

Overview

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

PearsonAccess^{next}

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

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 11th or 12th 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.

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.

How to load files to PA Next

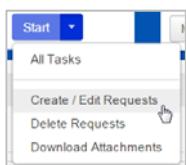
To send your pre-ID file to ACT, take the following steps:

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



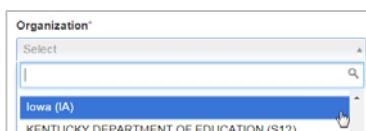
The Support Requests screen appears.

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.)

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^{next}.
11. When you have finished, select the **Exit Tasks** button at the upper right.