

How to Download Application Pieces (PDFs) from the Standard Application Online (SAO)

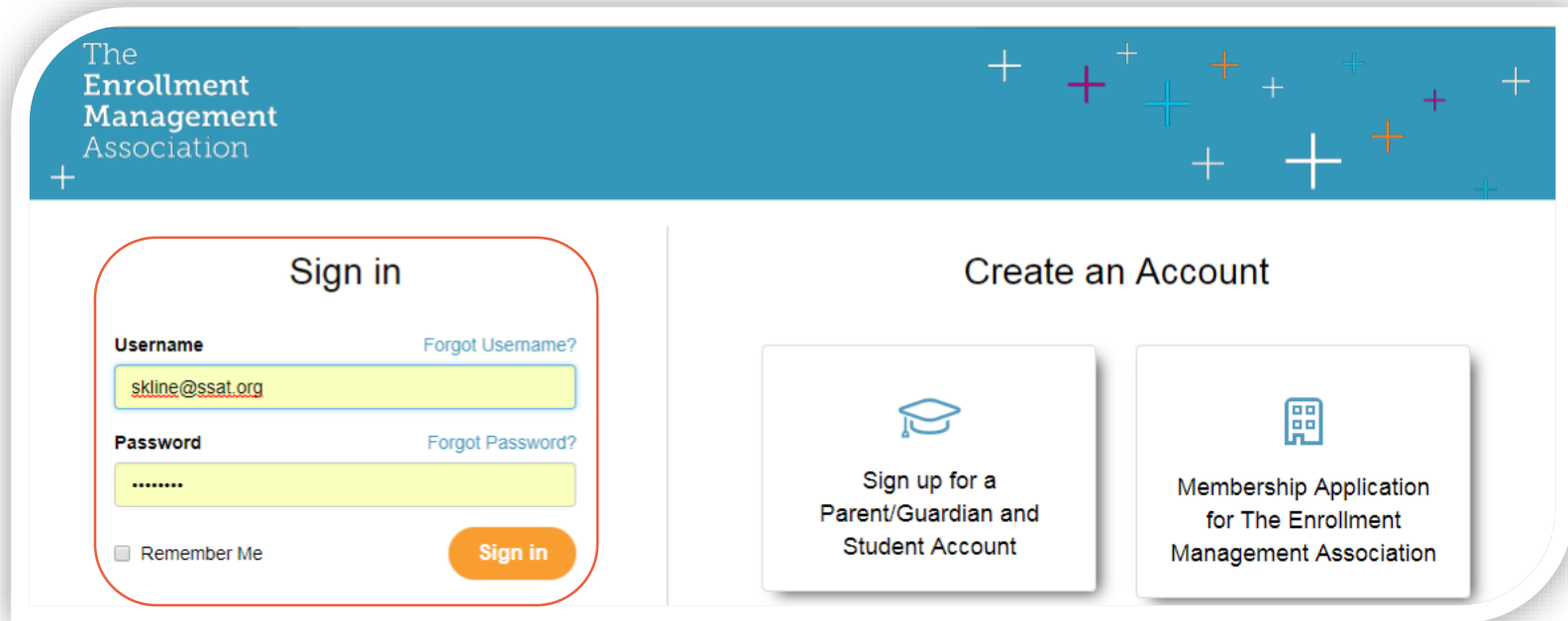
The
**Enrollment
Management**
Association



Recruitment
and Retention
Tools

Log into your MAP

- Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#).
- Enter your user name and password

A screenshot of the Member Access Portal (MAP) login page. The page has a blue header with the text "The Enrollment Management Association" and a decorative pattern of colorful plus signs. Below the header, there are two main sections: "Sign in" and "Create an Account". The "Sign in" section is highlighted with a red border and contains a "Username" field with the text "skline@ssat.org", a "Password" field with masked characters, a "Remember Me" checkbox, and a "Sign in" button. There are also links for "Forgot Username?" and "Forgot Password?". The "Create an Account" section contains two buttons: "Sign up for a Parent/Guardian and Student Account" with a graduation cap icon, and "Membership Application for The Enrollment Management Association" with a building icon.

The
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Select the Applications icon

The Enrollment Management Association

Welcome, [MAP Administrator] [skline (TEMA Staff)] [Account Profile](#) [Manage Users](#) [Log Off](#)

Home | SSAT / Snapshot | SSAT Scores | **Applications** | Prospects | Data Dashboards | Resources

Member Access Portal

- SSAT Testing
- SSAT Scores
- Data Dashboards
- Prospects
- Applications**
- Resources

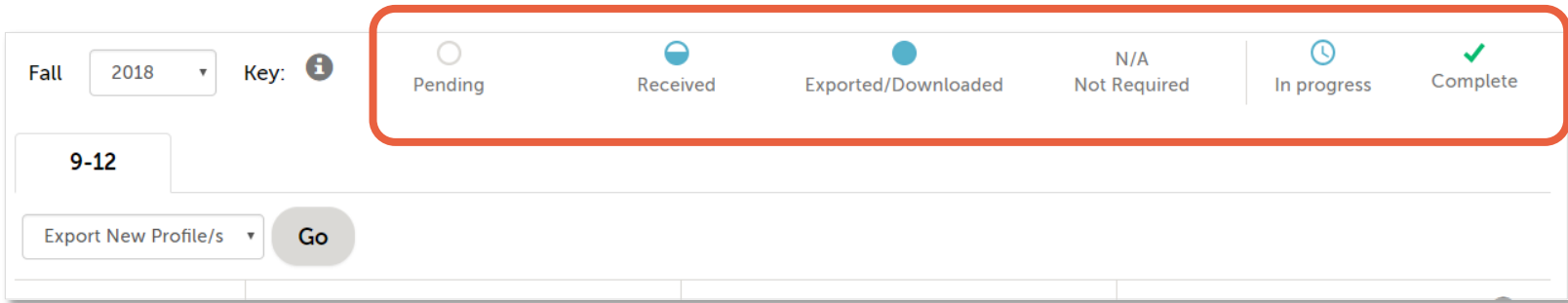
Quick Access Menu

- ADVISE STUDENTS**
Application Workstation
Score Workstation
- ASSIGN WAIVERS**
Test Fee Waivers
Application Fee Waivers
- PUBLICATIONS AND PRACTICE**
Order Official Guide or SSAT Brochure
NEW Order Practice Online Codes
- CHARACTER SKILLS SNAPSHOT**
NEW Invite families that aren't taking the SSAT to take The Snapshot

MAP RELEASE NOTES
Click here to review our most recent release notes.

Understanding the Legend

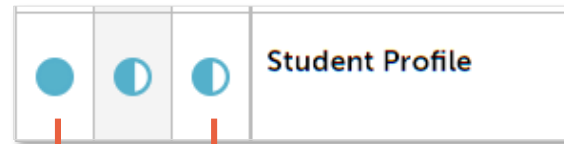
The legend shows you which pieces of an application have been received, exported/downloaded, not required, or are in progress. The green check mark indicates a completed application.



The screenshot shows a user interface with a legend for application statuses. The legend is highlighted with a red border and includes the following items:

- Pending: Represented by an empty circle.
- Received: Represented by a blue circle with a white horizontal line through the center.
- Exported/Downloaded: Represented by a solid blue circle.
- N/A Not Required: Represented by a blue circle with a white diagonal line from the top-left to the bottom-right.
- In progress: Represented by a blue circle with a white clock icon.
- Complete: Represented by a green checkmark.

Below the legend, there are filters for "Fall 2018" and "Key:" with an information icon. A "9-12" filter is also present. At the bottom, there is a dropdown menu for "Export New Profile/s" and a "Go" button.



The diagram shows a row labeled "Student Profile" with three status icons: a solid blue circle, a blue circle with a white horizontal line, and a blue circle with a white diagonal line. Red arrows point from the first and third icons to explanatory text below.

This record has been downloaded

This record has not been downloaded

Downloading Application Pieces (PDFs)

For each student that applies you can download each application component individually as separate PDFs or you can download all pieces/new pieces together in one PDF.

Updated	Name	Parent/Student					Recommendations				Other Components		Status
		Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay	SSAT Scores	
09/22	Student Name 1	<input checked="" type="checkbox"/>	09/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	
09/21	Student Name 2	<input checked="" type="checkbox"/>	09/21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	
09/12	Student Name 3	<input type="checkbox"/>	08/24	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	

Please access this portal using a Mac or PC. Information may not display

To download all pieces or new pieces in a student's application, click on their name.

Download Application Components

To download application components for Colin Akpotu select from the following:

Download New Components: A PDF that contains only new components that have not previously been downloaded.

Download All Components: A PDF containing all previously downloaded and new components.

[Download Only New](#) [Download All](#)

Downloading Application Pieces (PDFs)

If you wish to download each component piece individually, click on the circle of the component you wish to download.

Updated	Name	Parent/Student					Recommendations				Other Components		Status
		Printed Profile	Profile Submitted	Student Profile	Parent Statement	Student Essays	English	Mathematics	Official School Repo...	Principal/Guidance C...	Graded Essay	SSAT Scores	
09/22	Student Name 1	<input checked="" type="checkbox"/>	09/11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
09/21	Student Name 2	<input checked="" type="checkbox"/>	09/21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
09/12	Student Name 3	<input type="checkbox"/>	08/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	



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Click here to download

Click here to open this component

If it is your first time to download this component, the indicator circle will change from half full to a full color circle.

Parent Statement

The Standard Application Online

Instructions

Parents or guardians of the applicant are asked to answer the questions below. Your answers will serve to provide a more complete picture of the student. There is no specified length required for any of your answers, please write as much or as little as necessary to sufficiently answer the questions.

Name of Parent/Guardian Completing this Form

Cletus Akpoto

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09/22	Student Name 1	<input checked="" type="checkbox"/>	09/11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="button" value="Download"/>
09/21	Student Name 2	<input checked="" type="checkbox"/>	09/21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No	<input type="button" value="Download"/>
09/12	Student Name 3	<input type="checkbox"/>	08/2	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No	<input type="button" value="Download"/>

Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

1. This check box is marked with a check when you download the Student Profile component PDF.

2. The Student Profile circle renders full color after you export the biographical data.

3. All other components' circles render full color when you click on the half full circle, and click "download" in the window.

4. When an application is complete the status bar will change to a green check mark.

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To learn more about seamless data integration, visit our [website](#).