

## PSAT™/SAT® College Board Portal Access Form

**2020-2021**

**Name of Academy:** \_\_\_\_\_

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.

On the College Board’s Access Management Tool, the Academy’s Data Access Manager (DAT), must create logins or extend the expiration date if these logins have been previously created, with the roles specified below for two members of the Center. Step-by-step instructions to create logins and assign roles are available in the attached document from the College Board. For additional assistance, please contact the Michigan K-12 Director for the College Board, Jason Feig at (616) 531-3974 ([jfeig@collegeboard.org](mailto:jfeig@collegeboard.org)) or Kari Anama at (616) 291-6323 ([kanama@collegeboard.org](mailto:kanama@collegeboard.org)), or the College Board Michigan Customer Service at (866) 870-3127 ([michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)).

The Academy’s DAT must assign logins or extend the expiration date if these logins have been previously created, for these two members of the Center:

- Sherry Betcher, Assessment Manager, [SBetcher@TheCenterForCharters.org](mailto:SBetcher@TheCenterForCharters.org)
- Eric Cronstrom, Data Analyst, [ECronstrom@TheCenterForCharters.org](mailto:ECronstrom@TheCenterForCharters.org)
  - » Assign the following roles to each account:
    - Access Management/DAT (K-12)
    - File Downloads (K-12)
    - Summary Reports (K-12)
    - Detailed Reports (K-12)
  - » Set the access expiration date to 12/31/2022 or later. If the College Board portal does not allow you to set it to 12/31/2022, set it to the latest date allowed.
  - » Navigate to the “Invite User” tab and complete the steps to send the invitation email to both Sherry Betcher and Eric Cronstrom.

Center Employee	I assigned all four roles to this user	I sent the invitation to this user
<b>Sherry Betcher</b>		
<b>Eric Cronstrom</b>		

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Submission:**

Please submit the completed form by **May 13, 2021**, to the Center via Epicenter, per the Master Calendar of Reporting Requirements.

**For more information, please contact:**

Sherry Betcher, (586) 215-1402 or [SBetcher@TheCenterForCharters.org](mailto:SBetcher@TheCenterForCharters.org)