



Sending your SAT Scores to Colleges and Universities

Student Name:

Registration Number:

You may send four free score reports, to colleges and universities, with your participation in the Michigan SAT School Day. If you haven't already done so, take advantage of these four score reports by May 16, 2016. After May 16, 2016, you may still send scores but there will be a fee of \$11.25 for each score report.

A: To send scores to colleges, you must have a College Board student account.

If you don't already have one, follow these easy steps to create a College Board Account.

1. Go to collegeboard.org.
2. Click on "Sign Up."
3. Select "I am a student."
4. Complete the student account form to create a username and password.
 - Your username should have 6–15 characters and be made up of letters and numbers.
 - Your password must be 7–15 characters with at least one number and one letter.
 - Choose a security question and provide an answer you can easily remember.
5. Click the box at the bottom of the page to agree to the Terms & Conditions and select "Next."
6. Check the boxes to verify your information is correct and select "Confirm."

B: Link your April 2016 Michigan SAT School Day registration to your account.

1. Go to collegeboard.org.
2. Enter your username and password. If you are already logged in and do not see the username/password option, continue to step #3 below; otherwise, verify your password one more time.
3. Choose "My SAT." If you see the April 2016 registration under **My Test Registrations**, skip to step C below.
4. If you do not see the April 2016 registration, click "Continue" to get started. You will need to enter and confirm your personal information to link your registration to your account.
 - Under **Previous Registration**, choose "yes,"
 - Under **Your Previous Registration Number**, enter the registration number listed above.
 - Under **Date You Took the Test**, select "Apr" for the month and "2016" for the year.
 - Ensure all required fields on the page are completed, and click "Continue."
5. Once your account and registration are linked, continue to step C below.

C: Send Scores

1. Locate your April 12, 2016 SAT registration under **My Test Registrations**.
2. Click on the blue box labeled **Send Scores When Available** under **My Test Registrations**. A message will appear reminding you that scores will not be sent until AFTER your April 12 test scores become available. Click "Continue" to proceed.
3. Search for colleges and scholarship programs to which you want to send your scores using the **Name** and **State** fields.
4. **All Available Recipients** will display in the left hand box. Use the Add/Remove arrows to select the desired colleges and scholarship programs. Click "Continue" to complete your score send order.
5. Confirm your list of score recipients and click "Continue" to review your final order.
6. Click the box at the bottom of the page to agree to the **Terms & Conditions** and select "Place Your Order."
7. Once your order has been placed, you can print a copy for your records by clicking on **Print Your Order Invoice**. You will also receive an email notification confirming your order details.

Congratulations! You are now one step closer to college success!