This will help you find student codes and download a data file to be used to create a mail merge in order to complete the fields on blank, printable *Non-Test Instructions for Student* forms. The resource section at the end contains a link to a mail merge template that can be used in conjunction with the downloaded data file.

Finding the Student Code

1. Log into PearsonAccess^next.
2. Select the Setup icon, and then Students.
3. The Students screen appears.
4. Depending on your user level, take one of the following steps.
   a. If you are a district test coordinator, select the drop-down beside the Search button, then Show all results, and a list of students appears.
   b. If you are a school test coordinator, your organization's students should be on your screen. Continue to step 5.
5. Locate the student code for an examinee in the first column.

Generating and Downloading Student Org Enrollment Report

1. Log into PearsonAccess^next
2. Select Reports > Operational Reports
3. Select Students & Registrations
4. Select Student Org Enrollment Report
5. Select Request Report Refresh
6. Select Refresh Report
7. Refresh until the report is loaded
8. Select Download Report

The following fields will be used from the Student Org Enrollment Report:

- Field 1 - Student Code
- Field 2 - Student Last Name
- Field 3 - Student First Name
- Field 4 - Student Middle Name

Creating the Mail Merge

1. Open Student Org Enrollment Report, delete the first two lines in the file, save and exit. Do not alter the headings in row 3.
2. Open the mail merge template from the link below. Do not alter the merge field names in the template.
3. Go to Mailings, Start Mail Merge, Letters
4. Click Select Recipients, then select Use an Existing List. Select the Student Org Enrollment Report saved in step 1.
5. Enter your ACT High School Code in the appropriate field.
6. Enter the deadline identified in your schedule of events in the deadline field.
7. Click Preview Results
8. Select Finish & Merge, Print Documents

Resource

Mail merge template – https://www.act.org/content/dam/act/unsecured/documents/word/Non-Test-Instructions-blank-form-mail-merge.docx