

## How to Verify Your Submissions in PearsonAccess<sup>next</sup>

### Verify Manage Participation

1. Log in to PearsonAccess<sup>next</sup>.
2. Choose the Setup icon, then Organizations.
  - *If you have multiple schools in your district:* From the drop-down on the Search button, select Show all results to see a list of all schools.
3. Check the box next to the school(s) you want to verify.
4. From the drop-down on the Start button, select Test Administration.

**Result:** This is the Manage Participation screen.

*Note: If you selected only one school at Step 3, your organization should show automatically on the Manage Participation screen. If you selected more than one school, choose each school from the list on the left to verify each individually.*

- ➔ If all fields under either section on the Manage Participation screen (Test Date & Materials Receipt Selection or Not Testing) contain values, you have completed this required task.
- ➔ If all fields on the Manage Participation screen are blank, your participation data has not yet been submitted.

*Note: To submit new (or change existing) participation data, fill in the appropriate blanks and select Save. A green Changes saved message will appear when data is successfully submitted.*

### Verify Student Data

District Test

1. Log in to PearsonAccess<sup>next</sup>.
2. Choose the Setup icon, then Students.
3. From the drop-down on the Search button, select Show all results.

**Result:** All existing uploaded data for individual students is displayed.

*Note: For districts with multiple schools, more detailed, by-school student upload data can be viewed by choosing the Setup icon, then Import/Export.*

For more information on using PearsonAccess<sup>next</sup> to submit your school's participation data or complete the student data upload, consult the *PearsonAccess<sup>next</sup> User Guide*, short videos, and other resources found on your District testing website. For all other questions, contact ACT at 800.553.6244, ext. 2800, or [actdistricttesting@act.org](mailto:actdistricttesting@act.org).