



GETTING STARTED FOR INSTITUTES | SCHOOLS | PTSA

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## 1. Sign up for an account

1. Go to <https://mysatadvisor.com/institutes/registration> and register.
2. Your account will be verified within two business day. If you need help in setting up the institute, school account, or if you are a PTSA president and want to collaborate with us to conduct SAT test and raise funds for PTSA, Please email us at [support@mySATadvisor.com](mailto:support@mySATadvisor.com)

## 2. Manage Teachers

1. Do ask your teachers, students to sign-up and request to link with each other.
2. Click on “[Manage Teachers](#)” after login and you can review and click “[Remove](#)” incase if any teacher inadvertently linked to your institute.

## 3. Ask Students to take the SAT Tests

1. Start by asking students to login to their student account and request to take College Board practice test -1 from the downloadable link.
2. Advise students to view one minute videos under “[How it works for students](#)” section.
3. After students complete the test, do ask them to click on email reports from “[My Reports](#)” section under students dashboard.

## 4. Explore Dashboard

1. Click on **“Dashboard”** and view various actionable class and teacher level reports to learn about the overall performance of the SAT prep program
2. Explore **“Overview”** to compare the student’s performance between any two tests or between two attempts of the same test.
3. Click **“Students Summary”** to view individual performance, **“Tests Summary”** tab to view status on progress of tests completion.
4. Click on **“Classes Summary”** tab to view what questions that most of the students missed for effective review on specific weak areas where students need your help.
5. Click on **“Students Response Reports”** to visualize the overall response metrics.

## 5. Subscription for Students

1. Free access for teachers, parents to monitor, analyze and manage students.
2. There are two ways to get full access for your students.
3. One way is to ask your students to subscribe individually on their own and ask them to send a teacher request for linking the student and teacher accounts.
4. Alternatively, you can buy subscriptions for your students. Click on **“Subscription Purchase”** from the drop down menu after clicking on your name on the top right corner and follow the instructions.
5. Click on your profile and view the **“Institute Code”**. Share this code with your students. Students will then enter this code that internally generates an approval request.
6. Go to your profile and choose **“My Subscribers”** from drop down and click on **“ACTIVATE NOW”** under **“STATUS”** column on the right corner.

## Contact Information

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