
Introduction

Before test day, if you need additional test materials beyond what was received in your initial shipment, you can place an order for these materials in PearsonAccess^{next}[™]. This document covers the following topics:

- How to create and submit an additional order
- How to view the status of a submitted additional order
- Specific information for placing an additional order for makeup test materials

Note: You need to add additional students to your school in PearsonAccess^{next} before additional orders of test materials can be placed for them. Use the instructions in the “How to Submit a Request to Enroll or Unenroll an Examinee” section of the [Using PearsonAccess^{next}™ for the ACT® Test](#) document.

Note: You must place any additional orders within the “Window to add additional students or update existing student information in PearsonAccess^{next} for the initial test date” noted on your Schedule of Events. If you try to place the order outside of this window, you won’t see any available items to order.

How to Create and Submit Additional Orders

Take the following steps to create and submit an additional order in PearsonAccess^{next}.

1. Log into PearsonAccess^{next} at <https://testadmin.act.org>
2. Verify your administration option is correct on the top navigation. Refer to the [System Basics](#) document for identifying administration options, or if you need to change your option if applicable.
3. Select the **Setup** icon.
4. Select the **Orders & Shipment Tracking** option. The Orders & Shipment Tracking screen appears.
5. Select the dropdown arrow next to the **Start** button.
6. Select the **Orders** option. The Additional Orders screen appears.
7. Select **Create Additional Order**.
8. Complete your order, starting with the date you need the test materials. Use the calendar icon to select a specific date.
Note: ACT will determine the shipping method and when to ship your materials.
9. Use the dropdown arrow next to **Reason** to select a reason why you need the additional materials.
10. Use the dropdown arrow next to **Use a Stored Contact** to select a contact for the test materials. The available options should appear, listing the contact role followed by the person’s name in parentheses.
Note: For most schools, you will only see one contact option.
11. The contact’s information will auto-populate on the screen. Verify the information that appears and then select **Add Items** under Materials Order. The Edit Materials Order screen appears.
12. The available items for you to order appear. Use the Filters of Material Type, Test Option, or Test Date to narrow your search for items if needed.
13. Use the up and down arrows in the **Amount** field to change the default amount of 0 for each item as needed, until your order is complete.
Note: If you need items that are not listed in PearsonAccess^{next}, contact ACT Customer Service for standard time materials or the Accommodations team for accommodations materials.
14. Select the **Save** button to save your order. You’ll return to the Additional Orders screen.
15. Verify the information about your order is correct and then select the **Create** button. A *Success – Changes saved* message appears at the top of the screen.
16. Select the **Exit Tasks** button to return to the Orders & Shipment Tracking screen.

How to View the Status of a Submitted Additional Order

Take the following steps to view the status of a submitted additional order in PearsonAccess^{next}.

1. Log into PearsonAccess^{next}.
2. Verify your administration option is correct on the top navigation.
3. Select the **Setup** icon.
4. Select the **Orders & Shipment Tracking** option. The Orders & Shipment Tracking screen appears.
5. Use the dropdown arrow under **Find Orders Placed or Updated In** to change the default search period as needed.
6. Select the **Search** button. The results from the search appear by order number.
7. After finding your order, locate the **Status** column. You may see one of 7 statuses: **Submitted, Rejected, Pending, Processing, Backordered, Transit, or Delivered**. An email notification is sent to the person submitting the order any time the status changes. The notification may include a list of the materials ordered, any changes with shipping, and tracking information.

Note: If you have further questions about the status of your order, you may contact the ACT Customer Service team for standard time materials orders or the Accommodations team for accommodations materials orders.

Makeup Orders

For additional orders of test materials for makeup testing, follow the same steps above. You must also order one **makeup kit** from the Edit Materials Order screen for each examinee who is testing makeup. The makeup kit includes:

- One secure test book
- Ancillary materials, including but not limited to:
 - Administration manual
 - Processing envelope
 - Polymailer

Note: You should keep answer documents from initial testing to use for makeup testing.

Note: You must place the order for additional makeup materials within the “Window to add additional students or update existing student information in PearsonAccess^{next} for the makeup test date” noted in your Schedule of Events. If you try to place the order outside of this window, you won’t see any available items to order.