



Ordering Materials Guide State and District Testing

Document Overview

This document contains information about the use of PearsonAccess^{next}™ for ordering test materials.

Districts' Responsibilities

In PearsonAccess^{next}, the district test coordinator can view and edit the data for all schools within the district. For example, at the district level, you can ensure your schools have submitted their orders or submit an order on their behalf.

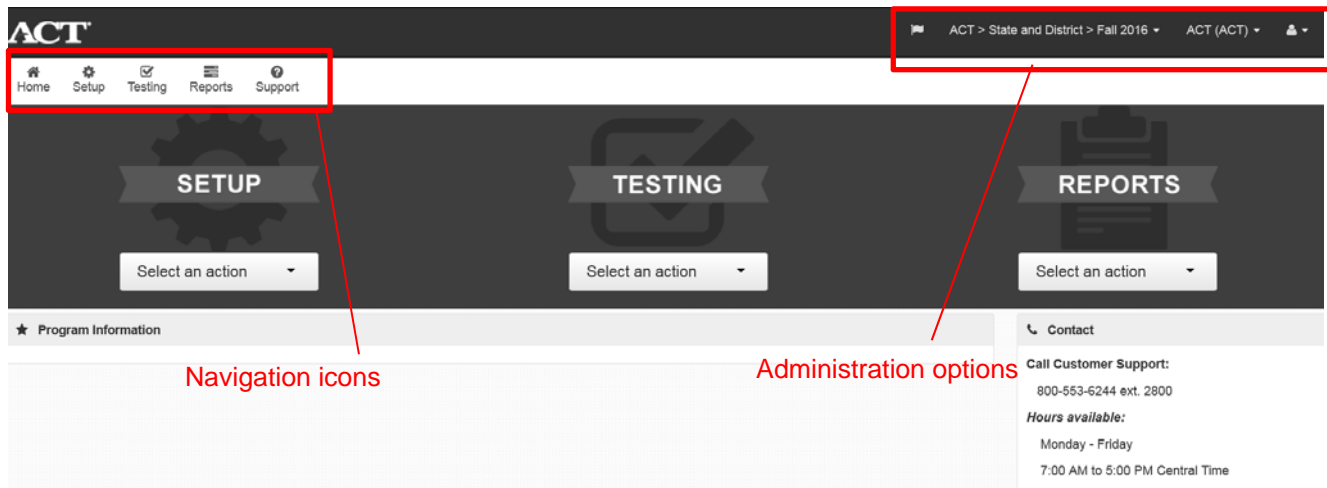
When to Order Materials

Refer to your program's web page and *Schedule of Events* to view the ordering window. ACT also sends emails to test coordinators before these important dates with details on which fields to complete.

Important! You must place orders only during the specified window.

The PearsonAccess^{next} "Home" Screen

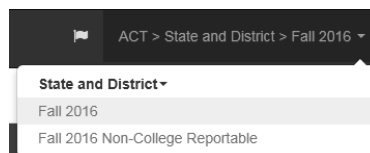
The diagram below explains the main components of the home screen.



Understanding Administration Options

Select the "administration options" drop down arrow to view the types of testing available within your program. You will navigate between these options to order materials for each product available within your program.

For example, if your program is testing in the fall and consists of testing the ACT® and non-college reportable accommodations, you will see "administration options" available for Fall 2016 and Fall 2016 Non-College Reportable.



Note: The diagram above is an example of all the possible options that may be available in your program. Options are available for you to view and select, as you need them.



Ordering Materials Guide State and District Testing

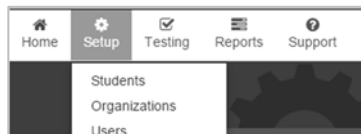
How to Order Materials

To order materials, take the following steps.

1. In PearsonAccess^{next}, select the “administration options” dropdown list. Then select the desired option to order the needed materials.

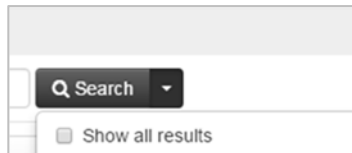


2. Select the **Setup** icon, and choose **Organizations**.



The *Organizations* screen appears.

3. Select the dropdown list on the **Search** button, and check the box next to **Show all results**.



A list of all organizations appears.

Note: You may also use the “Search” feature to search for an organization.

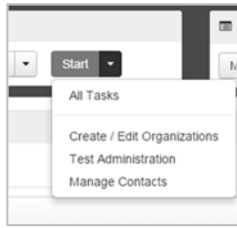
4. Check the box next to the organization(s) for whom you wish to order materials.



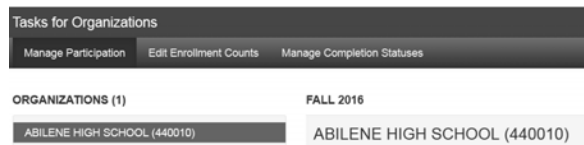


Ordering Materials Guide State and District Testing

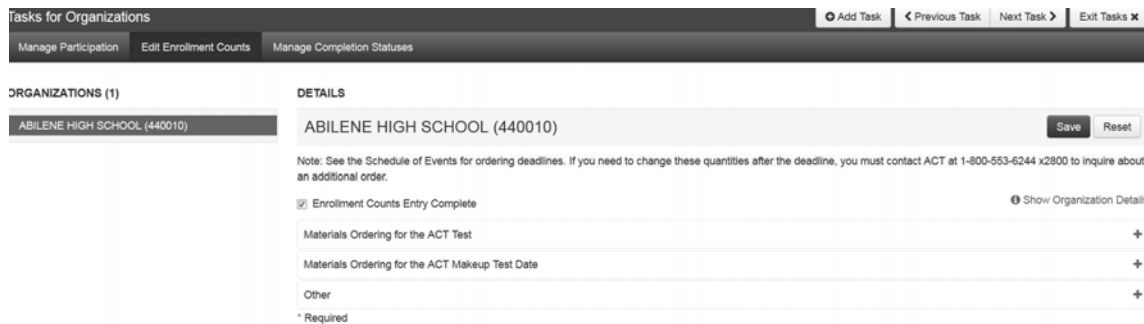
5. Select the dropdown list on the **Start** button, and choose **Test Administration**.



The *Tasks for Organizations* screen appears.



6. Select the **Edit Enrollment Counts** tab. The school(s) appears on the left. Select the school you'd like to order materials for, if not selected.



The *Edit Enrollment Counts* screen appears.

Note: The example above is for the ACT. If you are ordering for non-college reportable accommodations or ACT WorkKeys, your screen may look slightly different once you've selected that administration option.

7. Next to the title of each type of item available, select the "+" icon located on the right side of the screen.

Materials Ordering for the ACT Test	
	Quantity
Total number of examinees expected to take the ACT ⓘ	100
Number of administration manuals for ACT standard time testing ⓘ	50

A list of materials appears under the title on the *Materials Ordering* screen.

8. Enter quantities for the materials needed.

Note: Select the "i" icon for details about the data you should submit.



Ordering Materials Guide State and District Testing

9. Repeat steps 7 and 8 for each type of items available marked with a “+” icon. The example below shows multiple types of materials available for ordering.

Materials Ordering for Non-College Reportable Accommodations on the ACT Test	+
Materials Ordering for Non-College Reportable Contract Specific Test Formats on the ACT Test	+
Administration Manuals Ordering	+

10. Select the **Save** button. A *Success – Changes saved* message appears.

Note: You won't receive a confirmation email after you save your data in PearsonAccess^{next}. However, you can always log into your account to verify the information you entered.

11. Select the **Exit Tasks** button.
12. If additional products are available within your program, use the “administration options” dropdown list to navigate to the next product to order materials. Repeat all steps.

Additional Resources

For additional information about navigating PearsonAccess^{next}, refer to the *PearsonAccess^{next} Basics* guide found on your program's web page.