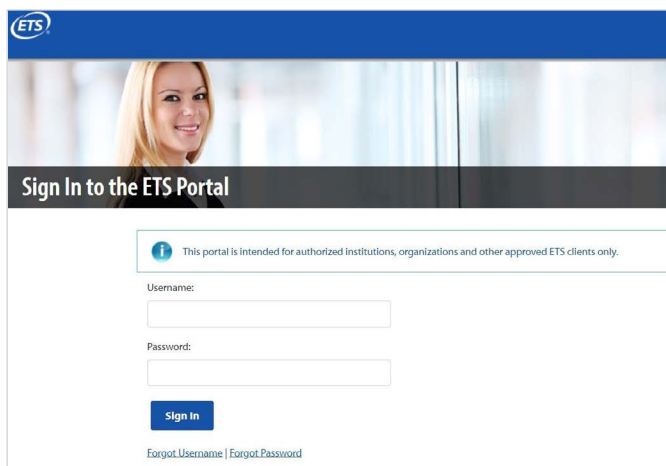


How to Obtain *GRE*[®] Score Data from the *ETS*[®] Data Manager

Visit the *ETS*[®] Data Manager at ets.org/myportal.

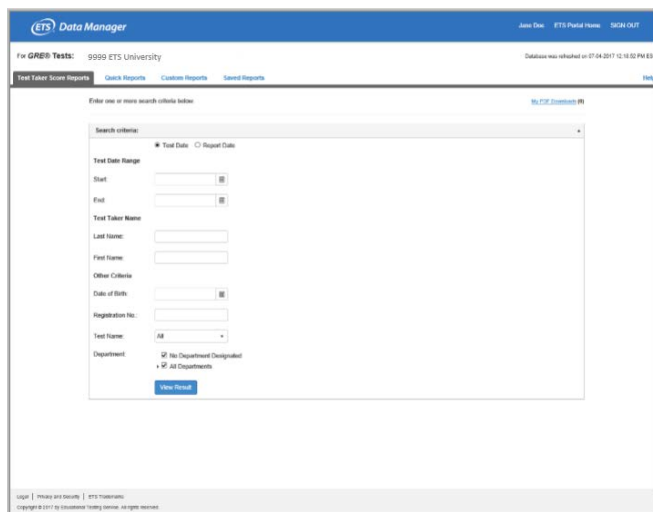


The screenshot shows the ETS Portal Sign In page. At the top is the ETS logo. Below it is a banner with a woman's face and the text "Sign In to the ETS Portal". A message box states: "This portal is intended for authorized institutions, organizations and other approved ETS clients only." Below this are fields for "Username:" and "Password:". A "Sign In" button is located below the password field. At the bottom, there are links for "Forgot Username" and "Forgot Password".

- Enter your username and password.
- Select "View GRE Score Data."
 - › Enter your school's four-digit GRE Org Code (also called Institution Code or DI code).
 - › Select Type: DI (Grad).

Generate *GRE*[®] test score reporting for your institution.

- Select "Report Date" for a report based on the date scores were sent to your institution (recommended).
- Select "Test Date" for a report based on the date the test was taken.
- Indicate the search criteria of interest.
- Click "View Result."



The screenshot shows the ETS Data Manager search interface. The page title is "ETS Data Manager". The user is logged in as "5999 ETS University". The page shows a search criteria form with the following fields: "Test Date Range" (Start and End), "Test Taker Name" (Last Name and First Name), "Other Criteria" (Date of Birth and Registration No.), and "Test Name" (All). There are radio buttons for "Test Date" and "Report Date". A "View Results" button is at the bottom. The page also includes a "GRE Test Scores Search Page" label at the bottom left.



The following screen shows an example of search results that meet the criteria entered.

ES	Report Date	Last Name	First Name	Date of Birth	SSN	Test Date	Test Name	Department
<input type="checkbox"/>	05/15/2013	NGZZYBBA	ADKUGJMTGR	01/01/1989		05/05/2013	Revised General Test	BUSINESS ADMIN & SOCIETY OTHER
<input type="checkbox"/>	06/07/2013	YZZZBABC	JNQLBINEU	01/01/1988		05/09/2013	Revised General Test	OPERATIONS MANAGEMENT
<input type="checkbox"/>	05/15/2013	NCBU	DSKCFMTGR	01/01/1989		05/05/2013	Revised General Test	BUSINESS ADMIN & SOCIETY OTHER
<input type="checkbox"/>	04/17/2013	WQBHCFURU	YKQFQLC	01/01/1985		04/09/2013	Revised General Test	-NONE-
<input type="checkbox"/>	05/17/2013	FQWUZZZ	DSBMS	01/01/1983		05/08/2013	Revised General Test	ANY DEPARTMENT NOT LISTED

GRE Test-taker Score Report Results Page

- Select the record or records you would like to export by clicking the box(es) in the first column.
 - › To select ALL results, click the box in the header in the top left corner.
- Select Excel® as the export format and the results will download as an Excel file.

Uploading GRE test scores to the ACES2® score delivery service:

You may need to resave the Excel file to another format, such as “.csv” for example.

Save the GRE test score “.xlsx” file as a “.csv” file.

- Navigate to File Processing.
 - › Select “Upload.”
 - › Select “GRE” from the Data Type menu.
 - › Select “Choose File” and select your GRE test scores .csv file.
 - › Select “Import.”
- After the file is processed, scores will be available in the CAS tab of the candidate’s record under standardized test.

Helpful tips:

Test takers can order GRE test score reports on the day of their test or after their official scores are available. Score reports ordered on test day usually reach the recipient institution in 10 to 15 days. Scores ordered after test day are sent to designated institutions in approximately five business days.

If you do not see a candidate’s score in the ETS Data Manager, it may be because of their test date. You may need to check again after the 10 to 15-day window.

Scores not sent from ETS to your four-digit code will not appear in your ETS Data Manager search.

A full *ETS Data Manager User Guide* can be found within the ETS Data Manager portal at ets.org/myportal.

For technical issues, please email institutionportal@ets.org.