**How to Adjust Enrollment to Manage Multiple Test Date Options**

During the verify enrollment window, a school may decrease the number of standard time secure test materials in PearsonAccessnext by adjusting enrollment counts. This process will reduce the number of standard time materials shipped for the first test date.

Students must be present in PearsonAccessnext prior to the Manage Participation/SDU deadline in order to receive barcode labels in the initial shipment.

1. Select the **Setup** icon, then **Organizations**.
2. On the **Organizations** screen, take one of the following steps.
   * If you are a district test coordinator, select the drop-down on the **Search** button. Check **Show all results** to see a list of all organizations in your hierarchy.
   * If you are a school test coordinator, your organization should be on your screen. Continue to step 3.
3. Select the box beside the organization for which you wish to order materials.
4. Select the drop-down on the **Start** button, then **Test Administration**.
5. On the **Manage Participation** screen, select the **Edit Enrollment Counts** tab at the top left. The school(s) appear(s) on the left.
6. Select the school, if not selected by default.
7. Select the + icons on the right to view each type of materials.

* The standard time testing quantity was populated using the student data imported using the Student Data Upload file.

1. **Standard Time Counts:** Use the down arrows to decrease the Standard Time Testing count. Ensure the number listed matches the number of students you plan to test on the initial standard time test date selected in Manage Participation.  
   **Accommodations and Supports Counts:** Accommodations and Support Formats are not adjustable on this screen.
   * The Manage Participation test window for accommodations can be different from the Standard Time test date.
     + ACT will send all accommodations and supports materials on the date selected on the manage participation screen. Students using accommodations and supports are expected to test in that test window.
     + If the school is unable to test a student during this window, contact ACT for assistance with ordering materials for a subsequent test window and have the Accommodations and Supports Roster available for reference.
   * Accommodations and Supports counts will be adjusted when the TAA PIN is entered on the Manage Student Tests screen.
     + ACT will apply TAA PIN’s in time for testing once accommodations are authorized through TAA. Accommodation counts may not be reflected when you complete this task. See PearsonAccessnext User Guide for instructions to apply TAA PIN’s if desired.
2. Select **Save**. A **Changes saved** message appears.
   * Saving data in this screen does not generate a confirmation email.
3. Select **Exit Tasks**.

*Note: It is not necessary to submit an unenroll form when decreasing enrollment counts prior to the Manage Participation/SDU deadline as stated in the PearsonAccessnext User Guide.*

## Ordering Materials for Subsequent Test Windows

*Orders will be shipped only if manage participation data is completed for the school, and the student enrollment count (the number of examinees who will use the materials) in PearsonAccessnext matches the quantity of materials ordered.* *Orders will be rejected if manage participation data is not completed and/or there are not enough students present in the system.* Before ordering additional materials, add students as necessary, by using the instructions to request that ACT enroll or unenroll an examinee(s) located in the PearsonAccessnext User Guide.

Follow these steps to order materials for subsequent test dates by referring to the Schedule of Events to determine when the ordering window opens:

* Order additional standard time materials by selecting **Standard Time Test Booklet Kit** for the appropriate test date.
* Order non-college reportable accommodations materials by selecting the appropriate **NCR Test Booklet Kit** and any alternate format materials for the testing window

*Note: Different materials are designated for each administration. Be careful to order materials during the appropriate order window, to ensure the correct materials are shipped.*

1. Select **Setup**, then **Orders & Shipment Tracking**.
2. On **Orders & Shipment Tracking** screen, select the drop-down beside the **Start** button, then the **Orders** option.

The **Additional Orders** screen appears.

1. In the **Test Date/Test Window Start Date** field, use the calendar icon to enter the test date for the test administration that you plan to use these materials.

* *ACT will determine the shipping method and when to ship the materials*.

1. Select the drop-down beside **Reason** to select why additional materials are needed.
2. Leave the school test coordinator's contact information under **Use a Stored Contact**.
3. Verify the information on the screen. Under **Materials Order**, select **Add Items**.
4. The **Edit Materials Order** screen appears with a list of available items to order. Use the up and down arrows or enter the number in the **Amount** field(s) until your order is complete. If you need items that are not listed, contact ACT.
5. Select **Save**.
6. On the Additional Orders screen, verify that your order is correct, then select **Create**. A **Changes saved** message appears, and a confirmation email is sent to you from noreplytestadmin@act.org.
7. Select **Exit Tasks**.