

2017

Using PearsonAccess^{next}_{TM} for the ACT[®] Test

The **ACT**[®]

www.act.org

Contacting ACT

Please direct all questions to:

ACT Test Administration

Hours: 7:00 a.m.–5:00 p.m., central time, Monday–Friday.

Phone: **800.553.6244 ext. 2800**

Email: **TestACT@act.org**

PearsonAccess^{next}: **<https://testadmin.act.org>**

TestNavTM: **tn.actonline.act.org**

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Introduction

This document is a guide for school, district, and state level staff using PearsonAccess^{next}[™] for various tasks related to administering the ACT[®] test to examinees. The following major topics are covered:

- Creating and editing user accounts
- Editing examinee information

Note: The screenshots used in this document are subject to change according to the latest updates to PearsonAccess^{next}.

PearsonAccess^{next}

PearsonAccess^{next} is the web application used by testing staff (i.e., test coordinators, room supervisors) to manage online testing.

How to Log in to PearsonAccess^{next}

To log in to PearsonAccess^{next} to do any of the tasks described in this document, take the following steps.

Step	Action
1	Go to PearsonAccess ^{next} at https://testadmin.act.org .
2	Select the green Sign In button.
3	On the next screen, enter your username and password, and select the Login button.

How to Set the System View for Your Program or School

For state and district officials, refer to the *Systems Basics* document (available on your program website) for instructions on how to set the view in PearsonAccess^{next} for your testing program and/or schools (referred to in PearsonAccess^{next} as organizations). State and district officials need to set the view for a specific organization to support school staff.

Test Coordinator Procedures

User Accounts

The test coordinator must create user accounts for other staff (e.g., technical coordinator, room supervisors).

When user accounts are created, a “New Account” email is automatically sent to the new users directing them to finish setting up their accounts.

How to Create User Accounts

Take the following steps in PearsonAccess^{next} to create a user account.

Step	Action
1	Select the Setup icon.

2 Select the **Users** title. The *Users* screen appears.

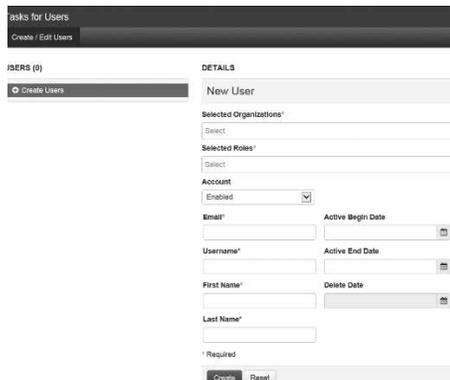


The screenshot shows a navigation menu with icons for Home, Setup, Testing, Reports, and Support. A dropdown menu is open under the Setup icon, listing options: Students, Organizations, Users (which is highlighted), and Orders & Shipment Tracking.

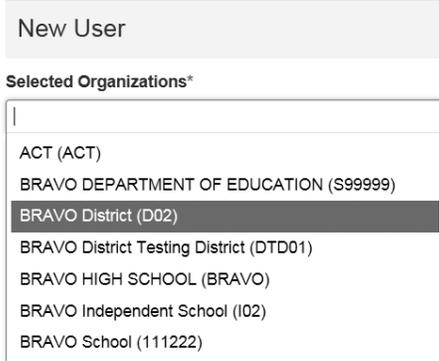
3	In the Tasks pane, check the box next to Create / Edit Users in the dropdown menu, and select the Start button.
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The *Create / Edit Users* screen appears.



The screenshot shows the 'Create / Edit Users' screen. The 'TASKS' pane on the left has 'Create / Edit Users' selected. The 'DETAILS' pane on the right shows a 'New User' form with the following fields: 'Selected Organizations*' (dropdown), 'Selected Roles*' (dropdown), 'Account' (checkbox, checked), 'Email*' (text input), 'Active Begin Date' (calendar icon), 'Username*' (text input), 'Active End Date' (calendar icon), 'First Name*' (text input), 'Delete Date' (calendar icon), and 'Last Name*' (text input). A legend indicates that fields with an asterisk are required. At the bottom, there are 'Create' and 'Reset' buttons.

Step	Action
4	<p>Enter or select the Organization from the dropdown menu.</p> <p>DETAILS</p> <p>New User</p> <p>Selected Organizations*</p> 
5	<p>Enter or select the Role of the user (e.g., Technical Coordinator or Room Supervisor).</p> <p>Selected Roles*</p> 
6	Leave the Account as Enabled.
7	Enter the user's Email.
8	<p>The email address will automatically populate in the Username field. This may be changed if desired.</p> <p><i>Notes:</i></p> <p><i>Username must be unique with a minimum of 8 characters and no spaces.</i></p> <p><i>Once the user account is created, Username cannot be edited.</i></p>
9	Enter the user's First Name and Last Name.
10	Leave the Active Begin Date and Active End Date fields <i>blank</i> .
11	<p>Select the Create button. A <i>Success – Changes saved</i> message appears.</p> <p><i>Note: The new user will receive a “new account” email from PearsonAccess^{next}. The user will need to follow the instructions in that email to finish creating his/her account.</i></p>
12	To create another user account, repeat the steps above.
13	Select the Exit Tasks button when finished.

How to Edit User Accounts

Take the following steps in PearsonAccess^{next} to edit a user account.

Step	Action
1	Select the Setup icon.
2	Select the Users title. The <i>Users</i> screen appears. A list of users appears.
3	Optional: On the left, use the Filters feature to narrow the list of results.
4	Check the box next to the account(s) you want to edit.
5	Select the dropdown menu on the Start button, and select Create / Edit Users . The <i>Create / Edit Users</i> screen appears.
6	Select the account to be edited from the list on the left.
7	<p>Update fields with the new information.</p> <p><i>Note: To change username, delete the user account, and create a new one.</i></p>

Step	Action
8	Select the Save button when finished updating the user. A <i>Success – Changes saved</i> message appears.
9	Select a different user from the list on the left to update other accounts selected if desired.
10	When finished, select the Exit Tasks button.

How to Delete User Accounts

If a user is no longer associated with the school, take the following steps to delete his/her account.

Step	Action
1	Select the Setup icon.
2	Select the Users title. The <i>Users</i> screen appears. A list of users appears.
3	Optional: On the left, use the Filters feature to narrow the list of results.
4	Check the box next to the account to be deleted.
5	Open the dropdown menu on the Start button, and select Delete / Restore Users . The <i>Delete / Restore Users</i> screen appears. The selected user is listed.
6	Check the box next to the account to be deleted, and select the Delete / Restore button.

Users (1)									
<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Active Begin Date	Active End Date	Delete Date	Disable Date	Disable Reason
<input checked="" type="checkbox"/>	Sarah-RS @	Sarah	Brannaman	sarah.brannaman@act.org	01/26/2015			01/30/2015	temporary

* Required

Delete / Restore Reset

There is now a red **X** next to the Username of the deleted account.

7	When finished, select the Exit Tasks button.
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How to Restore a Deleted User Account

Take the following steps in PearsonAccess^{next} to restore a deleted user account.

Step	Action
1	Select the Setup icon.
2	Select the Users title. The <i>Users</i> screen appears.
3	In the Filters pane, open the Account Status dropdown menu, and select Deleted .

Filters Clear Hide

First Name
Starts with

Username
Starts with

Account Status

- Deleted
- Disabled

Organizations
Select one or more

Users with deleted accounts are displayed.

4	Check the box next to the user to be restored.
5	Open the dropdown menu on the Start button, and select Delete / Restore Users . The <i>Delete / Restore Users</i> screen appears. The selected user is listed.
6	Check the box next to the account to be restored and select the Delete / Restore button. There is no longer a red X next to the Username of the restored account.
7	When finished, select the Exit Tasks button.

Examinees

How to Run the TAA PIN Report

All examinees with ACT-approved accommodations and/or English learner (EL) supports are listed on the TAA PIN report in PearsonAccess^{next}.

Take the following steps in PearsonAccess^{next} to run the TAA PIN report.

Step	Action
1	Select the Reports icon.
2	Select the Operational Reports title. The <i>Operational Reports</i> screen appears.
3	Check the box next to Students and Registrations . A list of <i>Students and Registrations</i> reports appears.
4	Select the Student Tests with TAA PIN report. The report page appears.
5	Select Download Report to download a .CSV file.
6	When finished, select Exit Report button.

How to Change an Examinee's Grade Level

For ACT to report an examinee's scores appropriately, the grade level assigned to individual examinees may need to be changed.

Take the following steps in PearsonAccess^{next} to change an examinee's grade level.

Step	Action
1	Select the Setup icon.
2	Select the Students title. The <i>Students</i> screen appear with a list of examinees. <i>Note: All applicable examinees may be selected at this time.</i>
3	Select the checkbox next to examinees whose grade levels are to be changed.
4	In the Tasks pane, select the checkbox next to Create/Edit Students in the dropdown menu.
5	Select the Start button. The <i>Create / Edit Students</i> screen appears with the examinee's information.
6	Select a student from the Students menu on the left side of the screen.
7	Change the grade level of the examinee in the Actual Grade of Student field.
8	Select the Save button. A <i>Success – Changes Saved</i> message appears.
9	Repeat the above steps for other examinees selected.
10	When finished, select the Exit Tasks button.

How to Submit a Request to Enroll or Unenroll an Examinee

If an examinee is enrolling in or unenrolling from your school before the administration, you need to submit the request for ACT staff to complete the information. Take the following steps in PearsonAccess^{next} to submit this request:

Step	Action
1	<p>Locate the <i>Enroll or Unenroll Students</i> template by selecting Support from the main menu and then select Documentation from the dropdown. Download the template and include the following details in the appropriate fields for the student (or for multiple students):</p> <ul style="list-style-type: none"> • Student first name • Student last name • Student date of birth • Grade of student • State Student ID or Local ID (provide ACT High School Code, if known) • TAA PIN (if applicable) • School student is being unenrolled from (provide ACT High School Code, if known) • School student is being enrolled in (if known) <p>Save the template locally on your computer.</p>
2	From the home screen, select Support and then Support Requests from the dropdown menu. The <i>Support Requests</i> screen appears.
3	In the Tasks pane, select the box next to Create / Edit Requests .
4	Select the Start button. A <i>Details</i> screen for the new request appears.
5	Using the dropdown 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 PearsonAccess ^{next} .
8	Select the Create button. A <i>Success – changes saved</i> message appears.
9	<p>The person submitting the request will receive email notifications from PearsonAccess^{next} confirming that the request was received and also when the enrollment or unenrollment information was completed by ACT staff.</p> <p><i>Note: You can view the status of your request at any time through your PearsonAccess^{next} account.</i></p>
10	Select Exit Tasks to return to the previous screen. If you have other examinees to request enrollment or unenrollment for (that you didn't include on the <i>Enroll or Unenroll Students</i> template), repeat the steps above.

How to Find the State Student ID

If you need to locate the State Student ID for Block U of the answer document for examinees, take the following steps:

Step	Action
1	Log in to PearsonAccess ^{next} .
2	Select the Setup icon and then Students . The <i>Students</i> screen appears.
3	Under Manage Columns on the right-hand side of the screen, check the box next to <i>State Student ID</i> and then select Apply .
4	You'll now see a column on the screen listing the State Student ID for each examinee.
5	Check the box next to a specific examinee and select the i icon for a <i>Details</i> screen that also shows the State Student ID for that examinee.

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