

Accessing TOEFL Scores Online

Benefits:

- Free
- Institutions can download official score reports and expedite application processing
- Electronic, paperless workflow and filing

ETS Data Manager

<https://www.ets.org/institution-portal/data-manager>

Notes:

- Test Takers' TOEFL score reports go into the online system every Tuesday and Thursday.
- Digital official score reports are available to test takers and institutions before test takers receive a “test takers score report” (if requested) in the mail. This test takers report is not the official one.
- TOEFL score reports are available within the past 24 months.
- *You may only view the official score reports of test takers who have directed ETS to send scores to your institution.
- “Score reports generated after August 1, 2019, will have a new security feature – an orange bar with dots that make it impossible to photocopy or scan the report. An attempt to copy or scan it results in a solid black page.” <https://www.ets.org/toefl/institutions/about/security/>

Steps for Using (takes 7-10 days)

1. Request access to the ETS Data Manager <https://portal.ets.org/instport/public/createuser>

*click on the option to access Score Data (not the search service)

2. Designate a lead administrator and secondary users <https://www.ets.org/institution-portal/data-manager/roles/>

3. Receive username and password

ETS Support

1-855-242-6478

