Training Management System (TMS) – Admin Feature Tips for District and School Assessment Coordinators

Staff with District Assessment Coordinator (DAC) and Assessment Administrator (AA) user roles in PearsonAccess Next have the "Admin" feature in the TMS. This feature provides access to reports on staff training completions and allows users to document trainings completed as a group.

Under **Admin**, select **Reports** or **Group Trainings**.
Enter your PearsonAccess Next username and password.

Verify which staff have completed trainings by using the following report options:

Overview provides a summary of completed trainings

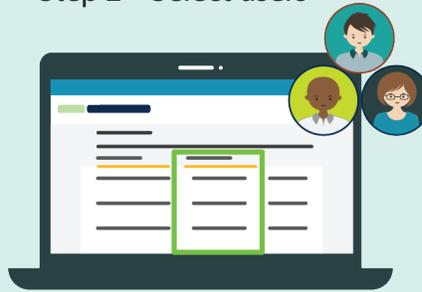**Staff Records** lists trainings completed by staff members

Download the Excel Report provides a combined report

Follow these steps to document staff who watched trainings as a group:

Step 1 – Select training(s) viewed

Step 2 – Select users

Step 3 – Review and submit

Tip: Use the search field or sort columns to find trainings/users.

Note: Review carefully. Selections cannot be un-submitted.

Troubleshooting 101:

? *I don't have the "Admin" feature* – Confirm you used your district email when accessing the TMS. Update your TMS account if not using this email. The Admin feature is added to the TMS 1-2 weeks after your PearsonAccess Next account is created.

? *I can't log in under "Admin"* – Confirm your PearsonAccess Next username/password is correct. If you forgot this information, follow the on-screen instructions.

? *I can't see completed staff trainings* - Have staff verify the district/school selected for their account is correct. Refer them to _TMS: Tips and Tricks for School Staff_ to update their account.

? *I can't find someone for group trainings* – Ensure staff have a TMS account. If they do not, direct staff to create a TMS account or create a TMS account for them (since only email, district name, and school name are required).

For questions, contact Pearson at (888) 817-8659 or submit a help desk request.