

Ayaka Nukui

From: IdahoSDSupport <IdahoSDSupport@collegeboard.org>
Sent: Friday, September 18, 2020 12:59 PM
Subject: IMPORTANT NOTICE: SAT School Day online training link

***This message was sent from outside the organization. Please do not click links or open attachments unless you recognize the source of this



Dear Test Coordinator,

Thank you for your willingness to serve as the SAT® School Day and/or PSAT/NMSQT coordinator. It's time to take the online training for the SAT School Day and/or PSAT/NMSQT administration. Below, you'll find the information you need to complete your training.

First-time coordinators are required to complete the training course before the test administration. For returning coordinators, we encourage you to repeat the training, to review any updates that were made. Once complete, you can access the training at any time to help you plan for test day, administer the test, and return your materials.

You can forward this email to your test day support staff, including proctors and SSD coordinators who may assist accommodated students, and encourage them to complete the training as well.

[Access Your Training](#)

Tips and Suggestions

- You'll need your school's AI code to access the training. To access your code, use the [K-12 School Code Search](#) tool to look up your institution by school name or zip code.

- Use a College Board-supported browser: Internet Explorer, Edge, Firefox, Google Chrome, or Safari. If you have any problem accessing the online learning portal, try clearing your browser's cache or temporary internet files.
- If you're a test coordinator supporting multiple tests, such as the SAT and PSAT-related assessments, you'll need to request those training courses separately. Log out and log back in using your College Board account and select **View All Available Courses** to request additional courses.

For additional support, refer to the contact information in your coordinator manual. If you have trouble accessing your College Board professional account or experience other technical issues, contact Customer Service at 866-260-5211.

Thank you for your efforts to provide a successful test administration and a positive experience for students.

Sincerely,

College Board



College Board
250 Vesey Street | New York, NY 10281

Customer Service

To ensure these emails make it to your inbox, please add collegeboard@noreply.collegeboard.org to your address book.

© 2020 College Board