

# **PearsonAccess Next User Guide for the ACT - Spring**

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# Getting Started

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PearsonAccess<sup>next</sup> is the web system in which the school test coordinator or district test coordinator manages data for testing.

## Organizational Hierarchies

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In PearsonAccess<sup>next</sup>, organizations exist in a specific hierarchy (e.g., state>district>school). You can view your own organization and others below you in the hierarchy.

## Gaining Access to PearsonAccess Next

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ACT creates user accounts in PearsonAccess<sup>next</sup> for new test coordinators. The test coordinators receive an account set up email from NoReplyTestAdmin@act.org and follow the instructions in the email to set up a password and log in to the system.

Whitelist NoReplyTestAdmin@act.org to ensure the account set up email is received.

Once an account is created, the system can be accessed for future test administrations.

Forgotten usernames and/or passwords may be reset by using the Forgot Username and Forgot Password links at the sign in screen of the system.

## Log In to PearsonAccess Next

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1. Go to <https://testadmin.act.org>.
2. Select the **Sign In** button near the top right of the screen.  
The **login page** appears.
3. Enter your username and password, and select the **Login** button.

## Recover Your PearsonAccess Next Username

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1. Go to <https://testadmin.act.org>.
2. Select the **Forgot Username** link at the right side of the screen.
3. Enter your email and select the **Request Recovery Email** button.  
A **Changes saved** message appears. You will receive an email with your username.

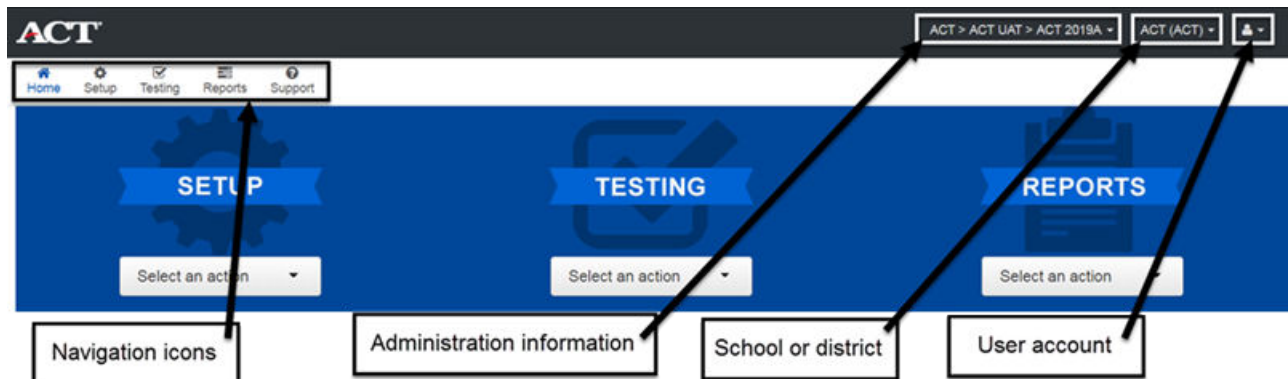
## Reset Your PearsonAccess Next Password

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1. Go to <https://testadmin.act.org>.
2. Select the **Forgot Password** link at the right side of the screen.
3. Enter your username and email and select the **Request Password Reset** button.  
A **Changes saved** message appears. You will receive an email with instructions on resetting your password.
4. Follow the instructions in the email to reset your password.

## The Home Screen

The PearsonAccess<sup>next</sup> home screen contains navigation icons at the top left, and administration, organization, and user account information at the top right of the screen.



Navigation icons on the left side of the screen include:

- **Setup:** used to navigate to options such as Organizations, Users, and Students
- **Testing:** used only for online testing
- **Reports:** used to run Operational and download Published Reports
- **Support:** used for Enroll/Unenroll requests

The drop-down menus on the right side of the screen include:

- Administration information: ACT (the company), the product, season, and year
- School or district name, also referred to as organization, and the ACT high school or district code
- User account icon: used to access your account information and sign out of the system

## Search for an Organization

1. After logging in to PearsonAccess<sup>next</sup>, go to the organizations drop-down at the top right of the screen and type an organization within your hierarchy.
2. Select the appropriate organization (school or district) from the list.

## Test Coordinator Responsibilities within PearsonAccess Next

An overview of test coordinator responsibilities within PearsonAccess<sup>next</sup>.

### School Test Coordinator Responsibilities within PearsonAccess Next

The school test coordinator is expected to perform the following activities in PearsonAccess<sup>next</sup>:

- Manage participation
- Manage user accounts for testing staff
- Manage test materials
  - Order test materials, as needed
  - View shipment information
- Manage examinee information

- Run reports

**Note:** District test coordinators can perform the same activities as school test coordinators. They can view data for all schools within the district, and may assume responsibility for completing activities for a school, if needed.

## District Test Coordinator Responsibilities within PearsonAccess Next

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The district test coordinator is expected to perform the following activities in PearsonAccess<sup>next</sup>:

- Import student data files (This is limited to specific contracts.)
- Replace the school test coordinator, as needed
- Keep the school test coordinator contact information and user account up-to-date throughout the testing cycle
- View data for all schools within the district
- Assume responsibility for completing activities for a school test coordinator, if needed

## Managing Participation

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Submitting participation information for your school in PearsonAccess<sup>next</sup> communicates whether you are or are not testing, and if you are testing, when you plan to test, and when you are able to receive test materials.

### Submit Participation Data

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Complete these steps in PearsonAccess<sup>next</sup> to manage participation for each school. Repeat the steps to view and edit participation data.

If you are a district test coordinator completing this on behalf of a school test coordinator, be careful to select the school, not the district.

1. Select the product and organization from the drop-downs at the top right side of the screen.
2. Select the **Setup** icon, then **Organizations**.
3. Depending on your user level, take one of the following steps.
  - If you are a district test coordinator, select the drop-down on the **Search** button, then **Show all results** to see a list of organizations.
  - If you are a school test coordinator, your organization should be on your screen. Continue to step 4 on page 6.
4. Select the box beside the school(s) you wish to update.
5. Select the drop-down on the **Start** button, then **Test Administration**.  
The **Manage Participation** screen appears.
6. Take one of these steps.
  - If you are a district test coordinator and selected more than one school, select a school from the list of **Organizations** on the left to view the **Participation Details** for that school.
  - If you are a district test coordinator and selected one school, it should be on your screen. Continue to step 7 on page 6.
  - If you are a school test coordinator, your organization should be on your screen. Continue to step 7 on page 6.
7. Complete participation information.
  - If the school is participating in testing, continue to step 8 on page 7.
  - If the school is not participating, scroll down the screen to complete the **Not Participating** section. Select one of the reasons using the drop-down under **Indicate Reason for Not Participating**. If none of these reasons

apply, select **Other** and complete the **Other Reason for Not Participating** field. Then skip to step [11](#) on page 7.

**Note:** If you complete the **Not Participating** section, you will not receive test materials.

**8.** Select standard time paper testing information.

- a) Use the drop-down under **Select Paper Initial Standard Time Test Date** to select the date you plan to test or to select **Not Applicable**.
- b) Use the drop-down under **Select Materials Receipt Date—Paper Initial Standard Time** to select the week in which you can receive test materials. This field is required even if the test date selection is **Not Applicable**.

If you selected the first test date listed in the drop-down under **Select Paper Initial Standard Time Test Date**, you must select the first or second date in the drop-down under **Select Materials Receipt Date—Paper Initial Standard Time**. If you selected the second test date listed, select any of the four dates to receive materials.

**9.** Select accommodations paper testing information.

- a) Use the drop-down under **Select Paper Initial Accommodations Test Window Start Date** to select the first day of your accommodations and/or supports testing window. If you do not plan to test examinees with accommodations and/or supports, select the same date that was selected under **Select Paper Initial Standard Time Test Date**.
- b) Use the drop-down under **Select Materials Receipt Date—Paper Initial Accommodations** to select the week in which you can receive test materials.

If you selected the first test date listed in the drop-down under **Select Paper Initial Accommodations Test Window Start Date**, you must select the first or second date in the drop-down under **Select Materials Receipt Date—Paper Initial Accommodations**. If you selected the second test date listed, select any of the four dates to receive materials.

**Important:** If you chose the first date in the drop-down under **Select Paper Initial Standard Time Test Date** and/or **Select Paper Initial Accommodations Test Window Start Date**, the shipment will contain both non-secure (e.g., administration manuals, answer documents, and barcode labels) and secure test materials (e.g., test booklets and alternate formats). If you chose the second test date, you will only receive non-secure materials at this time. Secure materials will arrive a week prior to the selected test date and/or start of the testing window. Additionally, if the selected materials receipt dates are not the same, non-secure materials will arrive based on the earliest materials receipt date selected.

**10.** Select standard time and accommodations online testing information.

- a) Use the drop-down under **Select Online Test Window Start Date** to select the first day of your online testing window or to select **Not Applicable** if you will not be testing online.
- b) Use the drop-down under **Select Materials Receipt Date—Online** to select the week in which you can receive test materials. This field is NOT required if the test date selection is **Not Applicable**.

If you selected the first test date listed in the drop-down under **Select Online Test Window Start Date**, you must select the first or second date in the drop-down under **Select Materials Receipt Date—Online**. If you selected the second test date listed, select any of the four dates to receive materials.

**11.** Select the **Save** button.

A **Changes saved** message appears.

**12.** Use the following instructions to determine your next step.

- If you are a school test coordinator, continue to step [13](#) on page 7. Then, repeat these steps if you manage participation for more than one organization.
- If you are a district test coordinator, you can skip back to step [6](#) on page 6 to submit participation data for additional organizations before continuing to step [13](#) on page 7.

**13.** Select the **Exit Tasks** button.

# Managing Contact and User Account Information

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An overview of user accounts contact information.

## Contacts versus Users

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In PearsonAccess<sup>next</sup>, a "contact" is a person who ACT communicates with regarding testing deadlines, dates, policies, and activities to complete. A "user" is a person who can perform activities and tasks within the system.

**Note:** District and school test coordinators need to keep both their contact details and user account information up-to-date. Contact details and user accounts are stored and updated in different areas of the system.

## Who Manages Contact Details and Creates User Accounts

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- State test coordinators manage district and school test coordinator contact information and user accounts.
- District test coordinators manage school test coordinator contact information and user accounts.
- School test coordinators manage room supervisor and technical coordinator user accounts for online testing.

## Managing School Test Coordinator Changes

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The district test coordinator must do three things in PearsonAccess<sup>next</sup> to change a school test coordinator.

1. Update the school test coordinator's contact information with the new school test coordinator's information.
2. Create a user account for the new school test coordinator.
3. Delete the previous school test coordinator's user account.

## Change the School Test Coordinator Contact Details

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Any changes to the school test coordinator's contact details are completed by the district test coordinator in PearsonAccess<sup>next</sup>.

1. Select the **Setup** icon then **Organizations**.  
The **Organizations** screen appears.
2. Select the drop-down on the **Search** button, then **Show all results**.  
Organizations in your hierarchy appear on the screen.
3. Select the box beside the organization(s) to view.
4. Select the drop-down on the **Start** button, then **Manage Contacts**.  
The **Manage Contacts** screen appears and Contact Details are visible for the selected school(s) listed on the left.
5. Select **Test Coordinator** below the school name under **Contacts** if it is not already selected by default.
6. Update contact fields as needed. When updating the test coordinator name, enter the first and last name separated by a space without titles or suffixes.
7. Select the **Save** button.  
A **Changes saved** message appears.
8. Repeat steps 5 on page 8 through 7 on page 8 to update test coordinator contact information for other schools if applicable.
9. Select the **Exit Tasks** button.

If the school test coordinator changed, create a user account for the new school test coordinator and delete the previous school test coordinator's account.



## Create a User Account

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The district test coordinator creates a user account for any new school test coordinators. The school test coordinator creates user accounts for room supervisors, and a user account for the technical coordinator for online testing.

1. Select the **Setup** icon, then **Users**.  
The **Users** screen appears.
2. Select the drop-down on the **Start** button, then **Create/Edit Users**.  
The **Create/Edit Users** screen appears.
3. Select the **Organization** name.  
When creating user accounts for staff beneath you in the hierarchy (e.g., you are a district test coordinator creating a school test coordinator account), be careful to assign them to their organization. If you inadvertently assign them to your organization, they will be able to see and possibly edit the information for your organization and every organization that reports to you.
4. Select the **Role**.
5. Leave the **Account** as **Enabled**.
6. Enter the new user's email address.  
The email address auto-populates the **Username** field.
7. Enter the new user's first and last name.
8. Leave the **Active Begin Date** and **Active End Date** fields blank.
9. Select the **Create** button.  
A **Changes saved** message appears. The new user will receive a "new account" email invitation to the system from NoReplyTestAdmin@act.org, and will need to follow those instructions to set a password for the account.
10. Select the **Exit Tasks** button.

## Edit the Data of an Existing User

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1. Select the **Setup** icon, then **Users**.  
The **Users** screen appears.
2. Select the drop-down on the **Search** button, then **Show all results**, if users did not appear by default.
3. Select the user account(s) to edit.
4. Select the drop-down on the **Start** button, then **Create/Edit Users**.  
The **Create/Edit Users** screen appears.
5. Select the user name from the **Users** list on the left.
6. Update fields with new information.  
The user name field cannot be edited when updating an existing user.
7. Select the **Save** button.  
A **Changes saved** message appears.
8. Select the **Exit Tasks** button.

## Delete or Restore a User Account

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1. Select the **Setup** icon, then **Users**.  
The **Users** screen appears.
2. Follow one of these steps to delete or restore a user account.
  - To delete a user account, select the drop-down on the **Search** button, then **Show all results**. A list of users appears. You may use the **Filters** feature to narrow the list of results.

- To restore a user account, select **Deleted** from the **Account Status** drop-down on the left, to see the list of deleted user accounts.

**Note:** If you don't see the user account you wish to restore, it may be disabled. Select **Disabled** from the **Account Status** drop-down on the left, to see the list of disabled user accounts.

3. Select the box beside the user account to delete or restore.
4. Select the drop-down on the **Start** button, then **Delete/Restore Users**.  
The **Delete/Restore Users** screen and the selected user appears.
5. Select the box beside the user account to delete or restore, then the **Delete/Restore** button.  
A **Changes saved** message appears.
6. Select the **Exit Tasks** button.

## Managing Test Materials

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An overview of verifying enrollment and ordering materials needed for test administration.

### Materials for Testing Overview

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1. The school test coordinator requests accommodations and/or English learner (EL) supports for students in the Test Accessibility and Accommodations System (TAA).
2. The state, district, or school test coordinator imports the Student Data Upload file into PearsonAccess<sup>next</sup>.  
**Note:** The individual responsible for this activity is determined by your contract with ACT.
3. ACT reviews requests for accommodations and/or EL supports and provides decisions.
4. ACT applies the TAA PIN to the student record in PearsonAccess<sup>next</sup> for each student authorized by ACT to test with accommodations and/or EL supports.
5. The school test coordinator verifies student enrollment count for test materials and submits a request to enroll or unenroll examinees as needed in PearsonAccess<sup>next</sup>.
6. The school test coordinator completes the following activities as needed.
  - a. Order additional standard time materials, if enrollment increased after the initial verify enrollment window is closed and more materials are needed.
  - b. Order non-college reportable accommodations materials.
  - c. Contact ACT for additional accommodations materials for the ACT.
7. ACT ships test materials.

### Verify the Shipping Address

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Verify the physical address listed in PearsonAccess<sup>next</sup> for your organization to ensure materials are shipped to the proper location.

1. Select the **Setup** icon, then **Organizations**.
2. Select the drop-down beside the **Search** button, then the box to **Show all results**.
3. Select the box beside the organization to view.
4. Select the drop-down on the **Start** button, then **Manage Contacts**.
5. Select the school **Test Coordinator** under **Contacts**. Review the **Organization Information** to verify the shipping address.
6. Select the **Exit Tasks** button.

If the address is correct, no additional action is needed. If it is not correct, request that ACT update it.

## Update the Shipping Address

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If the physical shipping address listed in PearsonAccess<sup>next</sup> is not correct, ACT will need to update it.

Submit the [Address Change Request Form](#) to request a change.

## Enrollment Determines Quantity of Test Materials

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The quantity of materials shipped for testing is determined by the student enrollment count in PearsonAccess<sup>next</sup>. It is important to verify enrollment for test materials when that window is open, and submit a request for ACT to enroll or unenroll examinees if the number of students you plan to test changes, to ensure the quantity of materials the school needs will be shipped.

## Materials for Accommodations and Supports Authorized by ACT

---

ACT applies the Test Accessibility and Accommodations System (TAA) PIN to the student record in PearsonAccess<sup>next</sup> for each student authorized by ACT to test with accommodations and/or English learner (EL) supports. Applying the TAA PIN populates the **Accommodation Formats**, **Braille Formats**, and **Translated Test Instructions for English Learners** portions of the **Edit Enrollment Counts** screen, as applicable.

It is important to view the **Edit Enrollment Counts** screen to confirm that formats and other details are what you expect them to be, and contact ACT with questions when the verify enrollment for test materials window is open. We recommend that you run the Accommodations and Supports Roster to help with this and have the roster handy to reference if you contact ACT with questions.

## Verify Enrollment for Test Materials

---

1. Select the **Setup** icon, then **Organizations**. The **Organizations** screen appears.
2. Depending on your user level, take one of the following steps.
  - If you are a district test coordinator, select the drop-down on the **Search** button, then **Show all results** to see a list of all organizations in your hierarchy.
  - If you are a school test coordinator, the school should be on your screen. Continue to step 3 on page 11.
3. Select the box beside the school to verify the enrollment counts.
4. Select the drop-down on the **Start** button, then **Test Administration**. The **Manage Participation** screen appears.
5. Select the **Edit Enrollment Counts** tab next to the **Manage Participation** tab.
6. Select the school, if not selected by default.
7. Select the + icons on the right side of the screen to verify the count for each type of materials.
8. Select the **Exit Tasks** button.

If enrollment is accurate, no further action is needed. If you need to adjust the enrollment count, submit a request to enroll or unenroll an examinee.

## Materials for Non-College Reportable Accommodations Authorized by the Test Coordinator

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The school test coordinator authorizes use of non-college reportable accommodations test materials (NCR) as appropriate for examinees. These are not requested through the Test Accessibility and Accommodations System (TAA). The test coordinator is responsible for ordering non-college reportable accommodations test materials in PearsonAccess<sup>next</sup> for each examinee who needs them.

## Materials Available for NCR

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To receive non-college reportable (NCR) test materials, order the **NCR Test Kit** and any alternate format materials, such as Large Type, Reader's Script, or Translated Instructions, as needed. ACT will ship materials that are needed for testing according to what is ordered.

## Requirements for Additional Materials Orders

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Orders will be shipped only if manage participation data is completed for the school, and the student enrollment count (the number of examinees who will use the materials) in PearsonAccess<sup>next</sup> matches the quantity of materials ordered. Orders will be rejected if manage participation data is not completed and/or there are not enough students present in the system. Before ordering additional materials, add students as necessary, by using the instructions to request that ACT enroll or unenroll an examinee.

## Materials Available in Initial Standard Time Kits

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When placing an additional order for standard materials designated for use on the initial standard time test date, you will order the **Initial Standard Time Kit**.

The kit includes:

- One *Taking the ACT<sup>®</sup> Test*
- One multiple-choice test booklet designated for the initial test date
- One writing test booklet designated for the initial test date
- One answer document

**Note:** Accommodations materials authorized by ACT are not available to order. Contact ACT if additional materials for accommodations authorized by ACT are needed.

## Materials Included in Makeup Kits

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To receive standard time test materials designated for use on the makeup test date, the test coordinator will order the **Makeup Kit**. It includes one multiple-choice test booklet, and one writing test booklet, for writing administrations.

These materials will be shipped along with any kits that are ordered:

- One test date flyer
- One administration manual for standard time paper testing, no matter how many kits are ordered
- One copy of *Test Administration Forms* for every 20 makeup kits ordered
- One site header, no matter how many kits are ordered
- One *ACT Calculator Policy*
- Two answer documents, no matter how many kits are ordered
- An adequate number of processing envelope(s) based on the total order
- An adequate number of polmailer(s) based on the total order
- Return shipping labels (affixed to boxes and polymailers)
- One administration supplement, if it is produced for your testing program

The administration manual, *Test Administration Forms*, *ACT Calculator Policy*, and other supplements for your testing program are available on your ACT-hosted State or District testing website.

**Note:**

- Be sure to use only the test booklets shipped for makeup testing.

- For ACT-authorized accommodations and supports materials to use during the makeup testing window, contact ACT Customer Support.
- Site headers will have the appropriate test date printed on them.

## Materials Available in Emergency Kits

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To receive standard time test materials designated for use on the emergency test date, you will order the **Emergency Kit**. It includes one multiple-choice test booklet and one writing test booklet for writing administrations.

These materials will be shipped along with any kits that are ordered:

- One test date flyer
- One administration manual for standard time paper testing, no matter how many kits are ordered
- One copy of *Test Administration Forms* for every 20 makeup kits ordered
- One site header, no matter how many kits are ordered
- One *Calculator Policy*
- Two answer documents, no matter how many kits are ordered
- An adequate number of processing envelope(s) based on the total order
- An adequate number of polmailer(s) based on the total order
- Return shipping labels (affixed to boxes and polymailers)
- One administration supplement, if this is produced for your testing program

The administration manual, *Test Administration Forms*, *Calculator Policy*, and other supplements for your testing program, are available on your ACT-hosted website.

## Order Materials

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Follow these steps to:

- Order additional standard time materials for the initial test date by selecting **Initial Standard Time Kit**:
  - if you have an enrollment increase after the verify enrollment for test materials window is closed
  - if after receiving materials, more are needed
- Order standard time materials for the makeup test date by selecting **Makeup Kit**, after the initial test date, as needed
- Order non-college reportable accommodations materials by selecting the appropriate **NCR Kit** and any alternate format materials for the testing window
- Order standard time materials for the emergency test date by selecting **Emergency Kit**, after the makeup test date, as needed

**Note:** Different materials are designated for each administration. Be careful to order materials during the appropriate order window, to ensure the correct materials are shipped.

1. Select the **Setup** icon, then **Orders & Shipment Tracking**.  
The **Orders & Shipment Tracking** screen appears.
2. Select the drop-down beside the **Start** button, then the **Orders** option.  
The **Additional Orders** screen appears.
3. In the **Test Date/Test Window Start Date** field, use the calendar icon to enter the test date for the test administration that you plan to use these materials.

**Note:** ACT will determine the shipping method and when to ship the materials.

4. Select the drop-down beside **Reason** to select a reason why additional materials are needed.
5. Leave the school test coordinator's contact information under **Use a Stored Contact**, which populates the **Contact Information** and **Shipping Address**.
6. Verify the information on the screen, then under **Materials Order**, select the **Add Items** button.

The **Edit Materials Order** screen appears with a list of available items to order.

7. Use the up and down arrows or type a number in the **Amount** field(s) until your order is complete.  
If you need items that are not listed, contact ACT.
8. Select the **Save** button.  
The **Additional Orders** screen appears.
9. Verify that your order is correct, then select the **Create** button.  
A **Changes saved** message appears, and a confirmation email is sent to you from [noreplytestadmin@act.org](mailto:noreplytestadmin@act.org).
10. Select the **Exit Tasks** button.  
The **Orders & Shipment Tracking** screen appears.

## View Status and Shipment Information

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The status and shipment information of any type of materials order may be viewed in PearsonAccess<sup>next</sup>. Tracking information for the shipment will appear once the status is in Transit.

1. Select the **Setup** icon, then **Orders & Shipment Tracking**.  
The **Orders & Shipment Tracking** screen appears.
2. Use the drop-down menu under **Find Orders Placed or Updated in** to change the date range for your search as needed, or leave it at the default setting of **Last 30 days**, then select the **Search** button.  
The results from the search appear by order number.
3. Find the order, then look at the **Status** column to view the status.

**Note:** An email notification is sent to the school test coordinator any time the status changes.

4. Select the **information** icon to view details about a specific order.  
An **Order Details** window appears.
5. Select the **Shipments** tab to view the shipping status.
6. Click on the external link to track the shipment on the shipping vendor's web page.  
If the external link does not work, copy the tracking number and use it to track the shipment on the carrier's website.

Carrier: FedEx

Website: [fedex.com](http://fedex.com)

## Managing Examinee Information

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An overview of updating or finding examinee information needed for test administration.

### Change an Examinee's Grade Level and Other Identifying Information

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The test coordinator needs to be logged in to PearsonAccess<sup>next</sup> to complete this task.

For ACT to report an examinee's scores appropriately, the grade level, name, student ID number, gender, or date of birth, may need to be changed before testing.

1. Select the **Setup** icon, then **Students**.  
The **Students** screen will appear with a list of examinees.
2. Select the checkbox next to all applicable examinees whose grade levels and other details are to be changed.
3. In the Tasks pane, select the checkbox beside **Create / Edit Students**, and then select the **Start** button.  
The **Create / Edit Students** screen appears.
4. Select a student from the **Students** menu on the left side of the screen, if more than one name is listed.

5. Change the grade level of the examinee in the **Actual Grade of Student** field, or change other fields as needed.
6. Select the **Save** button.  
A **Changes saved** message appears.
7. Repeat steps 4 on page 14 through 6 on page 15 for other examinees selected.
8. When finished, select the **Exit Tasks** button.

## Submit a Request to Enroll or Unenroll an Examinee

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The test coordinator needs to be logged in to PearsonAccess<sup>next</sup> to complete this task.

If an examinee is enrolling in or unenrolling from your school before the administration, you need to submit the request for ACT staff to add or remove the examinee from your organization in PearsonAccess<sup>next</sup>. Enrolling the examinee in PearsonAccess<sup>next</sup> generates the student code that must be gridded in Block U on the answer document when a barcode label is not available.

1. Locate the Enroll or Unenroll Students template by selecting the **Support** icon, then **Documentation**.
2. Download the template by clicking the Enroll or Unenroll Students link and enter information in all fields for the student (or for multiple students).
  - Student Code from PearsonAccess<sup>next</sup> (this code is required if the examinee is being unenrolled)
  - Unenroll School Organization Code (If the examinee is leaving your organization, include the ACT high school code for your organization.)
  - Enroll School Organization Code (If the examinee is entering your organization, include the ACT high school code for your organization.)
  - Last Name
  - First Name
  - Middle Initial
  - Grade
  - Date of Birth
  - State Student ID (be sure this is the number assigned by the state, not a social security number)
  - Delivery Format (enter p for paper testing or o for online testing)
  - TAA PIN from the Accommodations and Supports Roster (enter this, if the examinee is authorized by ACT to use accommodations and/or English learner supports)

Save the template locally on your computer in .xlsx or .csv format.

3. Select the **Support** icon, then **Support Requests**.  
The **Support Requests** screen appears.
4. In the **Tasks** pane, select **Create / Edit Requests** in the drop-down menu, and then select the **Start** button.  
A Details screen for the new request appears.
5. Using the drop-down arrows on the appropriate fields, enter the organization (your school) and category (Enroll Student or Unenroll Student) for the request.
6. Provide an appropriate title for your request; use the word “enroll” or “unenroll” in the title. Enter additional instructions in the **Question / Concern** field.
7. Select **Choose Files** to locate and open the file for uploading to the system.
8. Select the **Create** button. A "Success – Changes saved" message appears.
9. The person submitting the request will receive email notifications from the system confirming that the request was received and also when the enrollment or unenrollment information was completed by ACT staff.

**Note:**

- You can view the status of your request at any time through your PearsonAccess<sup>next</sup> account.
- Be sure to read any comments in the email notification to ensure that ACT does not require additional information.

10. Select **Exit Tasks** to return to the previous screen.

## Find the Student Code

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1. Select the **Setup** icon, and then **Students**.  
The **Students** screen appears.
2. Depending on your user level, take one of the following steps.
  - If you are a district test coordinator, select the drop-down beside the **Search** button, then **Show all results**, and a list of students appears.
  - If you are a school test coordinator, your organization's students should be on your screen. Continue to step 3 on page 16.
3. Locate the student code for an examinee in the first column. This is the code to grid in Block U on the answer document if a barcode label is not available.

## Find the State Student ID

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1. Select the **Setup** icon, then **Students**.  
The **Students** screen appears.
2. Depending on your user level, take one of the following steps.
  - If you are a district test coordinator, select the drop-down beside the **Search** button, then **Show all results**.
  - If you are a school test coordinator, your organization's students should be on your screen. Continue to step 3 on page 16.

A list of students appears.
3. Select the **information** icon for a **Details** screen with the State Student ID.

## Accessing Reports

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Operational Reports and Published Reports are available in PearsonAccess<sup>next</sup>.

Operational Reports help you with test administration. These fall into categories: Organization, Students & Registrations, Online Testing, Orders & Shipment Tracking, and Users.

Published Reports relate to which examinees tested and test scores.

## Using Operational Reports

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Operational reports may be downloaded and used as you prepare for testing.



**Table 1: Using Operational Reports**

Where to Find It	Report Name	Using the Report
<b>Students &amp; Registration</b>	Accommodations and Supports Roster	This report lists all examinees authorized by ACT to test using accommodations and/or English learner supports. The report shows what is authorized, including materials, for each student. The examinee will not appear on the roster until ACT applies the Test Accessibility and Accommodations System (TAA) PIN to the examinee's record. After examinees have been assigned to test sessions, the roster also lists each examinee's assigned session. Use the report to set up test sessions for online testing, schedule test rooms and staff, prepare materials for each examinee, and assign examinees to rooms appropriately.
<b>Students &amp; Registration</b>	Student Org Enrollment Report	This report lists all students that have been imported for the organization. This may be used to verify student information.  <b>Note:</b> Local Student ID is actually the State Student ID.
<b>Orders &amp; Shipment Tracking</b>	Packing List	This report generates a packing list for a specific order. Go to <b>Setup, Orders &amp; Shipment Tracking</b> to find the order number to enter in <b>Order ID</b> .
<b>Users</b>	Users with Role Access	This report generates a list of users and their assigned role under an organization. It may be used to easily see everyone who has access to the system. The report is based on hierarchy. It will only list users in your organization and any organizations below you in the hierarchy.

## Run the Accommodations and Supports Roster or Other Operational Reports

The test coordinator needs to be logged in to PearsonAccess<sup>next</sup> to complete this task.

You may run the **Accommodations and Supports Roster** or other **Operational Reports** using these steps.

1. Select the **Reports** icon, then **Operational Reports**.  
The **Operational Reports** screen appears.
2. Under Report Categories on the left, check the box(es) for the type of report(s) to view. To run the **Accommodations and Supports Roster**, check the box beside **Students and Registrations**.  
A list of available reports appears.
3. Select the title to open and view the report.  
The report page appears.
4. Select the **Request Report Refresh** link. You may choose parameters from the drop-downs to narrow the results, although this is not necessary. Then, click the **Refresh Report** button and wait for the report to update. Select the refresh arrows until the **Download Report** button appears.  
You may need to refresh more than once.
5. Select **Download Report** to print, save, and view the report.
6. When finished, select **Exit Report** button.

## Download Published Reports

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1. Select the **Reports** icon, then **Published Reports**. The **Published Reports** screen appears with a list of reports for your organization.
2. Use the **Filters** on the left to select the **Organization Type** and/or **Organization Name** and the **Published Report Date Range** to narrow the search.

**Note:** To view all reports in your hierarchy, remove the organization populated in the **Organization Name** field.

3. Select an individual report or all reports.
  - To view an individual report, select the checkbox to the left of report title(s) and select the **Download** button on the top right.
  - To select all reports at once, use the checkbox beside **File Name** and select the **Download** button.
4. Save your reports locally.

The reports are not available permanently in the system.

You may visit your website for information about score reports.