



## Overview

Each student who takes the ACT<sup>®</sup> or ACT<sup>®</sup> WorkKeys<sup>®</sup> tests must have a student record added or created in PearsonAccess<sup>next</sup>. This process of adding and updating students is called the student data upload (SDU).

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### Student Records Data

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For the ACT and ACT WorkKeys tests, you must provide the following for each student:

- Organization Code (ACT high school code) – Column B
- Last Name – Column C
- First Name – Column D
- Grade – Column F
- Date of Birth – Column G
- State Student ID – Column H
- Test Code (for ACT, ACT with writing, or WorkKeys) – Column J
- Delivery Format (paper or online) – Column K

All other fields are optional.

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### Adding and Updating Students in PearsonAccess<sup>next</sup>

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Managing student records is a three-part process:

- **Create** your file.
- **Import** your file.
- **Update** or **Correct** your file (if needed).

# Adding Students

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## Part A. Create Your File

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**IMPORTANT:** The accuracy of student data is crucial. If you're not comfortable working with these files, consult with your technical coordinator.

1. Create your fixed width file using this [file layout](#).
2. Save the file as an Excel document (.xls or .xlsx) with a name that is meaningful to you (for example, Student Data Upload\_ACT\_Grade11.xls). You will use this if you need to resolve errors because it will retain your formatting, such as numbers that start with zero and date formatting.
3. Save the file again as a text file (.txt). You will import this file into PearsonAccess<sup>next</sup>.

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## Part B. Import Your File

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1. Sign in to PearsonAccess<sup>next</sup> at [testadmin.act.org](http://testadmin.act.org).
2. At the top right, select the test event from the dropdown that identifies the test you will administer for these student records: the **ACT** or **WorkKeys**. *Note: If your contract tests both ACT and ACT WorkKeys, you must submit separate SDUs for each test.*
3. Select the **Setup** icon, and then select the **Import/Export Data** option.
4. Select the dropdown on the **Start** button, and then select **Import/Export Data**.
5. In the **Type** field, select **Student Registration Import**.
6. Select the **Choose File** (or **Browse**) button and find the file you saved in .txt format.
7. Select your file, and then click the **Open** button.

Type\*

Student Registration Import ▾

ACT Use Only

← Note: Do not check the ACT Use Only checkbox.

File must be .csv or .txt

Choose File No file chosen

Additional e-mails

Enter a valid e-mail address

Process Reset

8. In the **Additional e-mails** field, enter email addresses of those (other than yourself) who should receive an email notification when the file upload has occurred. Separate e-mail addresses with semicolons. An email will automatically be sent to you when the file finishes importing.
9. Select the **Process** button to start the import. The **View File Details** screen appears.

10. Wait for the file to process. This may take several minutes. You will receive an email with the status of the upload when it's done or you can use the **Refresh** icon to check the status within PearsonAccess<sup>next</sup>.
11. Use the status to determine what to do next.

If the status is . . .	Then . . .
Complete	Stop here. All records are imported. If you want to review them, follow the directions in the Appendix of this document for Viewing File Details for Finished Imports.
Complete with Issues	Some or all records weren't imported. Follow the directions in Update or Correct Your File in this document. PearsonAccess <sup>next</sup> will display which lines each error applies to.

## Update or Correct Your File

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### Correcting Student Information

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If you receive the message, "Complete with Issues," some or all of your student records weren't imported. PearsonAccess<sup>next</sup> will indicate records that failed to load and provide additional information to help you resolve the issues. Refer to this [table](#) for a list of possible error messages and tips to resolve them.

Complete these steps to correct errors from Part B:

1. Correct errors in your saved Excel file (not the .csv file).
2. When all errors are corrected in your Excel file, save it as a .txt file.
3. Follow the actions in Part B. Import Your File to import your corrected file.

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### Updating Student Information with a Student Data Upload

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Follow the actions in Part A, Create Your File, and Part B, Import Your File, to update existing information.

- Materials will be automatically sent for students added prior to the SDU deadline on your Schedule of Events. An additional order must be placed for students added after the deadline.
- TAA PINs will not be impacted when data is updated for a student already associated with a PIN. See *the Test Accessibility and Accommodations (TAA) Guide* for more information on how to find a student's TAA PIN.
- The system will update student records if there is an existing student that matches on all of these criteria: organization code, first name, first five characters of last name, date of birth, and state student ID.
- If a matching student is not found using the criteria above, a new student will be created.

- To change the organization code for a student, submit an Enroll Request (see *PearsonAccess<sup>next</sup> User Guide* under Adding and Removing Students).

## Appendix

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### File Layout and Data Requirements

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Your SDU file **must** include all fields in the order specified in the file layout table, even if the fields are blank.

The table shows you:

- Which columns (fields) are required
- The maximum allowed number of characters (letters, numbers, punctuation, etc.); enter as much of the data as will fit in the space provided, up to the limit
- If the data will be letters (A), numbers (N), or a combination (AN)
- If data entered will *always* replace what the student provides
- If data entered will be *conditional* (used *only if*) the student leaves it blank

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### Understanding Import-Error Messages

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For clarification of the import-error messages, refer to this [table](#). *Note: If you can't resolve the errors with this table, please contact ACT Customer Care at 800-553.6244, ext. 2800 or email [statetesting@act.org](mailto:statetesting@act.org).*