

# Accessing the Test Ordering System (TOS)

Referenced as **TEST ORDERING** when you log in.

# Accessing TOS

- You will need a College Board Professional Account.
  - Navigate to [www.collegeboard.org](http://www.collegeboard.org) and sign up if you do not currently have an account.
- Once you log in, access your **My Tools and Services** Dashboard.
  - Dashboards will look different based on the tools and services one has access to.
- You have access to TOS if you have **Test Ordering** listed on your Dashboard.

## My College Board Professional Account

### My Tools And Services

Tool or Service	My Role	Expires* 	Manage Access
<a href="#">AP Potential™ ▶</a>	AP Potential Region	31-Dec-2017	<a href="#">edit</a>
<a href="#">AP® Online Reports ▶</a>	OSR Regional Staff	24-Jun-2018	<a href="#">edit</a>
<a href="#">AP® Teacher Community ▶</a>	N/A	N/A	
<a href="#">Bulk Registration and Pre-ID Label Tool ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">K-12 Assessment Reporting ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Test Ordering ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">College Board Institutional Ordering ▶</a>	N/A	N/A	
<a href="#">Managing Access to support K-12 Assessment Reporting ▶</a>	Access Management/DAT (K-12)	31-Dec-2022	<a href="#">edit</a>
<a href="#">Test Administration Training for the SAT Suite of Assessments ▶</a>	N/A	N/A	

# Accessing TOS

- If you do not have access to TOS, scroll down to the bottom of the page under **Add Additional Tools and Services**.
- Click **K-12** to expand the selection.
- Click **Get Access** next to Test Ordering.

## Add Additional Tools And Services

### ▼ Recommended Tools and Services

We've selected these tools and services based on your job function of Teacher (non-AP). [Edit my profile](#)

- ▶ ReadiStep™ Summary of Answers and Skills (SOAS) Reports [Get Access](#)
- ▶ SpringBoard® Online [Get Access](#)
- ▶ SpringBoard® Online Training Site [Get Access](#)

### ▼ K-12

- ▶ AP Class and Roster Management [Get Access](#)
- ▶ AP Digital Portfolio [Get Access](#)
- ▶ AP Portfolio Scoring [Get Access](#)
- ▶ AP Potential™ [Get Access](#)
- ▶ AP Registration and Ordering Management - Pilot Use Only [Get Access](#)
- ▶ AP® Course Audit [Get Access](#)
- ▶ AP® Insight [Request Access](#)
- ▶ AP® Online Reports [Get Access](#)
- ▶ AP® Ordering [Get Access](#)
- ▶ Bulk Registration and Pre-ID Label Tool [Get Access](#)
- ▶ K-12 Assessment Reporting [Request Access](#)
- ▶ SAT® Registration Report [Get Access](#)
- ▶ SSD Online - Disabilities Accommodation Management [Get Access](#)
- ▶ SpringBoard® Online Community [Request Access](#)
- ▶ Test Ordering [Get Access](#)

# Accessing TOS

- A one-time access code is required.
  - If you did not receive or do not have access to the email, contact PSAT Services or Jennifer McDonnell at [jmcdonnell@collegeboard.org](mailto:jmcdonnell@collegeboard.org).
- Identify your **professional organization** and include the access code. Click **Add**.
  - Ensure that you use the professional organization name exactly as listed from the access code email.
- Return to your Dashboard and you should now see **Test Ordering** as an option.

## Get access to Test Ordering

[◀ back](#)

### Test Ordering Enrollment Information

An access code is required. If you do not have an access code, please contact your school's test coordinator or Guidance director.

You may also complete the [access code request form](#) to have the access code emailed to you. If you do not know or are not able to answer any of the required fields, you may also contact Customer Service for assistance (888)477-7728.

#### Provide your access information

**U.S. ZIP code:**  
*This is to narrow your choices*

  
**Professional Organization:**  
  
**Access Code:**

#### Your access

Organization	Position	Expiration Date

[Enroll Later](#)

# Changing Contact Information in TOS

# Changing Contact Information

- To make changes to current information in TOS:
  - Login and access TOS.
  - Find your school name in the upper right-hand corner and click on the “v” to expand the selection.
- To change the information, click **View Profile**.

## Test Ordering

The screenshot shows the 'Test Ordering' interface. At the top right, there is a navigation bar with 'Org Search', 'Dashboard', 'Calendar', and 'Help'. A dropdown menu labeled 'SCHOOL NAME' is open, showing a 'View Profile' button. Below this, the 'SCHOOL INFORMATION' section is expanded, displaying the following details:

SCHOOL INFORMATION	DISTRICT INFORMATION
<b>School Name</b> AI Code: #####(Level 2) Status: P Access Code: XXXXXX	New York City Department of Education
<b>SAT Supervisor</b> None provided	PSAT/NMSQT® and PSAT™ 10 Coordinator Kyle Bolt (email)
<b>PSAT/NMSQT® and PSAT™ 10 Coordinator</b> Coordinator(email)	
<b>PSAT™ 8/9 Coordinator</b> Coordinator(email)	

# Changing Contact Information

- Click **Edit**.
- You can only change names, email, and phone numbers of contacts.
- **School addresses cannot be changed on this page.**
  - If you need to change the school address contact 866-870-3127 ASAP.

## Test Ordering

Org Search Dashboard Calendar Help SAMPLE C HIGH SCHOOL

### Organization Profile

[Back to Dashboard](#)

SAMPLE C HIGH SCHOOL  
School Code: 123456

123 MAIN STREET  
ANYTOWN, MI 12345

Access Code: ABCDEF

#### SAT Coordinator Information

[Edit](#)

Note: All test materials will be shipped to the SAT Coordinator.

##### Name

SAMPLE

##### Job Title

K-12: Counselor

##### Email

SAMPLE

##### Work Phone

SAMPLE

#### PSAT/NMSQT® and PSAT™ 10 Coordinator Information

[Edit](#)

Note: All test materials will be shipped to the PSAT/NMSQT® and PSAT™ 10 Coordinator.

##### Name

SAMPLE

##### Job Title

K-12: Test Coordinator

##### Nr. of Years as PSAT/NMSQT® and PSAT™ 10 Coordinator

6-10

##### Email

SAMPLE

# You Have Access!

When you sign into your College Board account, click on **My Dashboard**.

If you see **Test Ordering**, you now have access to TOS.

Click on **Test Ordering** and follow the steps to order assessments.



## My College Board Professional Account

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