Throughout the past few months, we have been sending information about the new non-test process in MyACT for spring 2021 testing. To assist you, we are providing an overview of important attributes.

**Benefits for Completing Non-Test in MyACT**

For the student:
- Career counseling
- Identifying data gaps
- College and career planning
- Interest-major fit information
- **Free** score reporting to up to four colleges
  - Note: additional score reports are available for a fee after scores are released
- Ability to update profile until the deadline on the Non-Test Instructions for Student form
- Non-test information is saved and can be updated when registering for future test administrations
- Email notification when scores are available in MyACT
- Scores available in MyACT before paper report is received
- Colleges use ACT scores as well as a variety of other information to make selection, placement, and scholarship decisions, and that all of this information provides a good picture of their performance

For the school:
- Using innovative ways to help students use their ACT results in planning for college and careers
- Using ACT scores as estimates of a student’s true performance level
- Scores should be treated as general indicators of strengths and weaknesses

**Tips for Completing Non-Test Information in MyACT At Home or At School**

- The non-test information can be completed by:
  - The school hosting a classroom session for all students to monitor progress
  - Asking students to complete the information on their own time
  - Using in-school non-class time to complete the information for all students, or for those who may have accessibility issues outside of the school setting

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<tr>
<th>Session</th>
<th>Benefits</th>
<th>Challenges</th>
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<tbody>
<tr>
<td>In-School Session</td>
<td>- Staff can ensure students are using their personalized Non-Test Instructions for Student form when completing the non-test information&lt;br&gt;- Staff can help answer questions and guide students through the flow&lt;br&gt;- Staff can ensure each student has completed the non-test information process</td>
<td>- Less flexibility for hybrid learning models, absences, and unexpected closures or quarantines&lt;br&gt;- Requires school time for completion&lt;br&gt;- Less visibility for parents</td>
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<tr>
<td>At Home Session</td>
<td>- Less overhead for testing staff&lt;br&gt;- More schedule flexibility when done from home&lt;br&gt;- More time for student to complete in relaxed environment&lt;br&gt;- More visibility for parents</td>
<td>- The students are on their own to complete the information accurately and on time&lt;br&gt;- The students would contact ACT for assistance&lt;br&gt;- Less visibility for the school to ensure students completed their non-test information</td>
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• ACT recommends that the non-test is not completed on test day. If you must complete the non-test information on test day, it is best to do it after testing has concluded.

• Many schools have locked down email accounts, meaning that students using a school account are not able to receive emails from outside the schools and would not be able to complete their account verifications. Please have your technology coordinator whitelist *@act.org*, and remind students to use their personal emails, if possible, when creating accounts.

• Students who are completing the non-test activities at home will need to reference *Taking the ACT*. This document and troubleshooting tips can be found on the *Information for Examinees* webpage at [www.act.org/sds/examinees](http://www.act.org/sds/examinees).

• Students who do not use the Student Code prior to the 2 days post-testing, may NOT be able to select their free college score recipients.

How Can I Get Visibility to Know Which Students Have Not Entered Their Student Code?

The Student Code Usage Status report in the Published Reports section in PearsonAccess next provides visibility. Refer to the Accessing Reports section of *PearsonAccess next User Guide* for instructions.

Data in this report is pulled at 5:00 p.m. central time and posted to PearsonAccess next after 10:00 p.m. central time daily. The information in this report will reflect activity prior to 5:00 p.m. central time the previous day. Currently if a student has entered their student code and selected at least one college choice, they will no longer appear on the report. After April 1 the report will be enhanced to include the status for all students.

Creating a MyACT Account

The *Accessing MyACT Accounts for Non-Test Information* document found on your ACT hosted website can assist you and your students with the best way to create a MyACT account.

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<th>If the student...</th>
<th>Then the student should...</th>
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| **Is creating a new MyACT Account**  
Students who need to create MyACT accounts may need more than the estimated 30 minutes to complete.  
Note: ACT recommends not using your school email if possible. | 1. Go to MyACT.org  
2. Select Create MyACT account.  
3. Select I'm new! Let's get started.  
4. Enter the prompted information to create a new MyACT account.  
5. Use this MyACT account to enter non-test information.  
*Students creating accounts for the first time will be prompted to enter an email address or phone number to receive a verification code. They must have access to their email or phone to verify the account within 24 hours.* |
| **Had a previous account in ACT Student Web Services (SWS) but does not yet have a MyACT account.** | 1. Go to MyACT.org.  
2. Select Create MyACT account.  
3. Select I registered or tested before.  
4. Select I have accessed my scores online before.  
5. Enter the user ID and password from the previous account.  
6. Enter the prompted information to create a new MyACT account.  
7. Use this MyACT account to enter non-test information. |
| **Is logging in to an existing MyACT account.** | 1. Go to MyACT.org.  
2. Enter the login credentials to the MyACT account.  
3. Use this MyACT account to enter non-test information. |
| **Has a last name on the MyACT account that does not match what the school uses.** | 1. [Contact ACT](http://www.act.org/sds/examinees) to update the name on the MyACT account if incorrect  
   or  
   Contact the student's school test coordinator to update the last name in PearsonAccess next if incorrect.  
2. Once the last name matches, use this MyACT account to enter non-test information. |