College Board Portal Access Form

2016-2017

In order to support the Academy by reducing the burden of securely transferring PSAT®/SAT® data to the Center, the Academy must provide the Center access to the Academy's College Board portal.

Name of Academy: _____

The Academy's Data Access Manager (DAT) must assign logins for the following members of the Center:

- Karen Mater, Assessment Coordinator, KMater@TheCenterForCharters.org
- Joseph Marr, Senior Analyst, JMarr@thecenterforcharters.org

- Assign the following roles to each account:
  - Assessment Reporting K12 **Data Files Management**
  - Assessment Reporting K12 **Summary**
  - Assessment Reporting K12 **Detail**
- Please set the access expiration date to 12/31/2017, or later.
- An email invitation should be immediately sent.
- For questions related to the creation of the logins, the directions from the College Board are attached. You may also contact the Michigan K-12 Director for The College Board, Jason Feig at (646) 531-3974 (email address is: jfeig@collegeboard.org or Kari Anama at (616) 291-6323 (email address is: kanama@collegeboard.org.
- If Mr. Feig or Ms. Anama are unavailable and you have an immediate need, you can contact The College Board Michigan Customer Service at at (866) 870-3127 or michiganadministratorsupport@collegeboard.org.

Center Employee	Roles Assigned	Invitation sent?
Karen Mater		
Joseph Marr		

_____	_____	_____	_____
Signature	Name (printed)	Title	Date

Submission:
Please submit the completed from by *May 18, 2017,* to the Center via Epicenter, per the Master Calendar of Reporting Requirements.

For more information, please contact:

The Governor John Engler Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989)774-2100
www.TheCenterForCharters.org

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, demographical, 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 in order to set up the users for your institution. The Manage Access Tool will allow districts/schools to manage who has access to data by user and manage an individual's access at any time. Follow the guideline below in order to access and establish data access for your district/school staff to the Manage Access Tool.

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(s) that manages 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, individuals must create a College Board professional login account. This must be completed prior to setting up the initial Manage Access Tool.
<u>If you already have an account, go to Step 2.</u>

Where do I find this?

https:// account.collegeboard.org/login/login

It may take 1-2 days for notification that the account has been created
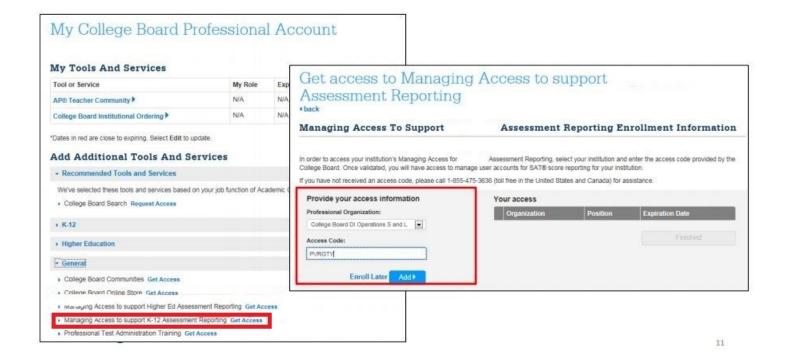
STEP 2 Becoming the Data Access Manager

An access code is required for the first time the first access manager accesses 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

Where do I find my access code?

Reference communication sent to PSAT/NMSQT Coordinator or call the Midwest Regional Office at (847) 653-4500.

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.
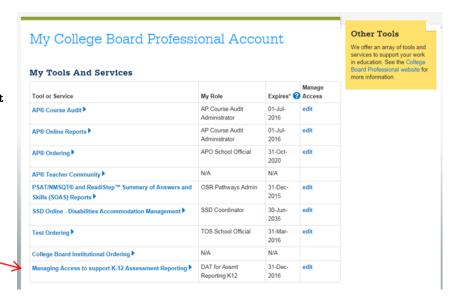
STEP 4 Manage Current User Access

Access managers can view and manage access already granted to individuals at their institution (or to vendor users, as appropriate). Once the access manager role has been set up, "Managing Access to support K-12 Assessment Reporting" should now be located on the dashboard. This link will help the access manager to:

- **View** all current access
- **Revoke** access for departing users
- **Grant/Renew** access as needed
- *Note*: **The Access Manager does not have access to reports, it is only an administrative role. To have access to reports, the Access Manager must assign the reporting roles to him/ herself.**
- Use this link to assign roles to self or others

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STEP 5 Invite New Users

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

- Enter the name and email for the educator you are inviting
- You can choose to be notified when the user accepts the invitation by clicking the box beneath the e-mail address
- Your organization should automatically be listed
- Identify the role and the date the access expires. **Be sure to select a specific day and not just a month or year. The latest date you can currently set access to is 12-31-16**
- Click "Add Role to Invitation" (Add additional roles as necessary)
- Click "Send Invitation"

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.
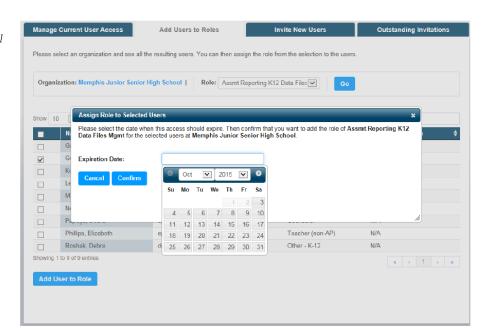
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STEP 6	Add Users to Roles

Access managers can add roles to educators (or to vendor users, as appropriate) who already have a College Board Professional Login.

- Click the tab labeled "Add Users to Roles"

- All educators in your school *with a College Board Educator Professional Login (EPL) will be listed.* If an educator does not have an EPL, you can invite them to create one.

- Identify which role you are ready to assign from the drop down box

- Check all of the educators you want to assign the selected role

What if a staff member does not have an EPL?

You can invite educators to create one (see Step 5).

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STEP 5	View Outstanding Invitations

The Access Manager can also follow outstanding invitations and can resend or cancel the invitation by navigating to the "Outstanding Invitations" tab.

I have more questions. Who can I call?

Speak to a real person at the College Board Midwest Regional Office at (847) 653-4500. We'll be more than happy to walk you through the process.

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