

SCORE WEEK FOR COUNSELORS

Accessing PSAT/NMSQT® Scores

Access the portal to make the most of student scores.

Three steps to accessing the K–12 reporting portal

- 1 Create a College Board professional account at collegeboard.org.
- 2 If you're an Access Manager, use the Managing Access tool to grant yourself and others access to the reporting portal. If you're not, be sure to work with an Access Manager at your school to get the correct access to the portal.
- 3 Sign in to the K–12 reporting portal to view and download score reports.

Not sure who your Access Manager is?

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

Request Access

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You have no access or only partial access to K–12 Assessment Reporting. Your colleagues — at the employer listed in your account — can grant you the access you need. Contact:

- First and Last [Name of the Access Manager]

If your name appears above, you're an institutional administrator and can grant yourself access. [Find out how.](#)

Roles at a glance

Review access levels to make sure you're getting the most useful information.

Access Management/DAT K-12

This is the Access Manager role. Access Managers are responsible for assigning roles to colleagues (and themselves).

File Downloads K-12

People with this role can download pregenerated raw data files. This role is usually given to vendors or IT staff who import data into your student information system.

Summary Reports K-12

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.

Detailed Reports K-12

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.

	Access Management/DAT K-12	File Downloads K-12	Summary Reports K-12	Detailed Reports K-12
Manage your school's access	✓			
Download data files		✓		
View student-level scores				✓
View aggregate score data			✓	✓