



# ACT State and District Testing

## Loading Student Pre-ID Files to PearsonAccess<sup>next</sup>

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### Overview

This document contains instructions for using PearsonAccess<sup>next</sup> to send student pre-ID files to ACT. To access PearsonAccess<sup>next</sup>, you will need a user account set up by ACT. If you do not have a user account, contact ACT.

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### PearsonAccess<sup>next</sup>

PearsonAccess<sup>next</sup> is a web application that ACT, its clients, and schools use to manage their data. District officials in District Testing contracts use PearsonAccess<sup>next</sup> to send student pre-ID files to ACT.

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### Pre-ID File

The pre-ID file is used to identify students that are eligible to test within the state/district at participating schools. Your file should contain all 11<sup>th</sup> or 12<sup>th</sup> grade students who are eligible to test in accordance with your school/district's policies. You can find the pre-ID file template and instructions on your administration website.

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### Before You Begin: Naming the Pre-ID File

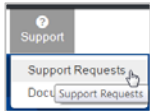
Before you begin, be sure to follow the instructions in the pre-ID email you received to name your file.

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### How to load files to PA Next

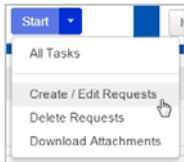
To send your pre-ID file to ACT, take the following steps:

1. Go to <https://actonline.act.org>.
2. Log in with your PearsonAccess<sup>next</sup> user account. You will be on the home screen.
3. Select the **Support** menu, and select **Support Requests**.



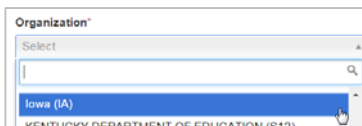
The Support Requests screen appears.

4. Select the arrow beside the Start button, and select **Create/Edit Requests**.



The Create/Edit Requests screen appears.

5. Select your organization from the Organization drop-down.



6. In the **Title** field, enter the same name that you gave the file. (If the file name is longer than 30 characters, please abbreviate the district name.)



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7. In the **Category** field, select **Submit Online Forms**.
8. In the **Question/Concern** field, enter the same text that you entered in the Title field.
9. Under Attachments, use the **Choose Files** button or **Browse** button—depending on your browser—to locate and attach your pre-ID file to the request. The file title should now appear under Attachments.

Attachments	
Filename	Size (KB)
IA-Lincoln School District.txt	0

10. Select the **Create** button. A “Success, changes saved” message appears and the report is now listed in the Request List on the left side of the screen. You will also receive a confirmation email from PearsonAccess<sup>next</sup>.
11. When you have finished, select the **Exit Tasks** button at the upper right.