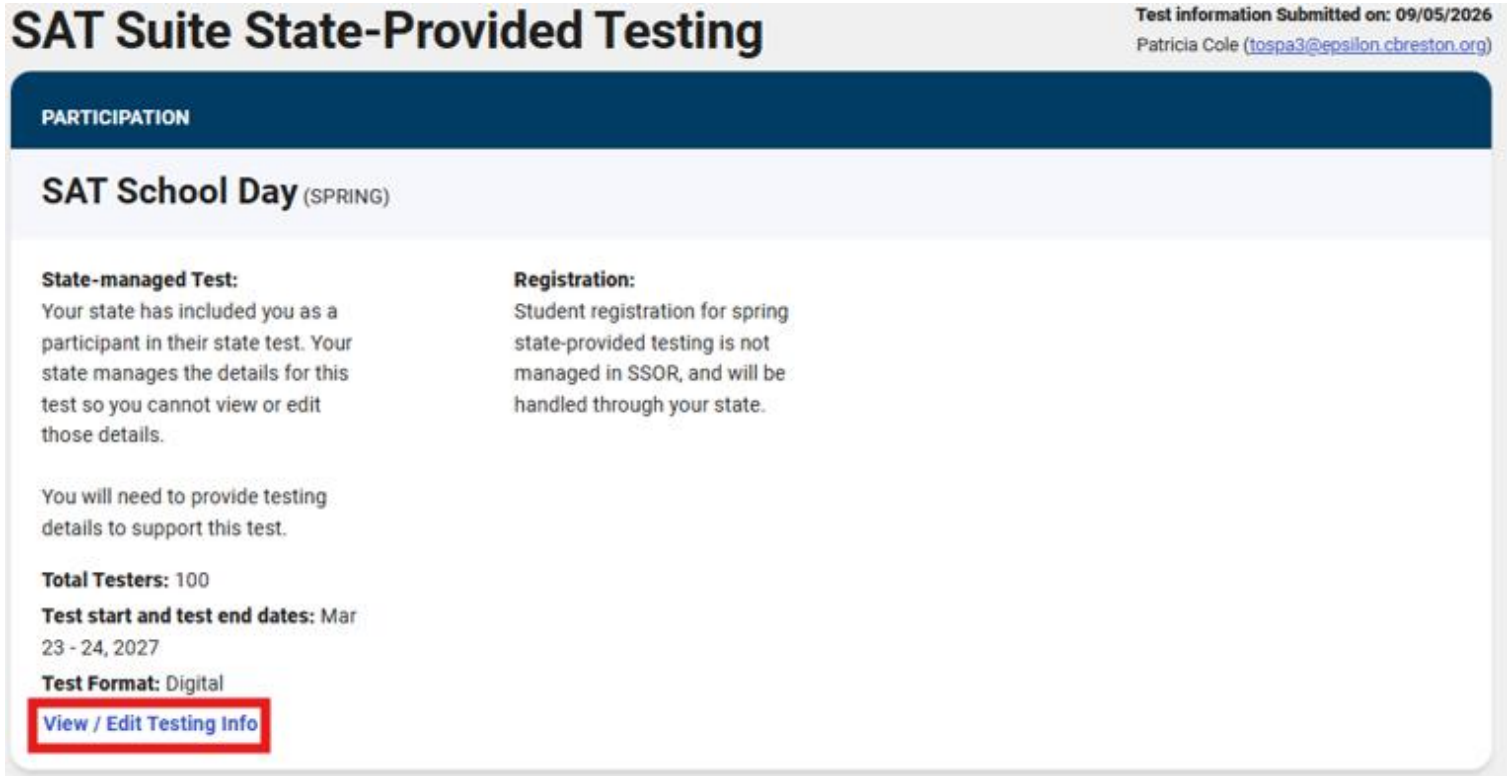
School Establishment Survey: Screen by Screen



All Connecticut schools should select "No" for Step 7 unless previously approved by CSDE

School Establishment Survey: Screen by Screen

Updates can be made at any time by clicking "View/Edit Testing Info" on the Home Page



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SSOR Access Management- Frequently Asked Questions

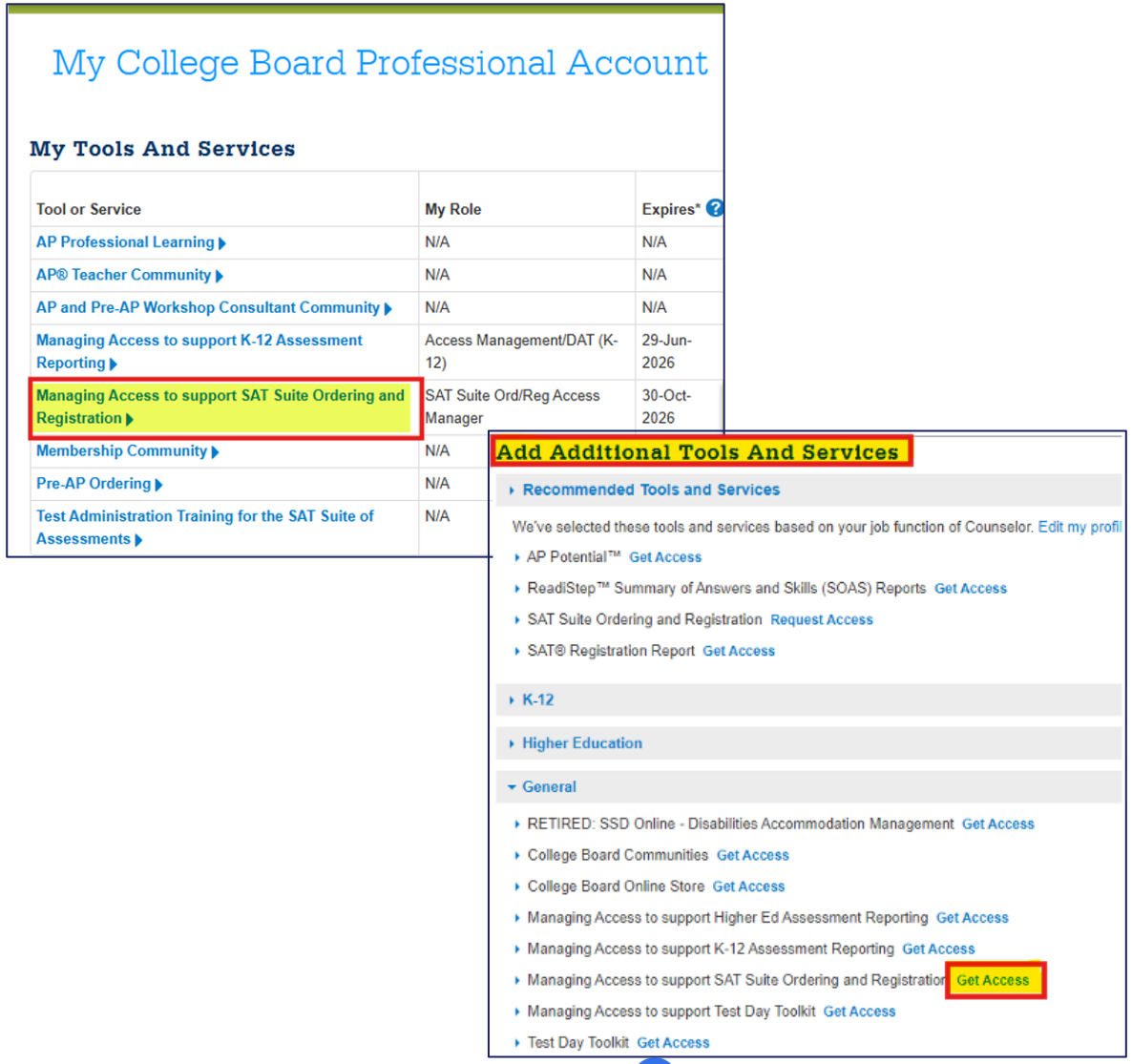
FAQ: Access Management

1. How do I know if I am an access manager?

- Access managers will have the "***Managing Access to Support SAT Suite Ordering and Registration***" option listed under "My Tools and Services." This link will take access managers to the Managing Access Tool.
- District test coordinators and principals who were submitted to College Board by CSDE were auto-assigned the access manager role for spring 2027.

2. How do I find out who my school's access manager is?

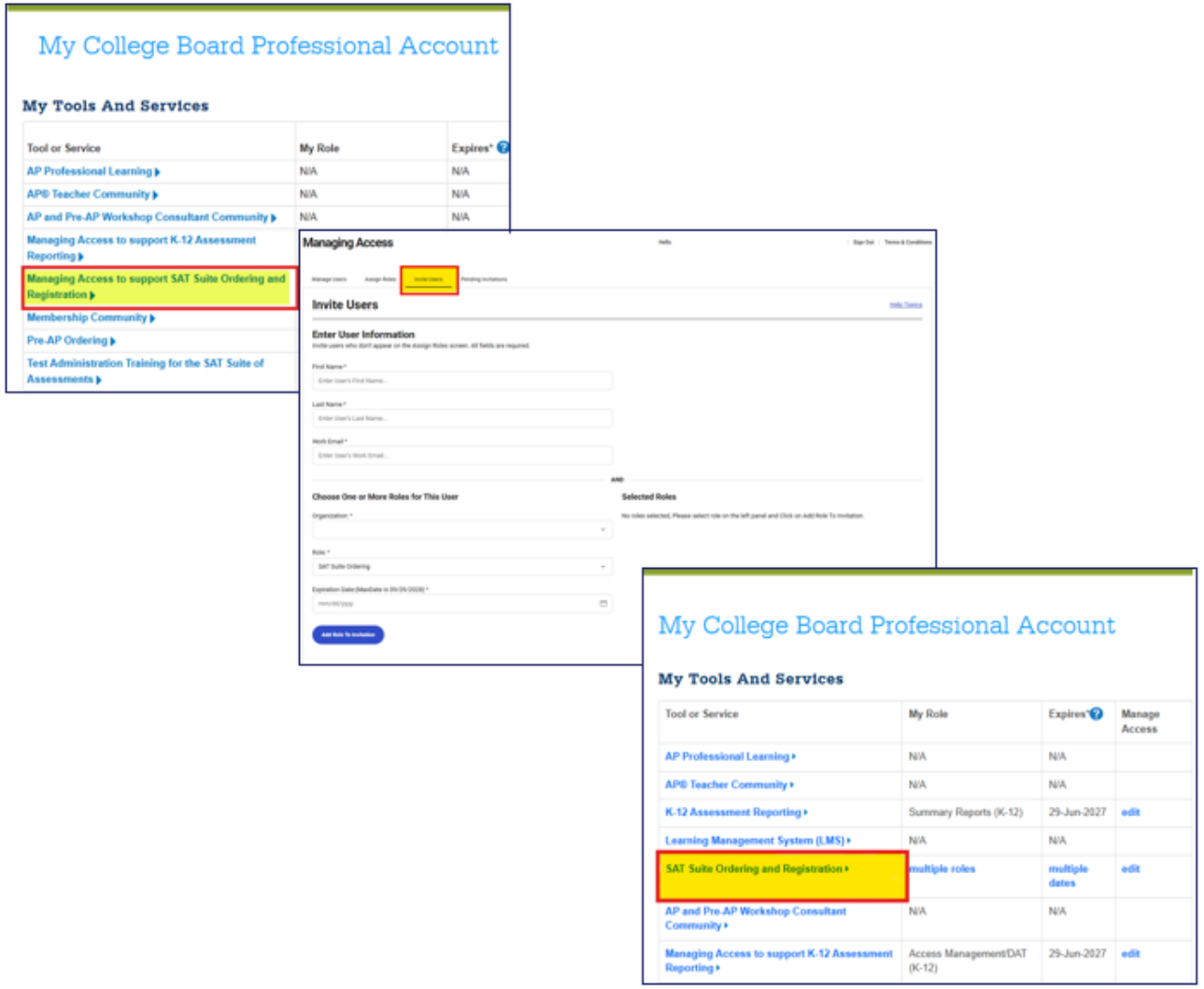
- For SAT School Day, the access manager is generally your district test coordinator or school principal. If your school/district does not have an assigned access manager, one can be established by following the steps below:
  - From your dashboard, scroll down to the section titled "Add Additional Tools and Services."
  - Click "General," then "Get Access" next to "Managing Access to Support SAT Suite Ordering and Registration."
  - Select your organization and enter the unique access code.
  - Once added, "Managing Access to support SAT Suite Ordering and Registration" will appear on your dashboard under "My Tools and Services."



FAQ: Access Management

3. I am the access manager. How do I assign someone (or myself) the SAT Suite Ordering Role?

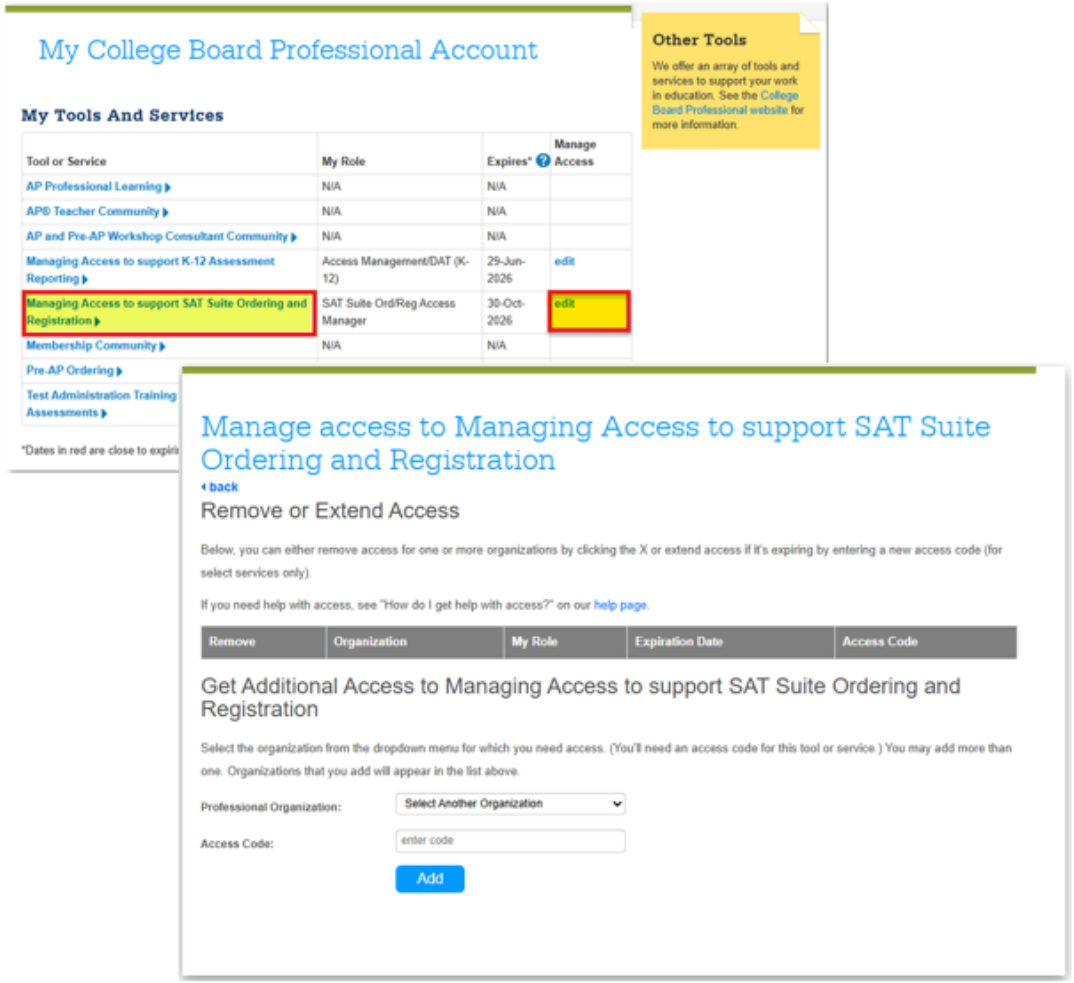
- Follow the steps below:
  - From your College Board account dashboard, select "***Managing Access to Support SAT Suite Ordering and Registration.***" This will take you to the Managing Access Tool.
  - Select the "Invite Users" tab and enter the user information. Then select the school/organization, the ***SAT Suite Ordering*** role, and a role expiration date.
  - Click "Add Role to Invitation." Once the role appears under "Selected Roles," click "**Email Invitation**."
  - The user will receive an email invitation and must accept the role by clicking the link provided in the email. Once accepted, the "SAT Suite Ordering and Registration" link will appear on the user's account dashboard.



FAQ: Access Management

4. I am the access manager, but I don't have access to all of my schools in SSOR or the Managing Access Tool. How do I add additional schools?

- Follow the steps below:
  - From your College Board account dashboard, Select "***Edit***" for "***Managing Access to support SAT Suite Ordering and Registration***."
  - Select the school or district you need access to and enter the unique access code, then click "Add."
  - Repeat for additional organizations.
  - Once all organizations have been added, click "Back." The organizations will automatically appear in SSOR and the Managing Access Tool.



Resources

Learn: Completing the Organization Establishment Process for Spring 2027
(sign in using your College Board credentials)

Learn: What Can I do in the Managing Access Tool?

Useful Links:

SAT Suite Ordering & Registration

Create a College Board Professional Account

Connecticut SAT School Day Website

Need Help?

Contact Bojana Mitrovic, your K-12 Delivery Specialist, at bmitrovic@collegeboard.org.

Thank You

CollegeBoard

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