

# Accessing Your Scores in the Scantron Score Report Portal

Updated June 2019

To access your examination scores, you will use the Scantron Score Report Portal. This document outlines the steps you will take to access your scores.

When scores are released to candidates, you will receive an automated email from [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com). This email will inform you that you should go to the score report portal to view and print your scores.



## Scantron Score Report Portal

[Home](#)

### First Time User?

Use your previously provided **activation code** (What's this?) to request an account.

[Request an Account](#)

**Please Note:** Your activation code **WILL NOT WORK** as your login password. If you are a first time visitor to the Scantron Score Report Portal and have lost or forgotten your activation code, you must [contact Scantron support](#) for assistance.

You **MUST** access this portal on a desktop or laptop computer. **Mobile devices are not supported.**

### Returning User?

Email

Password

[Forgot Password](#) (for returning users only)

[Sign In](#)

[Contact Us](#) [Terms & Conditions](#) [Privacy Policy](#)

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**Please add the email address [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com) to your preferred senders list/approved senders list to ensure that you receive this important email message.**

If you are a first-time user in the score report portal — most candidates will be first-time users following their first testing attempt — you will need to request an account.

If you are a returning user in the score report portal (if you have tested for an examination for the same organization at Scantron previously), then you will need to log in as a returning user. If you have forgotten your password, please use the "forgot password" link on the score portal home page, [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal).

### Score Report Portal Link

To access the Scantron Score Report Portal, go to [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal). **Please add this link to your Internet bookmarks.**

### First-Time User Access

If you are a first-time user in the Scantron Score Report Portal and **you tested via Internet-based testing**, you will need the following information to request an account.

1. The unique password that you used to log in to your examination at the testing center. The unique password is included in the testing appointment confirmation email you received from Scantron. **This password is your activation code for the Scantron Score Report Portal.**

***Please make sure to use the most recent confirmation email if your testing appointment was rescheduled. Also, make sure you use the confirmation email for the testing appointment for which you want to review your scores.***

***If you have lost your confirmation email, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service. Please indicate that you need your confirmation email for your recent Internet-based testing appointment in order to access the Scantron Score Report Portal.***

If you are a first-time user in the Scantron Score Report Portal and **you tested via paper-based testing**, you will need the following information to request an account.

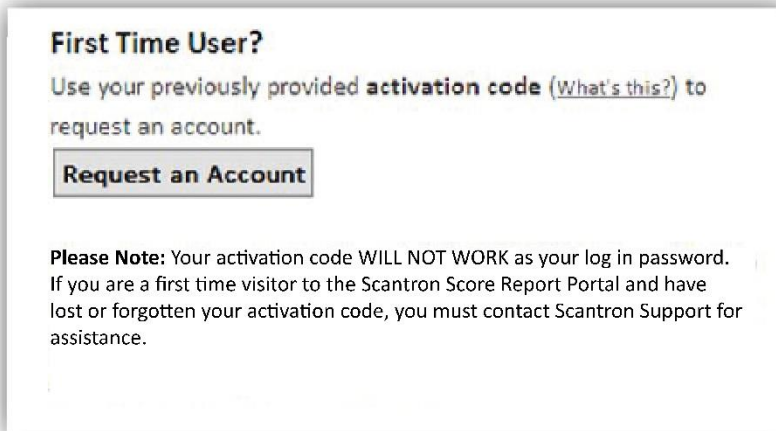
1. The unique activation code provided to you by Scantron. This activation code may have been provided by email or letter.
2. The admission letter/ticket provided to you by Scantron for your testing appointment.

***Please make sure to use the most recent admission letter/ticket if your testing appointment was rescheduled. Also, make sure you use the admission letter/ticket for the testing appointment for which you want to review your scores.***

***If you have lost your activation code or your admission letter/ticket email, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service. Please indicate that you need your activation code or your admission letter for your recent paper-based testing appointment in order to access the Scantron Score Report Portal.***

Once you have your activation code, please take the following steps to request an account in the Scantron Score Report Portal.

1. Go to [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal).
2. Click the Request an Account button under the “First Time User?” header.



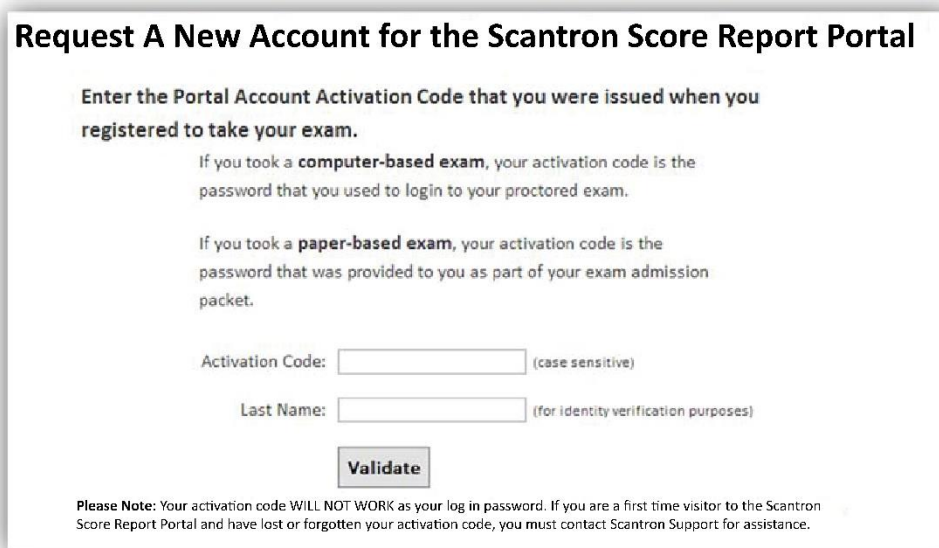
**First Time User?**

Use your previously provided **activation code** ([What's this?](#)) to request an account.

**Request an Account**

**Please Note:** Your activation code WILL NOT WORK as your log in password. If you are a first time visitor to the Scantron Score Report Portal and have lost or forgotten your activation code, you must contact Scantron Support for assistance.

3. Enter your activation code and your last name as it appears on your confirmation email or admission letter/ticket and click the Validate button.



**Request A New Account for the Scantron Score Report Portal**

Enter the Portal Account Activation Code that you were issued when you registered to take your exam.

If you took a **computer-based exam**, your activation code is the password that you used to login to your proctored exam.

If you took a **paper-based exam**, your activation code is the password that was provided to you as part of your exam admission packet.

Activation Code:  (case sensitive)

Last Name:  (for identity verification purposes)

**Validate**

**Please Note:** Your activation code WILL NOT WORK as your log in password. If you are a first time visitor to the Scantron Score Report Portal and have lost or forgotten your activation code, you must contact Scantron Support for assistance.

4. If the system finds a match for your last name and activation code, you will be asked to proceed.

To proceed with activating your account, ***you must provide a valid email address to use as your portal username.*** This email address must be under your direct control and ***may not be already in use by another Scantron Score Report Portal user.***

If Scantron already has a valid email address on file for you, then that address will be provided in the first box in the form shown below. You may use the provided email address as your portal username or submit a new one.

Complete the form shown below and click the Submit button. If the username is valid and available, an account activation message will be sent to the email address that you provided. You must follow the instructions provided in the email message to verify that you own the email account. Once this final step is successfully completed, you will be able to log in to the Scantron Score Report Portal.

## Request A New Account for the Scantron Score Report Portal

We found a match for your last name and activation password. To process with activating your account, **you must provide a valid email address to use as your portal username.** This email address must be under your direct control and **may not be already in use by another Portal user.**

If we already have a valid email address on file for you, that address has been provided in the first box below. You may use the provided email address as your portal username or submit a new one.

Complete the form below and click **Submit**. If the username is **valid and available**, an account activation message will be sent to the email address that you provided. You must follow the instructions provided in the message to verify that you own the email account. Once this final step is successfully completed, you will be able to log in to the Scantron Score Report Portal.

Email Address:

Confirm Email Address:

If the system does not find a match for your last name and activation code, you will see a message that no match was found for the supplied password/activation code and last name combination.

Please check your documentation and ensure that you supplied the correct information. If you still encounter issues, please contact Scantron for assistance. Please call +1.919.572.6880 and ask for customer service.

5. Open the account activation email sent to the email address you provided as part of step 4. Click the link included in the email to create your Scantron Score Report Portal password.

**Please add the email address [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com) to your preferred senders list/approved senders list to ensure that you receive this important email message.**

6. Create a unique password for your Scantron Score Report Portal account. Your password must be at least eight characters in length. Enter your password in both fields and click the Activate button.

**Scantron Portal, New User Account Activation**

Enter and confirm your password. Then click the 'Activate' button to activate your account.

Enter Password:  Confirm Password:

Note: Your password must be at least 8 characters in length.

**Activate**

7. Your Scantron Score Report Portal is now active.

### Accessing Your Scores

If you have an account on the Scantron Score Report Portal, you may log in as a returning user to view and print your scores. Please take the following steps to access in the Scantron Score Report.

1. Go to [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal).
2. Enter your unique email address and password.

If you have forgotten your password, please use the "forgot password" link.

**Returning User?**

**Email**

**Password**

[Forgot Password](#) (for returning users only)

**Sign In**

- Once logged in, you can view and print your score from your recent testing appointment. Click View Score Report to view and print your score report.

***The score report is presented as a pdf document. Please make sure you have a PDF reader/viewer installed on your computer.***

<p>9/29/2015: ABC Certification Exam Organization: Association for Board Certification Venue: Testing Center, Anywhere, NC, US</p>	<p><a href="#">View Score Report</a></p>
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- Scores will be available online for a limited period of time. Please view and print your score report as soon as you receive your notice that scores have been posted.***

### Email Samples

Following are samples of the emails a candidate may receive from [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com) related to the Castle Score Report Portal.

#### Password Reset Email

**From:** [scantron@scantron.com](mailto:scantron@scantron.com)  
**Sent:** Monday, March 7, 2016 1:22 PM  
**To:** [candidate@testedcandidate.com](mailto:candidate@testedcandidate.com)  
**Subject:** Scantron Portal Password Reset Request

Dear Candidate,

Our records indicate that you have opted to reset your password on the Scantron Portal. If you did not make this request, you can safely ignore this message and your password will remain unchanged.

Follow the link below to reset the password for your Scantron Portal

Account. [Click Here to Set Your Scantron Account Password.](#)

#### Account Activation Email – Specify a Password

**From:** [scantron@scantron.com](mailto:scantron@scantron.com)  
**Sent:** Monday, March 7, 2016 2:22 PM  
**To:** [candidate@testedcandidate.com](mailto:candidate@testedcandidate.com)  
**Subject:** Scantron Portal Account Activation Message

Dear Candidate,

You have been invited to create an account on the Scantron Report Portal.

Follow the link below to specify a password and activate your Scantron Portal

Account: [Click Here to Set Your Castle Account Password.](#)

## Results Posted in Score Report Portal Notification Email

**From:** [scantron@scantron.com](mailto:scantron@scantron.com)

**Sent:** Monday, March 7, 2016 3:22 PM

**To:** [candidate@testedcandidate.com](mailto:candidate@testedcandidate.com)

**Subject:** Results Posted in Score Report Portal

Scantron is pleased to announce that your score report for <<*client/examination name*>> is now online and ready to be viewed.

The score report can be viewed by logging into the Score Report Portal: [www.scantronassessment.com/scorereportportal](http://www.scantronassessment.com/scorereportportal)

If you have not accessed this site before, please click Request Account on the login page. Generic registration instructions for accessing the Score Report Portal can be found

here: [www.scantron.com/resources/accessing-your-scores-in-the-scantron-score-report-portal/](http://www.scantron.com/resources/accessing-your-scores-in-the-scantron-score-report-portal/)

**If you have any questions with regards to accessing the website, please contact Scantron at (919) 572-6880.**