

Educator Access to SAT[®] and PSAT[™] 10 Scores

Use these score reports to move your students closer to college readiness.

Three steps to accessing the K–12 score reporting portal

- 1 Create a College Board professional account at collegeboard.org if you don't already have one. To access scores, you must be granted access to the reporting portal by your District Assessment Coordinator (DAC). In Colorado, each DAC has been designated as the reporting portal's Access Manager.
- 2 Access Managers will use the Managing Access tool to grant themselves and others access to the reporting portal. Contact your district's Access Manager to get the correct access to the portal.
- 3 Sign in to the K–12 reporting portal to view and download score reports.

Who is your Access Manager?

Click on **K–12 Services** under **Add Additional Tools and Services**, and click **Request Access** to see who your Access Manager is*. There may be up to three Access Managers in your district. You'll need to work with your Access Manager(s) to get permission to use the portal.

Roles at a glance

We've updated the role names to make them more intuitive.

Access Management/DAT K–12 (formerly DAT for Assessment Reporting K–12) This is the Access Manager role. Access Managers are responsible for assigning roles to colleagues (and themselves).

File Downloads K–12 (formerly K–12 Data Files) People with this role can download pregenerated student data files. This role is usually given to district IT staff who import data into your student information system, and should be limited to users who are authorized to access personally identifiable student data.

Detailed Reports K–12 (formerly Reporting K–12 Detail) People with this role can view scores for individual students as well as aggregate data. This role is usually given to teachers, counselors, and others who work directly with students.

Summary Reports K–12 (formerly Reporting K–12 Summary) People with this role can view aggregate score data, such as mean scores and the percentage of students who meet benchmarks, but they can't see scores or other information for individual students.

	Access Management/DAT	File Downloads K–12	Detailed Reports K–12	Summary Reports K–12
Manage user access roles	✓			
Download data files		✓		
View student-level scores		✓	✓	
View aggregate score data			✓	✓

*For Customer Service, call 866-917-9030 or email k12reports@info.collegeboard.org.