How to Obtain *GRE*® Score Data from the *ETS*® Data Manager
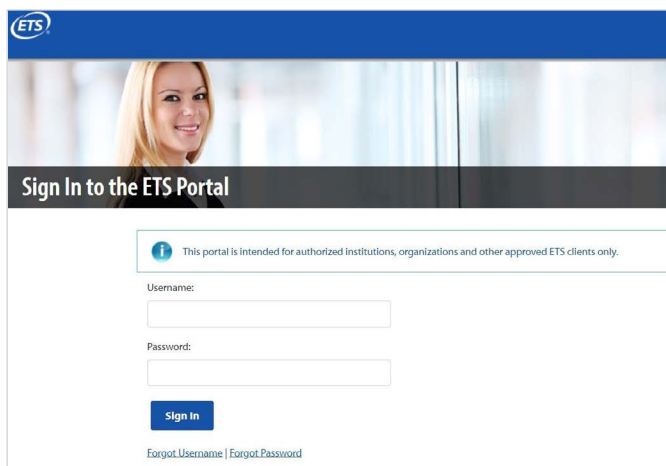
Visit the *ETS*® Data Manager at ets.org/myportal.
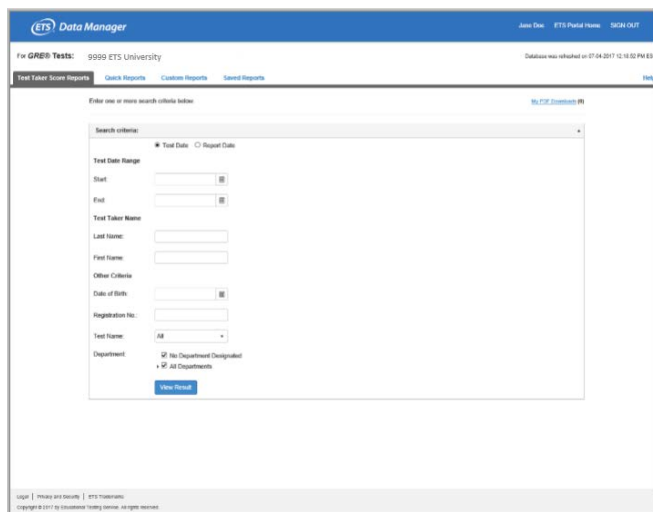

- Enter your username and password.
- Select "View GRE Score Data."
  › Enter your school's four-digit GRE Org Code (also called Institution Code or DI code).
  › Select Type: DI (Grad).

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."

GRE Test Scores Search Page

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

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 "e.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.