

Test Coordinator/School Official FAQs for the ACT[®] Test Accommodations and English Learner Supports

What do I and/or my student need to do to register for the ACT and/or request accommodations and/or EL supports?

To request accommodations and/or EL supports for an administration of the ACT, students must first:

- Create an ACT web account, or log in to an existing account
- Register for a test date

When registering for the ACT test for the first time, students should indicate that they need accommodations and/or EL supports. Upon completing the registration process, students will receive an email with instructions on how to work with a school official to submit a request in the Test Accessibility and Accommodations System.

Please visit our web page, [Accommodations and Supports](#), for complete instructions on the request process, policy for documentation, and test preparation.

How do I access the Test Accessibility and Accommodations System (TAA) or upload documentation?

Please refer to the [TAA User Guide](#) for instructions on creating, accessing and managing your account, how to submit requests and managing Test Accommodations Coordinator (TAC) roles.

Who at my school should request which role? Test Coordinator vs. Test Accommodation Coordinator

One person at your school needs to request the Test Coordinator role. Once approved by ACT, this person will be responsible for approving and/or denying the requests for the Test Accommodations Coordinator role. Someone must be assigned the Test Coordinator role before anyone can request a Test Accommodations Coordinator role or those requests will be pending with no one to approve them. ACT does **not** approve access requests for Test Accommodations Coordinators.



What should I do if I get an error when I try to create my Test Accessibility and Accommodations System (TAA) user account?

- Make sure that you are logging onto <http://readiness.act.org>
- Use Google Chrome as your internet browser
- Clear your browsing data (chrome://history)

If you are still experiencing issues after trying these steps, please contact us via this [form](#).

What should I do if TAA is saying that the ACT ID number I am entering for my student is not valid?

Verify that the ACT ID number you are entering is an 8-digit number, entered in the system preceded by “-“ (e.g. -12345678). If you are still experiencing issues, please contact us via this [form](#).

