PearsonAccess Next and Training Center User Role Matrix This table provides the tasks that each user role is able to access in PearsonAccess Next and the Training Center. Tasks are organized by the corresponding pages. Tasks marked with an asterisk (*) are not available in the Training Center. **NOTE:** Users only have access to data at the organization level to which they are assigned (district or school) and the organizations below it.	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Technology Staff	Test Monitor/ Data Entry	MTAS Score Entry
Setup					
Import / Export Data					
View and export lists of students	●	●	●	●	●
View and export lists of staff user roles	●	●			
Upload staff user roles	●	●			
Upload reporting groups and assign Test Monitor/Data Entry users to reporting groups	●	●			
View and export On-Demand Reports*	●	●			
View and export Longitudinal Reports (district level)*	●	●			
Students					
View student enrollment data	●	●	●	●	●
Enter LCI data (MTAS only)	●	●			●
View a student's assigned test details, including accommodations	●	●	●	●	●
Indicate accommodated text-to-speech (OLPA only)	●	●			
Organizations					
View organizations	●	●	●		
View test materials in the initial test materials shipment for MCA and MTAS	●	●	●		
View contacts	●	●	●		
Users **NOTE:** Technology Staff can only view other Technology Staff, Test Monitor/Data Entry, and MTAS Score Entry user roles. Test Monitor/Data Entry and MTAS Score Entry user roles cannot view or create other user roles.					
Create / Edit Users (DACs can create all other PearsonAccess Next user roles except for another DAC. AAs can create all user roles, including another AA, except for a DAC user role.)	●	●			
Reset passwords for other users	●	●			
Delete or restore users	●	●			
Orders & Shipment Tracking* (MCA and MTAS only)					
Create, edit, or cancel additional orders (only pending orders may be cancelled)	●	●			
TestNav Configurations					
Create, edit, or delete TestNav and Proctor Cache configurations	●	●	●		

PearsonAccess Next and Training Center User Role Matrix	DAC	AA	Tech	TM/DE	MTAS SE
Proctor Cache					
Proctor cache by test	●	●	●		
Testing					
Student Tests (MTAS only; MTAS Score Entry users can only enter data for those student tests assigned to them by the DAC or AA user role)					
Assign, change, or remove teacher assignments	●	●			
Enter MTAS scores	●	●			●
Test Sessions					
Create, edit, or delete test sessions	●	●	●	●	
Students in Sessions (OLPA and MCA only)					
Add students to, prepare, start, stop, resume*, and refresh test sessions; unlock and lock student tests	●	●	●	●	
Print student testing tickets and session student rosters	●	●	●	●	
View student testing progress*	●	●	●	●	
Move students between sessions and remove students from sessions	●	●	●	●	
Mark student tests complete or invalidate tests	●	●			
Reports					
Operational Reports					
Access administrative reports (reports are available based on the tasks to which a user role has access)	●	●	●	●	●
Reporting Groups (Users with the DAC/AA role will have access to all reports in their district or school; the DAC/AA should NOT be assigned to reporting groups.)					
Create and manage reporting groups manually	●	●			
Score Entry Reports (MTAS only; MTAS Score Entry users can view reports only for assigned students)					
View the score entry status and summary reports	●	●			●
Results Reporting*					
Published Reports (DACs have access to all published reports. AAs have access to the published reports for the organization level to which they are assigned, district or school.)					
View Published Reports	●	●			
On-Demand Reports (The DAC/AA must assign reporting groups to Test Monitor/Data Entry users in order for the users to access on-demand reports.)					
View On-Demand Reports	●	●		●	

Historical Student Data The DAC/AA must assign reporting groups to Test Monitor/Data Entry users in order for the users to access historical student data.					
View Historical Student Data	●	●		●	
Longitudinal Reports					
View Longitudinal Reports	●	●			
Training Management System					
Training Management System (TMS) Reports*					
NOTE: While the TMS is NOT a part of PearsonAccess Next, having a DAC or AA user role provides those users the ability to view or download the record of completed trainings for all users in their district or school.	●	●			