

# SSD Online Disabilities Accommodation Management System

## Submit and manage your student's accommodations request online

SSD Online, the College Board's online system for submitting and managing accommodation requests for students with disabilities, is the fastest and most accurate way to request accommodations for your students:

- a. **See all requests in one place**
- b. **Simply submit requests online**
- c. **Check on the status of past and new requests**
- d. **Detect and correct errors to dramatically reduce the likelihood of submission errors**
- e. **Notify about needed documentation**
- f. **Generate and print AP Nonstandard Administration Reports (NARs).**
- g. **Print out rosters at any time.**

The screenshot shows the SSD Online Dashboard. At the top, there's a blue header with the CollegeBoard logo and 'Services for Students with Disabilities'. Below this is a 'Dashboard' section with a '1 Announcements' bar. A '4 Students' section shows a list of students with their status, name, ID, requested accommodations, and dates. The students listed are Williams, Roger; Kingsley, Ben; Ammons, Nancy; and Wright, Mary. The dashboard includes filters for 'All Statuses', 'All Accommodations', and 'All Dates', along with a search bar and buttons for 'Create Eligibility Roster' and 'Submit Eligibility Form'.

Status	Student	Submitted	Received
AWAITING DOCUMENTATION	Williams, Roger (#0007001379) Requested: Record answers in testbook	14 Feb 2011	
IN REVIEW	Kingsley, Ben (#0007001380) Requested: Extra Breaks	14 Feb 2011	13 Feb 2011
RE-OPENED	Ammons, Nancy (#0007001381) Approved: *Reading ~50% time and 1/2; Preferential seating Documentation: Received 3 Pages on 13 Feb 2011	13 Feb 2011	13 Feb 2011
DECIDED	Wright, Mary (#0007001378) Approved: Extra Breaks	14 Feb 2011	14 Feb 2011

Check out a [demo](http://www.collegeboard.com/html/ssd/index.html) of SSD Online, (<http://www.collegeboard.com/html/ssd/index.html>) and discover how this easy-to-use system provides you with all of the information you need to submit and manage accommodation requests for your students.

## How to Sign Up

1. Access to SSD Online will be through a secure login for which you will need a College Board Educational Professional account.
2. If you don't already have an account with the College Board, create one by going to [www.collegeboard.com/profaccount](http://www.collegeboard.com/profaccount) and following the instructions for "Create an Account."
3. Fill out an [SSD Coordinator Form](#) and fax it to the College Board's Services for Students with Disabilities at 866-360-0114. As soon as the form is processed (usually within 1-2 business days), you will be sent an access code, via email, that will allow you to access the application.
4. When you receive the access code, go to the [Education Professionals' Sign-In](#) page and enter your College Board account username and password. For the "Sign In to" field select "Disabilities Accommodation"

Mgmt" from the drop-down menu. After you sign in, you are prompted to enter the access code you were provided with, which gives you access to the SSD Online application.

The process follows this course:

- 1. SSD coordinator obtains collegeboard.com account and online access to the system.**
- 2. Log onto SSD Online to begin the process.**
- 3. Print out a parental consent form, have the parent sign it, file it at school.**
- 4. Complete questions online regarding the student's disability, requested accommodations, and available documentation.**
- 5. Submit request electronically.**
- 6. The system will inform if documentation is required.**
- 7. When required additional documentation can be mailed or faxed in.**
- 8. Receive e-mail notification that decision has been made; log in to view decision letter.**
- 9. Log in at any time to see status of students' request or to print a roster.**

Services for Students with Disabilities Contact information:

By Phone: (800) 257-5123 Hotline for Educators Only  
(609) 771-7137

TTY: (609) 882-4118

BY FAX: (866) 360-0114

By Mail: Services for Students with Disabilities (SSD) - College Board SSD Program

P.O. Box 8060

Mt. Vernon, Illinois 62864-0060

By email: [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)

As always please feel free to contact the College Board Western Regional Office, if you have any questions  
866 392 4078 or 408 367 1515

the Western Regional Office, [western@collegeboard.org](mailto:western@collegeboard.org).