SAO 3.0
The Standard Application Online - Setup for Community Based Organizations
SAO for CBOs

When you Opt-In to the SAO for CBO All Access program, students apply directly to your program, and then you manage their applications to independent schools.

- Intuitive and automated opt-in process
- Provide specific instructions to your students about your process
- Manage all your students’ applications electronically in one space
- Automatically provide fee waivers to all applicants
- Send complete applications all at once
- Opt in by Friday, 9/22
MAP Homepage

To locate your Setup click on Applications
To Begin

Choose 2018 SAO Set Up

The Enrollment Management Association
New Users: Opt In

Opting-In has never been so easy. Click the Opt-In box, and then the Opt-In button in the middle of the page. Your organization’s SAO application will be set up for you. *If you participated previously, we have already opted in on your behalf.
We’ll Be in Touch

Once you click on Opt-In you will receive the below communication. This prompts our team to follow up with you about the program.

Application Set Up

Opt-In Successful!
Thank you for your participation! A member of our team will be in touch with you shortly. A standard SAO setup template has been created for your organization that will be presented to your advisees using the SAO.
Manage Your Apps

Following notification of successfully opting-in, this Application Set Up page will appear. The application for your program has been automatically published. If you wish to turn it off, you can click on “pause”.

Click on the blue link to add special instructions for your students. This set of instructions will help your students navigate their application better.
Special Instructions

List instructions that will help your families understand your specific process.

Instructions from Hartford Youth Scholars Foundations

Please provide any other special instructions to be displayed with the application, including links or other information, that will help students apply or learn more information.
Here for You

We invite you to join us for Online Office Hours, or schedule a time for training. We are here to help you.

✓ Online Office Hours
✓ In-person trainings
✓ Virtual trainings
✓ Individual, teams, regional groups
Thank You

Member Hotline:  609-683-5558
members@enrollment.org
www.ssat.org/SAO  (for families)
www.enrollment.org/SAO
(for schools/organizations)