Bulk Registration and Pre-ID Label Tool

The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For SAT, PSAT 8/9, PSAT 10 and PSAT/NMSQT, this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly.

Click here to view a tutorial about getting started and uploading your file.

If You Have Questions:

- You can call Customer Service at 1-800-784-1462
- Customer Service hours of operations:
  Monday–Friday: 8:30 a.m.–6 p.m. ET

This tutorial will demonstrate how to use the Bulk Registration Tool and provide you with tips for preparing your registration request.
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Before you can log in to the Bulk Registration Tool, you must obtain an access code which you will enter into your College Board Professional Online account. This will give you access to the Tool.
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Access code emails are sent out in August for the Fall administrations, and in January for the Spring (if you were not provided a code in the Fall)
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If you do not receive an access code by the time the bulk registration window opens, another person may have received your district/school’s access code.
Getting Started

Here is what you need in order to create a new request in the Bulk Registration and Pre-ID Label tool:

File template
- Files must be in MS Excel (Excel 97 or later) or Comma Separated Value (.csv).
- Templates are available for you to use:
  - Bulk registration: MS Excel or Comma Separated Value
- You can create your own files, but the format must meet the requirements in the Bulk Registration File Specifications.

Student data
- Extract the student data that you need from your student information system.
- Data requirements, including data length restrictions and valid characters, for each field can be found in the Bulk Registration File Specifications.
- If you do not know your school’s AI Code you can use the following tools:
  - PSAT 8/9, PSAT 10, PSAT/NMSQT AI Code Lookup
  - SAT AI Code Lookup

For a planning calendar and more information on using the tool, including a Bulk Registration tutorial, access Help.
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For a planning calendar and more information on using the tool, including a Bulk Registration tutorial, access Help.

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Be sure to refer to the Bulk Registration File Specifications and template for the current school year.
Bulk Registration Tool

Bulk Registration

username

password

Sign In

No Account? Sign Up

Forgot username or Forgot password

Getting Started

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If you are using Clever to provide your registration data, it is not necessary for you to create a file as it will be automatically created for you after your data is shared in Clever.
The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For SAT School Day, PSAT 10 and PSAT/NMSQT, PSAT 8/9, this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

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Learn How to Get Started

Follow these deadlines to ensure schools receive SAT SD and PSAT labels on time.

Registration Request(s)

You currently have 0 requests.

Learn how to Get Started or Create A New Request

After successfully logging in to the Bulk Registration Tool, you will be brought to the Dashboard page.
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Registration Request(s)

You currently have 0 requests.

Learn how to Get Started or Create A New Request

On this page you will be able to create a new registration request, and see the status of any previous request.
Create New Request

1. Select Registration Event(s)

- PSAT 10 2016 Spring Registration - 605 - Deadline 07/22/2016
- PSAT NMSQT 2016 Spring Registration - 600 - Deadline 07/22/2016

2. Upload Data

Option 1: Upload a request file
Browse... No file selected.

Option 2: Retrieve data via Clever
Continue

Guidelines

Files must be in MS Excel (97 or later) or Comma Separated Value (.csv) format and adhere to the file format provided in the available templates.

Uploaded files are validated within 1 hour but are frequently completed sooner. Validation status will be emailed to you, along with instructions for making changes as needed.

If you are uploading a file:

- You may include registrations for more than one event in one file.
- Be sure to include each student’s AI Code and indicate with a ‘Y’ the test administration for which each student is being registered.

If you are using Clever:

- Your district must have an active Clever account that is synching with your SIS or roster files. In addition, your Clever account must be set up to share required data with Bulk Registration. If you do not see the option here to provide your data via Clever, then we don’t recognize that you are sharing data with Bulk Registration. (Reach out to Clever at districts@clever.com or 1-800-521-6516 with questions about getting started with or using Clever.)
- Registration data is retrieved for one selected event at a time.
- The AI Code and test administration column are pre-populated for you.

Downloadable resources for preparing files:

Bulk Registration Templates CSV | EXCEL

You will see the registration event(s) for which your district/school is authorized.
Create New Request

1. Select Registration Event(s)

- PSAT 10 2016 Spring Registration - 605 - Deadline 07/22/2016
- PSAT NMSQT 2016 Spring Registration - 605 - Deadline 07/22/2016

2. Upload Data

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- Browse... No file selected.

Option 2: Retrieve data via Clever
- Continue

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Downloadable resources for preparing files:

- Bulk Registration Templates .CSV | .EXCEL

If your file is ready to upload, proceed with uploading.
Create New Request

1. Select Registration Event(s)

- PSAT 10 2016 Spring Registration - 605 - Deadline 07/22/2016
- PSAT NMSQT 2016 Spring Registration - 606 - Deadline 07/22/2016

2. Upload Data

Option 1:
Upload a request file
- Browse... No file selected.
- Submit

Option 2:
Retrieve data via Clever
- Continue

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Click on the Browse button to search for the file you will be uploading.
Create New Request

1. Select Registration Event(s)
   - PSAT 10 2016 Spring Registration - 605 - Deadline 07/22/2016
   - PSAT NMSQT 2016 Spring Registration - 605 - Deadline 07/22/2016

2. Upload Data
   - Option 1: Upload a request file
     - Browse... No file selected.
   - Option 2: Retrieve data via Clever
     - Continue

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Downloadable resources for preparing files:

Bulk Registration Templates (.CSV | .EXCEL)

After you select your data file, the Submit button will be enabled. Click that button to continue.
Create New Request

1. Select Registration Event(s)

- [ ] PSAT 10 2016 Spring Registration - 605 - Deadline 07/22/2016
- [ ] PSAT NMSQT 2016 Spring Registration - 606 - Deadline 07/22/2016

2. Upload Data

Option 1: Upload a request file
- [ ] Browse... No file selected.

Option 2: Retrieve data via Clever
- [ ] Continue

Guidelines

Files must be in MS Excel (97 or later) or Comma Separated Value (.csv) format and adhere to the file format provided in the available templates.

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Downloadable resources for preparing files:

- [ ] Bulk Registration Templates.CSV | .EXCEL

If your district is sharing registration data in Clever, you will see the option to retrieve data via Clever. If Clever is enabled here, continue with that option instead of uploading a file.
If you select the Clever option, you will see the time of the most recent Clever data synchs and record count by grade. This will help you to make sure Bulk Registration gets the data you intended.
After you submit your file, or confirm the most recent data synch from Clever, your data will be processed and the status of your request will be “Pending Validation”.
Please note that your request is not yet complete! You must wait for the data to be validated and submit your final request for processing before the deadline.
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Learn How to Get Started

Follow these deadlines to ensure schools receive PSAT labels/SAT tickets on time.

Registration Request(s)

PSAT 10 2016 Spring Registration - 605
Status: Validation in Process

Request Deadline: 07/22/2016
Last modification: 07/14/2016 10:59 EDT by Ut Four

On the Dashboard you will see the progress of your request. Once validation is complete, you will be prompted to either submit the data or to fix any errors.
Does your request have errors and/or warnings? See the Fixing Errors and Warnings tutorial in Help or when you click View Request Details.