



In this Document

This document contains general information about PearsonAccess^{next}TM, the web application used by testing staff for administrative and other various test-related activities. It includes the following topics:

- Staff roles within PearsonAccess^{next}
- How to access PearsonAccess^{next}
- The home screen
- Differences between contacts and users
- Organizational hierarchies
- How to search for data
- How to locate a task to complete
- How to view details on a field
- How to reset your password

Staff Roles within PearsonAccess^{next}

The table below describes the roles within PearsonAccess^{next}.

If your role in PearsonAccess ^{next} is ...	Then you have permissions for ...
District Test Coordinator	Performing the following activities: <ul style="list-style-type: none">• Replacing or updating a school test coordinator• Ordering additional materials, if requested• Importing data files• Viewing shipment information
School Test Coordinator	Performing the following activities: <ul style="list-style-type: none">• Managing room supervisor staff <p><i>Note: The school test coordinator cannot create a new school test coordinator, nor update their contact information. Contact your district test coordinator.</i></p> <ul style="list-style-type: none">• Ordering additional materials• Viewing shipment information• Managing student information

How to Access PearsonAccess^{next}

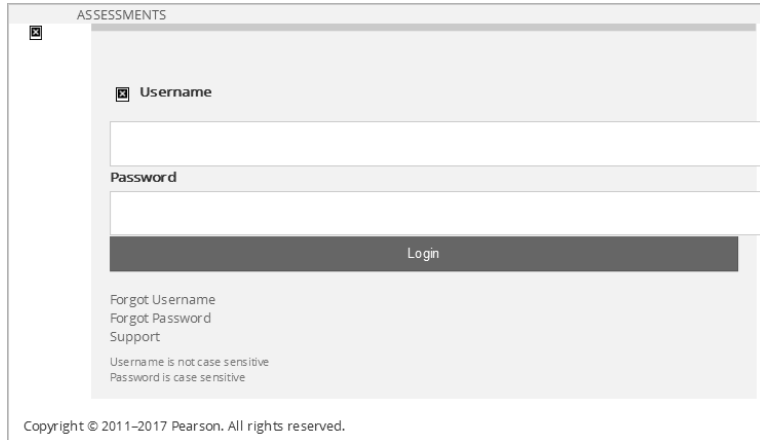
To access PearsonAccess^{next}, take the following steps.

1. Go to PearsonAccess^{next} at <https://testadmin.act.org> or follow the link in the email you receive.

Note: ACT or someone with appropriate permissions must create your account before you can access the system. The email with this information comes from NoReplyTestAdmin@act.org.

2. Select the **Sign In** button near the right side of the screen.

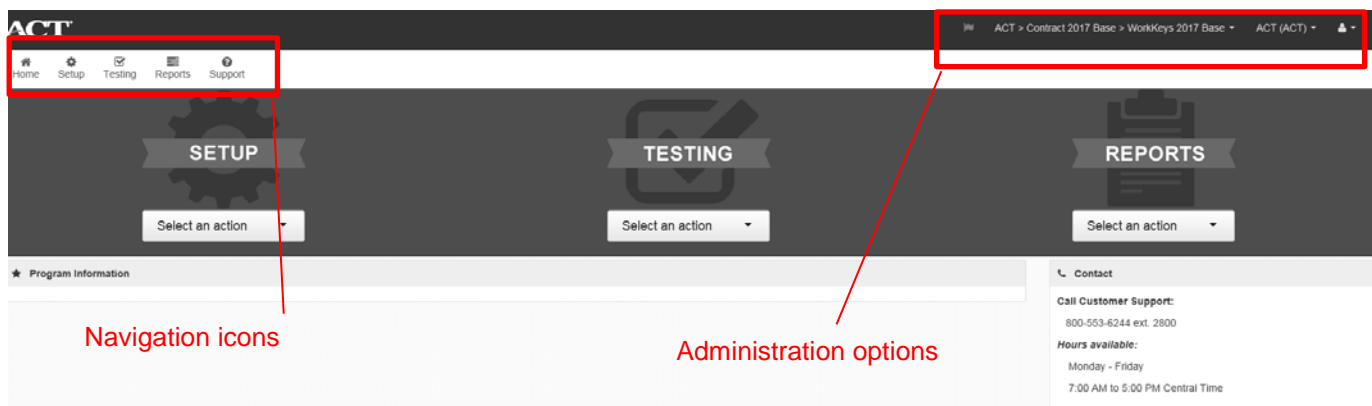
The login page appears.



3. Enter your username and password, and select the **Login** button.

The "Home" Screen

The diagram below explains the main components of the home screen.



Navigation icons

Administration options

"Contacts" vs. "Users"

A "Contact" is a person whom ACT communicates with regarding testing deadlines, dates, policies, etc. The "Manage Contacts" feature (found under **Setup**, then **Organizations**) allows you to verify your contact information. The District Test Coordinator is responsible for updating the School Test Coordinator's information, such as name and email, throughout the testing cycle. You cannot update shipping addresses. If your address needs to change, contact ACT.

A "User" is a person who has permissions to perform activities and tasks within PearsonAccess^{next}. The "Users" feature (found under **Setup**, then **Users**) allows you to grant testing staff access to the system. It also requires an email address.

Important! District and School Test Coordinators must be set up in **both** the "Manage Contacts" and "Users" areas in PearsonAccess^{next}. Other roles, such as Room Supervisor, need only be set up in the "Users" area.

Important! Keep your email addresses up-to-date to receive notices from ACT.

Organizational Hierarchies

Organizations exist in hierarchies (e.g., a state→district→school). You can view your own organization and others below you in the hierarchy. The examples below show some of the possible hierarchies in which your organization could exist:

- State Contract→District→School
- State Contract→Independent School
- District Contract→School

How to Search for Data

Many tasks begin with a search for a user, organization, or student. The basic functions of these search screens are shown below.

Find Organizations Participating in Early March 2016

Organization Name or Organization Code contains

Show all results

Filters

Parent Organization

Organization Name

Organization Code

No Results This action clears the search and filters

Displaying 25 Manage Columns

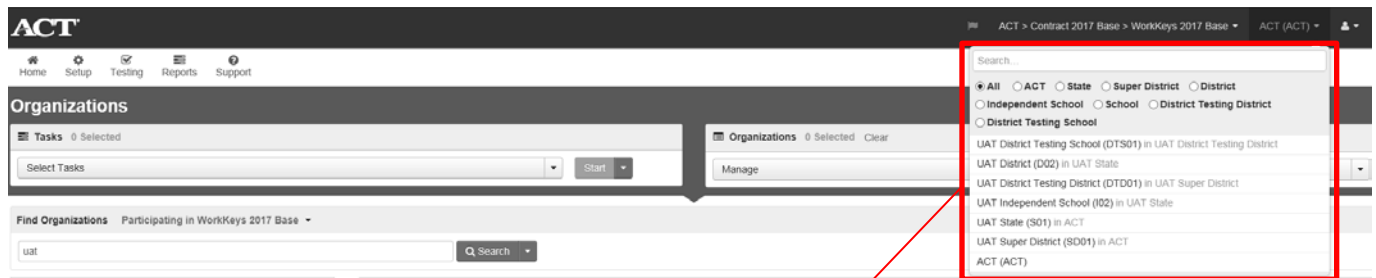
Organiz...	Type	Parent Organization	Local Site Code*
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Search or select a filter to view results.

To filter records after searching for them, enter data into one or more of these fields.

To search for a record using the Find feature, begin typing the user, organization, or student name in the Find field OR select the **Search** button and check the box next to **Show all results**.

You can also search for an organization within your hierarchy using the Administration options feature.

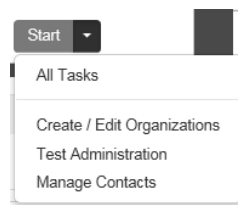


Select the organization within your hierarchy from the dropdown in the top right corner.

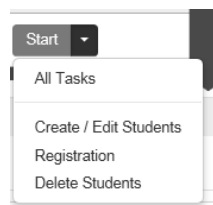
How to Locate a Task to Complete

After you've found and selected your user, organization, or student, using a search method from above, then you select the **Start** button for a list of available tasks to perform. Select one of the tasks to go to the task screen. Some options are shown below.

Organizations

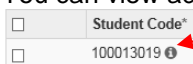


Students

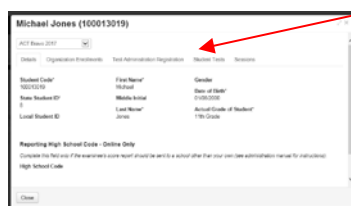


How to View Details on a Field

You can view additional information on certain fields by selecting the "i" when it is available.



Any additional information about the field appears. In this example, you can also select the **Organization Enrollments**, **Test Administration Registration**, **Student Tests**, or **Sessions** tabs for more information.



How to Reset Your Password

To reset your password, take the following steps.

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