

# PearsonAccess Next User Accounts Guide

Overview.....	2
Creating New Accounts .....	2
Reviewing Staff Accounts .....	3
Report Access by User Role.....	4
Accessing Admin Tab in Training Management System (TMS).....	4
Setting a Default Homepage.....	5
Manual User Account Instructions.....	6
Manually Adding User Accounts.....	6
Manually Updating User Accounts.....	7
Deleting User Accounts .....	9
Exporting and Importing User Accounts Instructions.....	10
Exporting the User Account File .....	10
Create and Update User Accounts via a File Import.....	11
Importing the User Account File.....	12
Preparing the User Account File.....	13
Resetting Passwords .....	14
Resetting Your Password.....	15
Resetting Another User's Password (DAC and AA users only) .....	16
Locked User Accounts .....	17
Enabling and Restoring User Accounts.....	17
Users Logging In with Disabled or Deleted Accounts.....	17
Confirming if User Accounts Are Disabled or Deleted .....	18
Manually Enable User Accounts .....	20
Disable and Enable User Accounts via a File Export/Import .....	22
Manually Restore Deleted User Accounts.....	23
Delete or Restore User Accounts via a File Export/Import .....	24
Appendix A – PearsonAccess Next User Role Matrix.....	26
Appendix B – PearsonAccess Next User Account File Information .....	31



This guide provides information about PearsonAccess Next user accounts, specific details about how to manage user accounts in PearsonAccess Next and the PearsonAccess Next User Role Matrix.

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing or sharing information from the system.

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## Overview

### Creating New Accounts

Refer to Appendix A, *PearsonAccess Next User Role Matrix*, for specific information on user role permissions while creating user accounts.

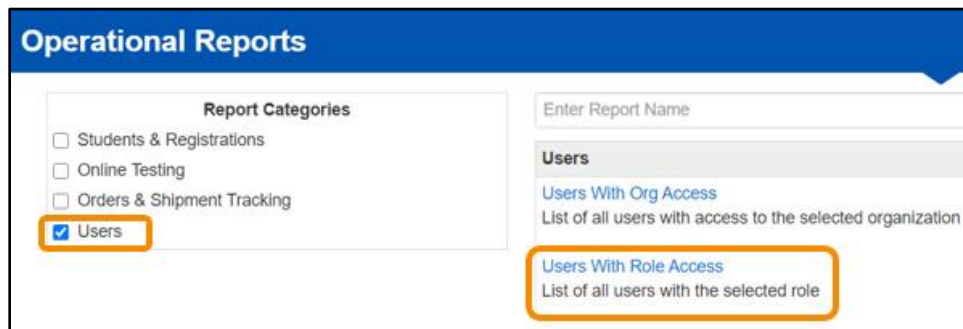
- All District Assessment Coordinator (DAC) user accounts for PearsonAccess Next are created by Pearson within 1-2 business days after receiving DAC and alternate DAC information from the [MDE-ORG](#) system on the MDE website (MDE website > Data Center > Schools and Organizations (MDE-ORG)).
    - If changes to a DAC account are needed, update MDE-ORG. For information on updating MDE-ORG, refer to the [New District Assessment Coordinators: Getting Access](#) document (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources). For assistance updating MDE-ORG, contact MDE at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).
    - For all other questions about your DAC account, contact Pearson at (888) 817-8659 or [submit a Pearson help desk request](#).
  - DACs manage all other PearsonAccess Next user accounts for their district, including creating, updating or deleting user accounts.
    - DACs can create all PearsonAccess Next user accounts except for another DAC.
    - DAC or Assessment Administrator (AA) users do **NOT** need additional roles added to their account. All permissions at their organization level (district or school) are included. Adding additional user roles will limit the permissions of the DAC or AA.
    - When a new account is created, the user will receive a “New Account” email with a link to set up their password. The link is active until used to set up a password. Once used, the link will no longer work.
  - The PearsonAccess Next [Training Center](#) is only intended for technology preparation. DACs only need to add users to the Training Center if they are involved in technology or infrastructure setup (that is, Technology Staff user role). If users already have a PearsonAccess Next account and have been added to the Training Center, they will receive an “Updated Account” email confirming they have been granted additional access.
-

## Reviewing Staff Accounts

DACs must annually review users within PearsonAccess Next to ensure accounts are up to date. User accounts are not tied to a specific test administration (for example, MCA 2023). User account management tasks, including creating, updating, and deleting user accounts can be completed at any time in PearsonAccess Next.

**Tip #1:** In late summer, create, enable or restore Assessment Administrator (AA) accounts so they can help manage other user accounts at their school. The *Users with Role Access* operational report provides a list of all user accounts for a specific user role (for example, Assessment Administrator), including last login date, at the user's organization.

From the PearsonAccess Next Home page, under **Reports**, select **Operational Reports**. Select the checkbox next to the **Users** report category and then select **Users with Role Access**.



- Under **Role** select the user role to display all users with that user role at that organization.
  - If new staff accounts are needed, refer to the *Manually Adding User Accounts* or *Importing User Accounts* sections.
  - If current staff accounts need updating, refer to the *Manually Updating User Accounts* section.
- Under **Disabled and Deleted filter**, you have the option to exclude or include disabled or deleted users. If chosen to include, the report will include the disabled and delete date(s).
  - If staff accounts are disabled or deleted and need to be reactivated, refer to the *Enabling and Restoring User Accounts* section.
  - If staff accounts are no longer needed (for staff who are no longer at the district), refer to the *Deleting User Accounts* section.

**Tip #2:** In early fall, export a list of all user accounts at your organization to view all users in your district. Export this list of existing users following step 3 in the *Importing and Exporting the User Account File* section. If staff accounts are no longer needed (such as for staff who are no longer at the district), refer to the *Deleting User Accounts* section.

**Tip #3: New for 2022–23:** User accounts now become disabled after 365 days of inactivity. That means most users will have active PearsonAccess Next accounts at the start of spring testing if they were active in PearsonAccess Next the previous test administration. However, prior to spring testing, confirm user account activity so all user accounts are still active. To confirm user account activity, refer to the *Confirming if User Accounts are Disabled Deleted* section. For an overview of PearsonAccess Next user role management, including a timeline of suggested user management activities, refer to the [User Account Management in PearsonAccess Next](#) infographic (PearsonAccess Next > Resources & Training > User Guides).

## Report Access by User Role

Report access in PearsonAccess Next depends on the user's role. Refer to Appendix A, *PearsonAccess Next User Role Matrix*, for detailed information on reporting access by user.

- Users with the DAC or AA user role automatically have access to all results in their district or school.
- Users with the Test Monitor/Data Entry or MTAS Entry user role must annually be assigned to reporting groups in order to access applicable results for their students. Refer to the [Reporting Groups User Guide](#) for details (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

	Longitudinal Reports and Export	Historical Student Data	On-Demand Reports	Published Reports
<b>District Assessment Coordinator (DAC)</b>	Yes			
<b>Assessment Administrator (AA)</b>	Yes			
<b>Test Monitor/Data Entry</b>	No	Yes, if assigned to a Reporting Group	Yes, if assigned to a Reporting Group	No
<b>MTAS Entry</b>	No	Yes, if assigned to a Reporting Group	Yes, if assigned to a Reporting Group	No
<b>Technology Staff</b>	No			

## Accessing Admin Tab in Training Management System (TMS)

While the Training Management System (TMS) is not directly linked to PearsonAccess Next, DAC and AA users have access to an "Admin" tab in the TMS (the ability to view or download the record of completed trainings and document group trainings for all users in their district or school). From January to March, DAC and AA PearsonAccess Next account information is added to the TMS once a week. For the rest of year, DAC and AA PearsonAccess Next account information is added to the TMS once every two weeks.

- If you've had an active PearsonAccess Next DAC or AA account for more than two weeks and do not have the Admin tab displayed, contact Pearson at (888) 817-8659 or [submit a Pearson help desk request](#). The TMS Admin tab is the only place within the TMS where a PearsonAccess Next username and password is needed.
- For details on how to update or verify a TMS account, refer to the [TMS FAQs](#) (PearsonAccess Next > Resources & Training > Training). Updating TMS account information does not change account information in PearsonAccess Next.

## Setting a Default Homepage

Users can designate a personal home page through the following options:

1. Home icon: Select the Home icon on the page you want designated as your default personal home page.

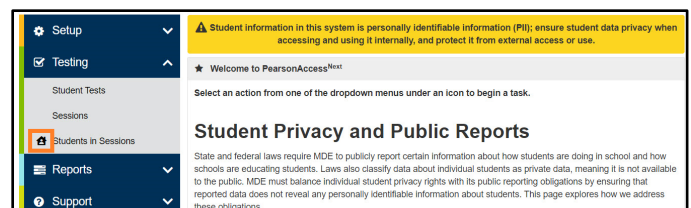
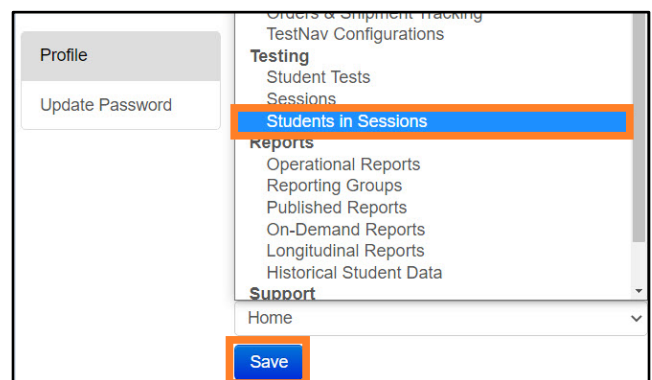
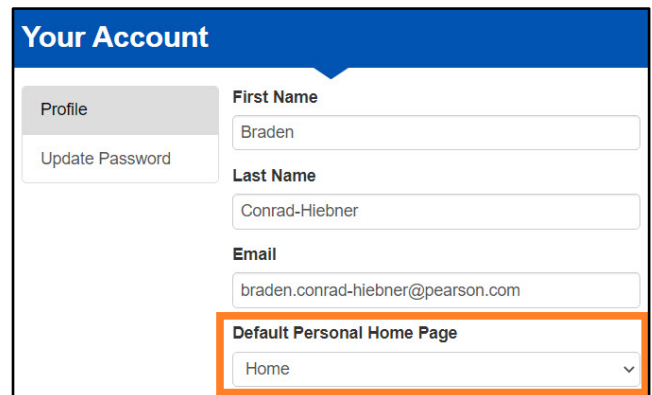
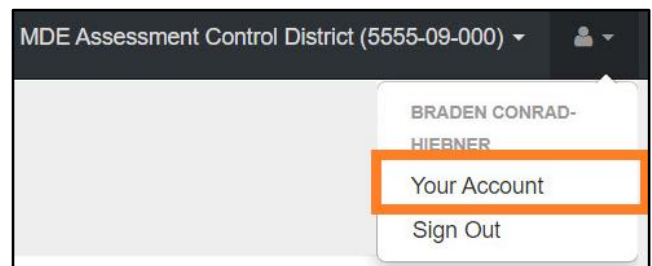
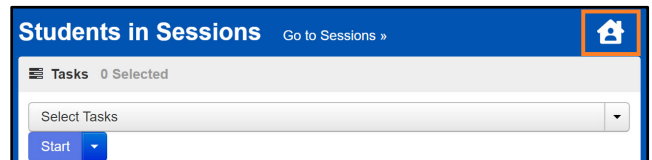
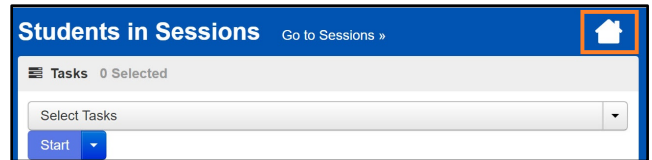
Note: Once selected, the Home icon will update to include a user symbol within the home icon.

2. Your Account: Select the User dropdown in the top right and select **Your Account**.

- Under **Default Personal Home Page**, select the dropdown to the right of Home.

- Select the page you want as your default personal home page. Select **Save**.

Note: On the main home page, your default personal home page is designated with the Home icon in the task dropdown menu.



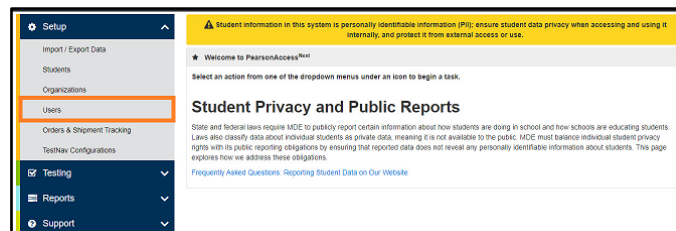
## Manual User Account Instructions

DAC and AA user roles can create or update user accounts manually in PearsonAccess Next.

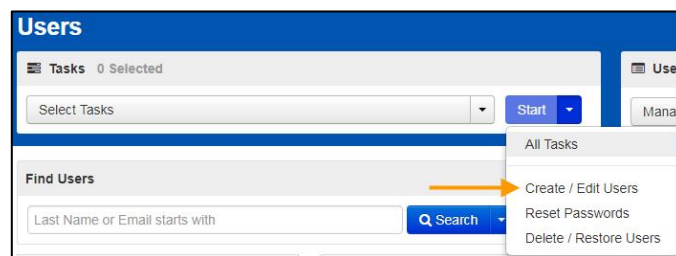
If only a few user accounts need to be created or updated, it's recommended to make the changes manually. If many user accounts need to be created, updated or restored, refer to the *Importing User Accounts Instructions* section.

### Manually Adding User Accounts

1. From the Home page, under **Setup**, select **Users**.

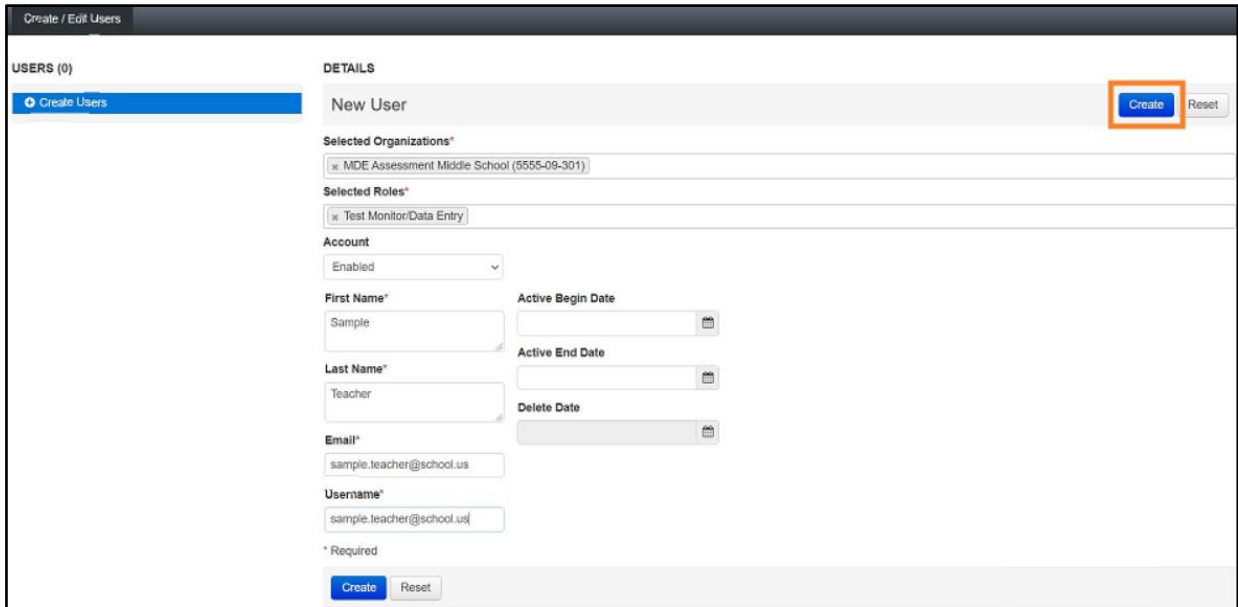


2. Select the dropdown menu to the right of the **Start** button and select **Create / Edit Users**.



3. On the New User screen, enter the required information as indicated by the asterisks (\*).
  - **Selected Organizations\***: Enter the name of the school(s) or the name of the district for district-wide access. Note: If the district organization is selected, the user will have access to the district and all schools within that district. There is no need to add both a district and schools to the user profile. If a user should only have access to a school(s), only add the school(s); do not add the district organization.
  - **Selected Roles\***  
Note: DAC or Assessment Administrator (AA) users do **NOT** need additional roles added to their account. All permissions at their organization level (district or school) are included. Adding additional user roles will limit the permissions of the DAC or AA.
  - **Account**: No action needed, enabled is the default.  
**New for 2022-23**: Note: The system auto disables a user account after an inactivity period of 365 days.
  - **First Name\***
  - **Last Name\***
  - **Active Begin Date**: Optional field that can be used to enter a specific date for which a user's access should begin. If left blank, user will receive the "New Account" email and be able to login upon account creation. If the date entered is in the future, the "New Account" email will not be sent until that date. The year must be entered as a four-digit number (Example: 03/03/2023).
  - **Active End Date**: Optional field that can be used to enter a specific date for which a user's access should end. The year must be entered as a four-digit number (Example: 05/30/2023).
  - **Delete Date**: Field will be grayed out unless user account has been deleted.  
**New for 2022-23**: The system automatically deletes a user account after an inactivity period of 550 days.
  - **Email\***
  - **Username\***: When you enter an email for your new user, the username will auto-populate as their email. While this can be edited, the user's email address is the recommended username.

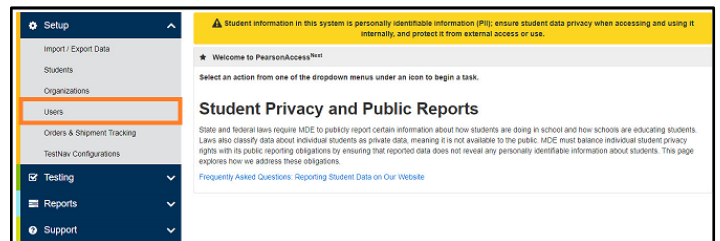
4. Select **Create**.



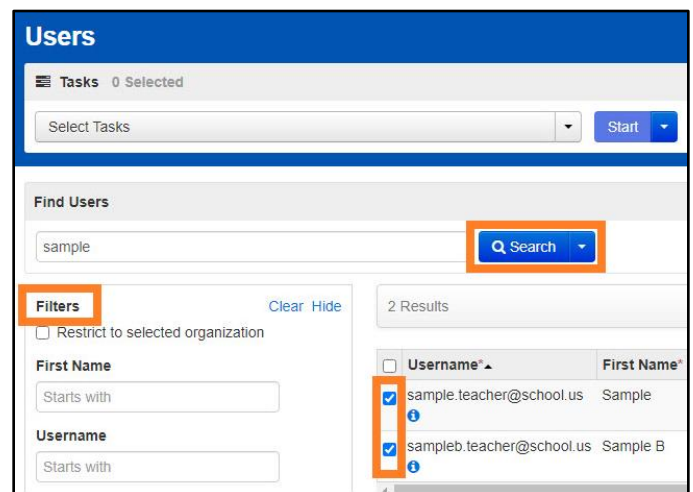
Note: The PearsonAccess Next Training Center is only intended for technology preparation. The majority of users will only need access to PearsonAccess Next. If a user needs access to the Training Center, the DAC or AA will need to create a user account in the Training Center. If the user already has a PearsonAccess Next account, the DAC or AA will need to create the Training Center user account using the same username used for the PearsonAccess Next user account. Using the same username links the two accounts so the user will only need one set of login credentials to access both sites.

## Manually Updating User Accounts

1. From the Home page, under **Setup**, select **Users**.



2. Use the filters on the left to find users or select the dropdown arrow right of the **Search** box to show all results. Only active users will appear in the initial search. Select the checkbox next to the username(s) you want to update.





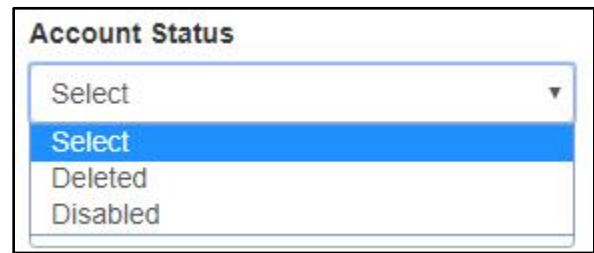
Note: To find disabled or deleted users, under **Account Status** select **Disabled** or **Deleted** from the dropdown menu.

3. Select the dropdown menu to the right of the **Start** button and select **Create / Edit Users**.

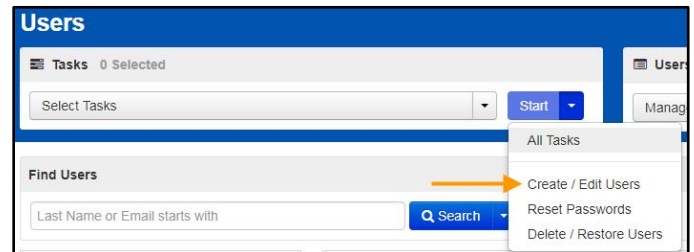
4. The user(s) selected are displayed on the panel to the left-hand side of the screen. If you selected multiple users, confirm that the user you want to update is selected (highlighted in blue). Enter or make changes to the user information and select **Save**.

Note: Email and Username are the only fields that cannot be edited on this page. If you need to change either of these (if a user's email address is used as the username and it changes, for example), delete the current account, and create a new account for the user. In cases where several or all emails for a district change, use file import to delete old accounts and create new accounts.

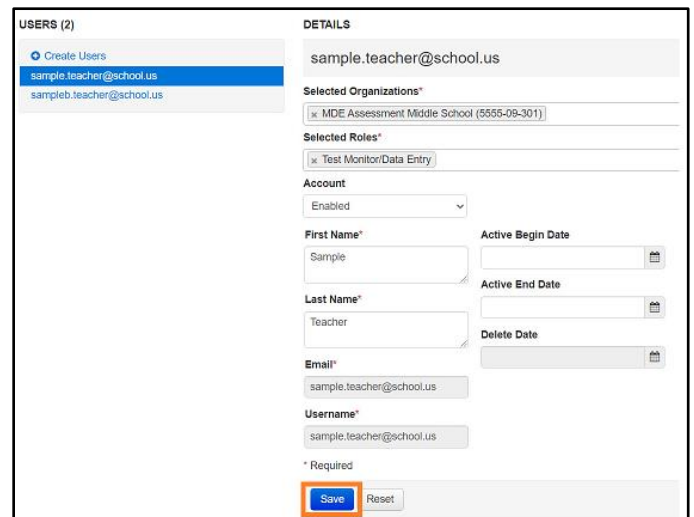
Note: Users can change their own email by selecting the User dropdown in the top right and selecting **Your Account**. Users cannot change their username.



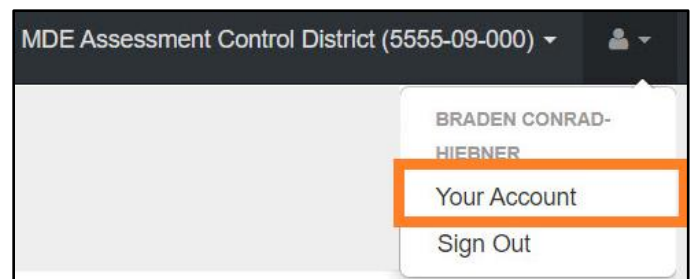
The image shows a dropdown menu titled "Account Status". The menu is open, showing three options: "Select" (highlighted in blue), "Deleted", and "Disabled".



The image shows the "Users" management interface. At the top, there is a "Tasks" section with a "Start" button. To the right of the "Start" button is a dropdown menu. The dropdown menu is open, showing three options: "All Tasks", "Create / Edit Users" (highlighted in blue), "Reset Passwords", and "Delete / Restore Users".



The image shows the "User Details" form for a user named "sample.teacher@school.us". The form is divided into two sections: "USERS (2)" on the left and "DETAILS" on the right. The "USERS (2)" section shows a list of users, with "sample.teacher@school.us" highlighted in blue. The "DETAILS" section contains various fields for user information, including "Selected Organizations", "Selected Roles", "Account", "First Name", "Last Name", "Email", and "Username". The "Save" button is highlighted in blue.

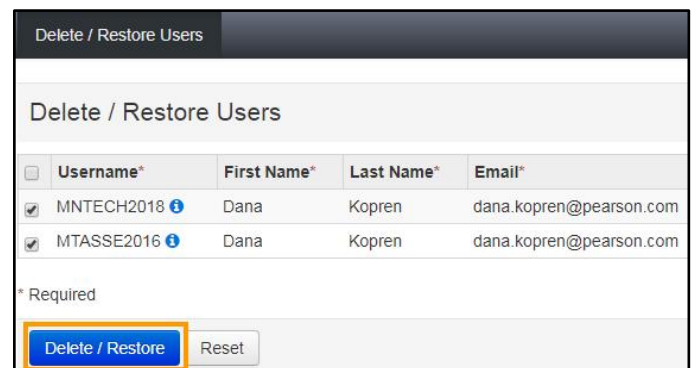
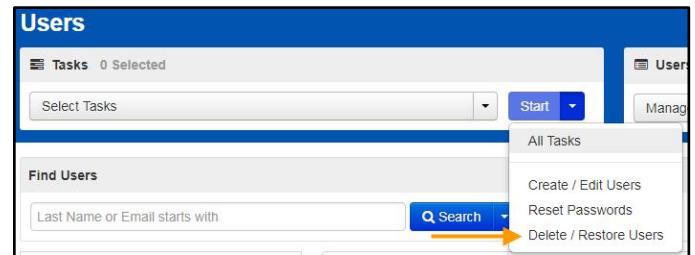
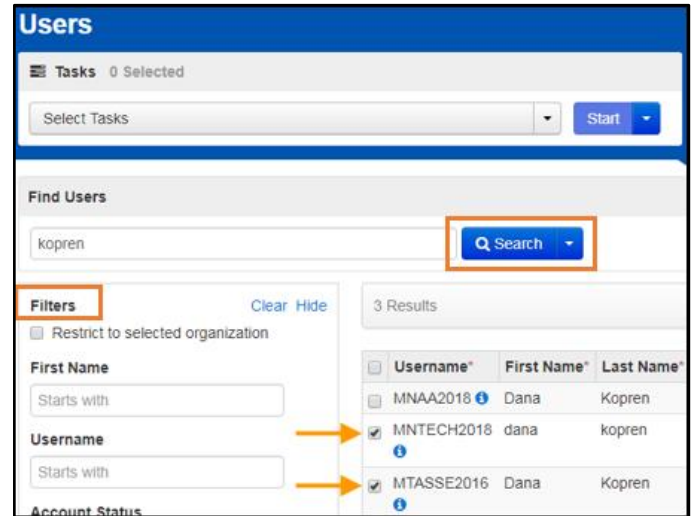
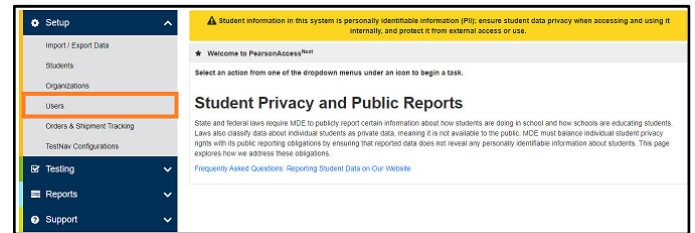


The image shows a dropdown menu for a user named "BRADEN CONRAD-HIEBNER". The menu is open, showing three options: "Your Account" (highlighted in blue), "Sign Out", and an unlabeled option.



## Deleting User Accounts

1. From the Home page, under **Setup**, select **Users**.
2. Use the filters on the left to find users or select the dropdown arrow to the right of the **Search** box to show all results. Only active users will appear in the initial search. Select the checkbox next to the username(s) you want to delete.
3. Select the dropdown menu to the right of the **Start** button and select **Delete / Restore Users**.
4. Select the checkbox next to the username(s) you want to delete and select **Delete / Restore**.



Note: A deleted account will remain in the system and can be restored by a DAC or AA. To restore a user, refer to the *Restore Deleted User Accounts* section.

## Exporting and Importing User Accounts Instructions

DAC and AA users can create or update multiple user accounts by importing a file directly into PearsonAccess Next. **New for 2022-23:** In addition to disabling or enabling user accounts, user accounts can be deleted or restored through a file import.

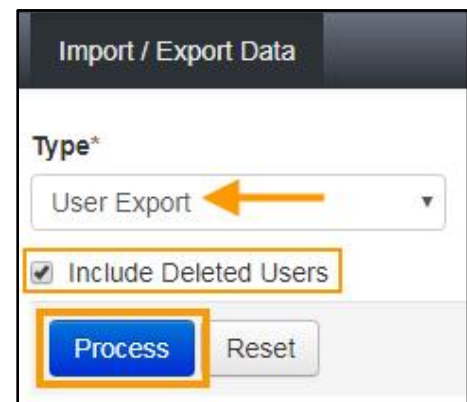
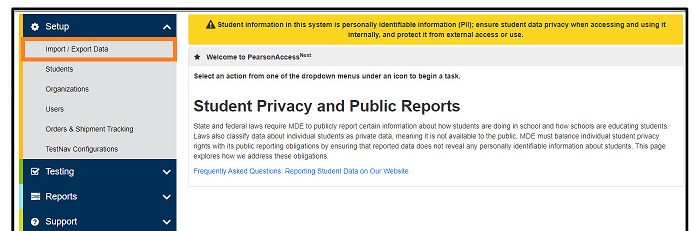
It's recommended to import a file if many accounts need to be created, updated or deleted. If only a few user accounts need to be created, updated or deleted, refer to the *Manual User Accounts Instructions* section.

There are two ways to create a file: 1) export an existing user file from PearsonAccess Next, make the necessary changes and import the updated file back into PearsonAccess Next, or 2) create a new file and import it into PearsonAccess Next. It's recommended to export an existing user file from PearsonAccess Next so you can simply edit existing information. To edit an existing file, refer to the *Exporting the User Account File* section. To create a new file, refer to the *Preparing the User Account File* section.

Note: User accounts can only be deleted manually; refer to the *Deleting User Accounts* section for details.

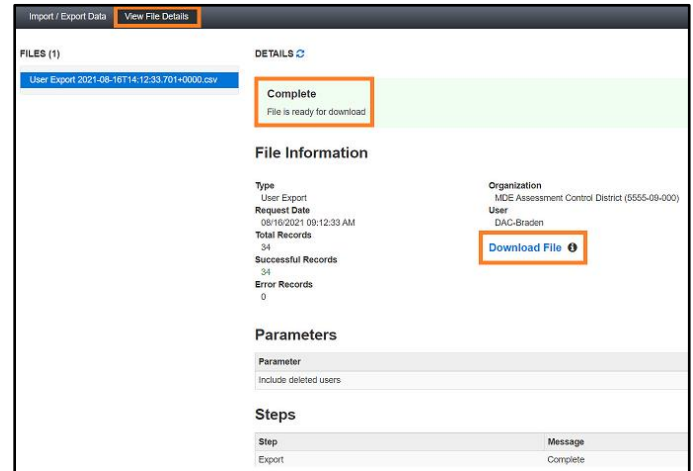
### Exporting the User Account File

1. To export the list of existing users in PearsonAccess Next, from the Home page, under **Setup**, select **Import / Export Data**.
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.
3. From the **Type** dropdown menu, select **User Export**. Select the checkbox next to "Include Deleted Users" if you want deleted users included in the file. **New for 2022-23:** The file layout indicates whether an account is deleted (Yes/No). Select **Process**.



- After you select Process, refer to the file information listed on the View File Details tab. The file status displays under Details at the top of the page. Select the refresh symbol next to Details to refresh the page, as needed, until the file has processed.

You will receive a Status Notification email when the file has completed processing. Select **Download File** when the file has completed processing.



Refer to the table below for a list of statuses and explanations.

Status	Explanation
Pending	File is queued for processing.
Complete	Saved information for all records in the file.
Complete with issues	Some records were not saved, review the error list for details.

- Make the necessary changes to the file using Appendix B, *PearsonAccess Next User Account File Information*, . Save your file to your computer and follow the steps in the *Importing the User Account File* section.

## Create and Update User Accounts via a File Import

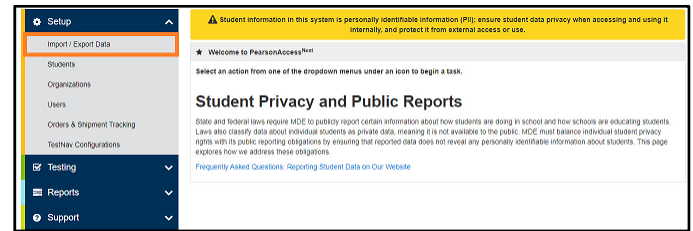
- Complete steps 1-4 above. The file will open in Excel as a .csv file.
  - To create a new user account, in the "Action" column, type "C" or "c" in an empty row. Enter information in the file to create the new user. Refer to Appendix B, *PearsonAccess Next User Account File Information*, as needed.
  - To update an existing user account, the "Action" column is populated with "u" by default. Make changes in the file layout to update the existing user. Refer to Appendix B, *PearsonAccess Next User Account File Information*, as needed.

A	B	C	D	E	F	G	H	I	J	K	L
Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason	Is Deleted
u	sample.teacher1@usd123.org	Sample	Teacher1	sample.teacher1@usd123.org	5555-09-101	Test_Monitor_DataEntry			No		No
c	sample.teacher2@usd123.org	Sample	Teacher2	sample.teacher2@usd123.org	5555-09-101	MTAS_Score_Entry			No		No

- Save the updated file as a .csv file.
- Import the user account file using the instructions below.

## Importing the User Account File

1. To import a file, from the Home page, under **Setup**, select **Import / Export Data**.

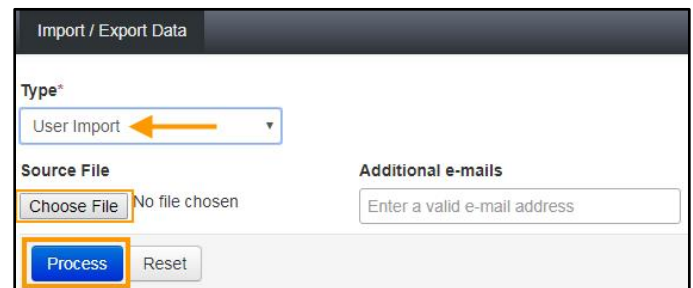


2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.



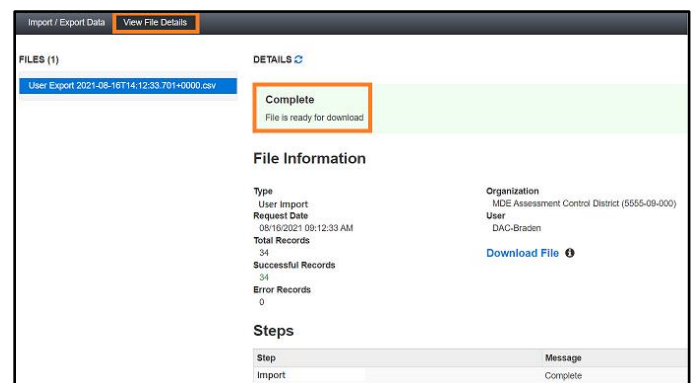
3. From the **Type** dropdown menu, select **User Import**. Select the **Choose File** button and select the file from your computer that you will import. Select **Process**.

You will receive a Status Notification email when the file has completed processing. To have others receive a notification email, enter their email in the Additional e-mails field.



Note: If you import multiple versions of a file, the data in the system will be updated to reflect any changes to existing records and to add any new records.

4. After you select Process, the file information is listed on the View File Details tab. The file status displays under Details at the top of the page.

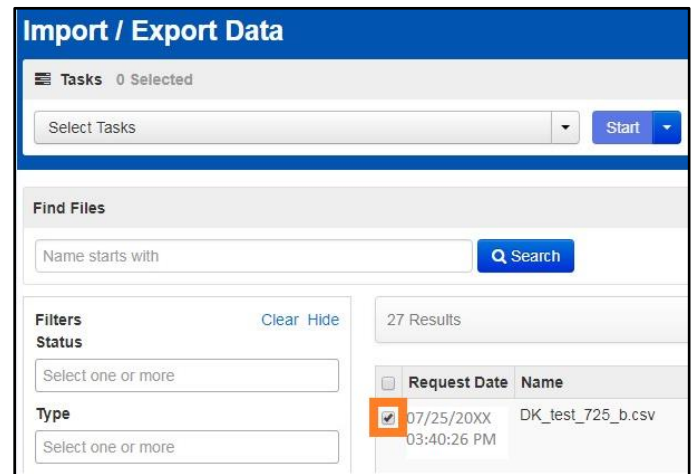


Refer to the table below for a list of statuses and explanations.

Status	Explanation
Pending	File is queued for processing.
Complete	Saved information for all records in the file.
Complete with issues	Some records were not saved, review the error list for details.

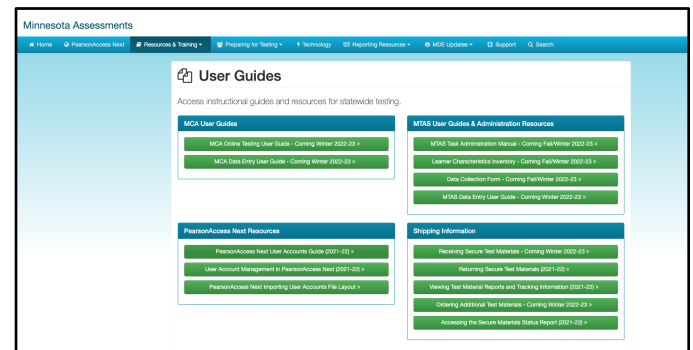
Note: To view any file(s) you have previously imported or exported, from the Home page, under **Setup**, select **Import / Export Data**.

- Select the checkbox next to the file(s) in the data grid.
  - To narrow your results, under **Find Files**, select the box that says, "Name starts with" and begin entering part of the file name, and select **Search**.
  - If you have trouble finding your file(s), select one or more options in the Status or Type filters on the left, and select **Search**.
- Select the dropdown menu to the right of the **Start** button and select **View File Details**.
- If you selected more than one file, then select the file you want to view or download from the Files list at the left.



## Preparing the User Account File

If you wish to create a new file, download the [PearsonAccess Next Importing User Accounts File Layout](#) (PearsonAccess Next > Resources & Training > User Guides > PearsonAccess Next Importing User Accounts file Layout) and enter the information using Appendix B, *PearsonAccess Next User Account File Information*, of this guide to create the user account file. Then follow the steps in the *Importing the User Account File* section.



## Resetting Passwords

As a security feature, passwords are valid for 180 days. All users can reset their own password at any time. The following automated notification emails are sent to users with instructions to reset their password as follows:

- “Password Expiration Notification” email sent seven days prior to a password expiring
- “Password has Expired” email sent when a password has expired

Note: If a user’s account is disabled or deleted, resetting a password will not enable or restore the account. Follow the steps in the *Enabling and Restoring User Accounts* section.

Refer to the table below for details on which user roles have the ability to reset another user’s password.

User Role	Ability to Reset Another User Role’s Password
District Assessment Administrator (DAC)	Can reset other user role passwords except other DACs.
Assessment Administrator (AA)	Can reset other user role passwords, including another AA, but cannot reset a DAC’s password.
Technology Staff Test Monitor / Data Entry MTAS Entry	Can only reset their own password.

The following section provides instructions for:

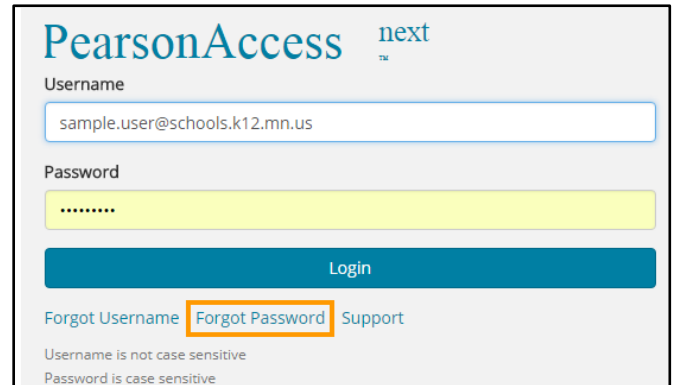
- Resetting your password
- Resetting another user’s password (DAC and AA users only)

## Resetting Your Password

Users can reset their password by following the link in the automated “Password has Expired” notification email or by going to PearsonAccess Next to reset. An automated email with the subject “Password Expiration Notification (PAN)\_[username]” is sent to users 7 days before password expiration. Follow the email instructions to reset your password.

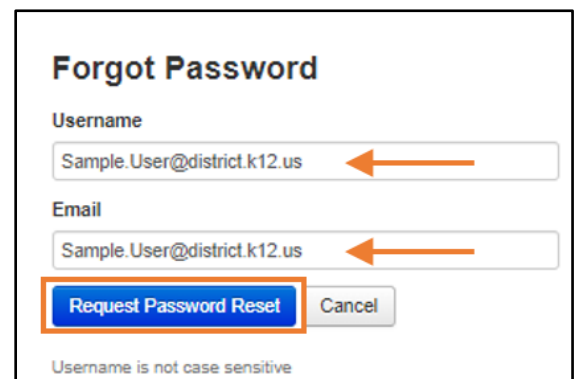
To reset a password on PearsonAccess Next:

1. From the PearsonAccess Next login screen, select **Forgot Password**.



The screenshot shows the PearsonAccess Next login interface. It includes fields for Username (sample.user@schools.k12.mn.us) and Password (masked with dots). Below the password field is a blue 'Login' button. At the bottom, there are three links: 'Forgot Username', 'Forgot Password' (highlighted with a red box), and 'Support'. Below these links, it states 'Username is not case sensitive' and 'Password is case sensitive'.

2. Enter your username and email. Select **Request Password Reset**.

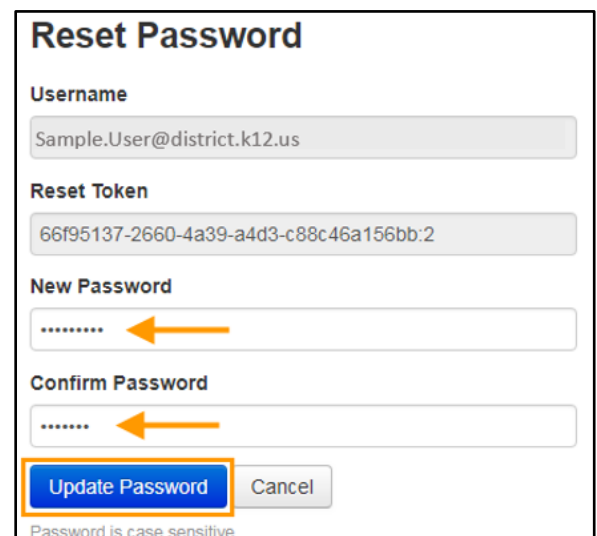


The screenshot shows the 'Forgot Password' form. It has fields for Username (Sample.User@district.k12.us) and Email (Sample.User@district.k12.us), both with orange arrows pointing to them. Below the email field is a blue 'Request Password Reset' button (highlighted with a red box) and a grey 'Cancel' button. At the bottom, it states 'Username is not case sensitive'.

3. You will receive a “Password Reset” email which will include a link to reset your password. Select the link to reset your password.
4. Enter your new password and confirm the password. Select **Update Password**.

Note: Passwords must be between 8 and 32 characters long, cannot be any of the last 5 passwords used and must contain 3 out of the 4 character types listed below:

- Uppercase
- Lowercase
- Number
- Special Character except < > ' ` - " ;



The screenshot shows the 'Reset Password' form. It has fields for Username (Sample.User@district.k12.us), Reset Token (66f95137-2660-4a39-a4d3-c88c46a156bb:2), New Password (masked with dots, with an orange arrow pointing to it), and Confirm Password (masked with dots, with an orange arrow pointing to it). Below the confirm password field is a blue 'Update Password' button (highlighted with a red box) and a grey 'Cancel' button. At the bottom, it states 'Password is case sensitive'.

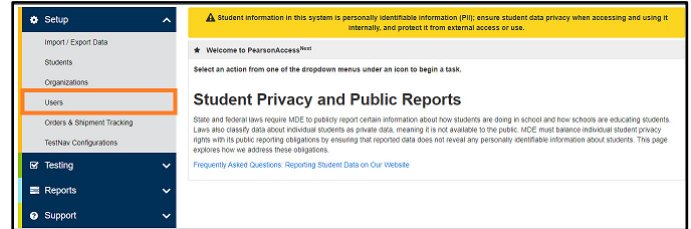
5. Once you update your password, you can sign in to PearsonAccess Next. You will receive a “Reset Password Success” email as confirmation.



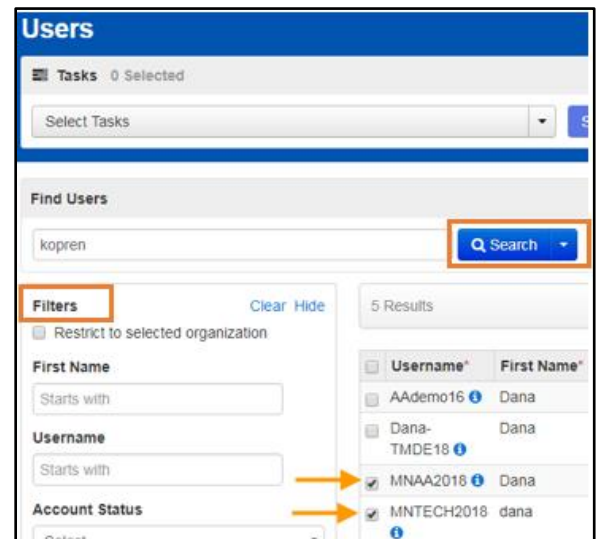
## Resetting Another User's Password (DAC and AA users only)

Reminder: DACs can reset other user role passwords except for another DAC. AAs can reset other user role passwords, including another AA, but cannot reset a DAC's password.

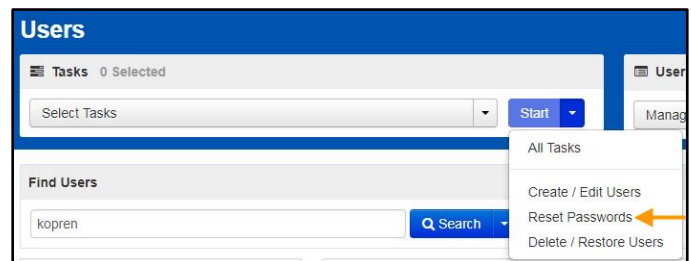
1. From the Home page, under **Setup**, select **Users**.



2. Use the filters on the left to find users or select the dropdown arrow to the right of the **Search** box to show all results. Only active users will appear in the initial search. Refer to the *Manually Updating User Accounts* to locate disabled and deleted accounts. Select the checkbox next to the username(s) you want to reset.

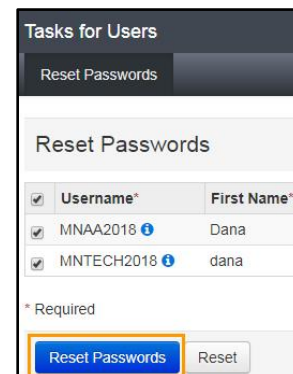


3. Select the dropdown menu to the right of the **Start** button and select **Reset Passwords**.



4. Select the checkbox next to the username(s) you want to reset and select **Reset Passwords**.

Note: The user will receive a "Password Reset" email which will include a link to set up their password. Once they reset their password, they will then receive a "Reset Password Success" email as confirmation. It is best practice for the user to log in to PearsonAccess Next using their new password and confirm access.





## Locked User Accounts

As a security feature, PearsonAccess Next automatically locks user accounts after five consecutive invalid login attempts. Locked user accounts can be unlocked by resetting the password.

## Enabling and Restoring User Accounts

As a security feature, PearsonAccess Next automatically disables or deletes user accounts when a user is not active for a specified number of days:

- **New for 2022–23:** User accounts are disabled after 365 days of inactivity.
  - Disabled accounts are displayed with a gold circle-backslash symbol  in PearsonAccess Next
- **New for 2022–23:** User accounts are deleted after 550 days of inactivity.
  - Deleted accounts are displayed with a red “X” symbol  in PearsonAccess Next

This section provides instructions for the following:

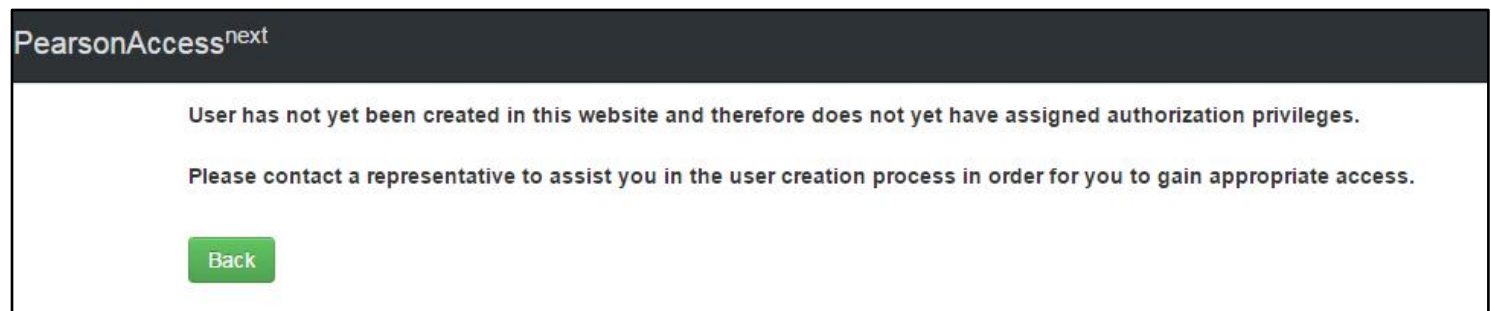
- Confirming if user accounts are disabled or deleted in PearsonAccess Next.
- Enabling disabled user accounts manually or via file export/import.
- Restoring deleted user accounts manually or via file export/import.

User accounts that are both disabled and deleted will need to be both restored and enabled before the user account is active. Refer to the *Restore Deleted User Accounts* section to manually restore the user account. After the account is restored, refer to the *Manually Enable User Accounts* section to manually enable the user account.

Note: DACs must contact Pearson to enable or restore their account. DACs should confirm MDE-ORG is up-to-date and that they are listed as the DAC before contacting Pearson to enable or restore their account.

## Users Logging In with Disabled or Deleted Accounts

Users with a disabled or deleted account will still be able to reset their own passwords. However, resetting the user’s password does not enable or restore the user’s account. Users who attempt to sign in when their account is disabled or deleted will get the following error message, even if their password has been reset.



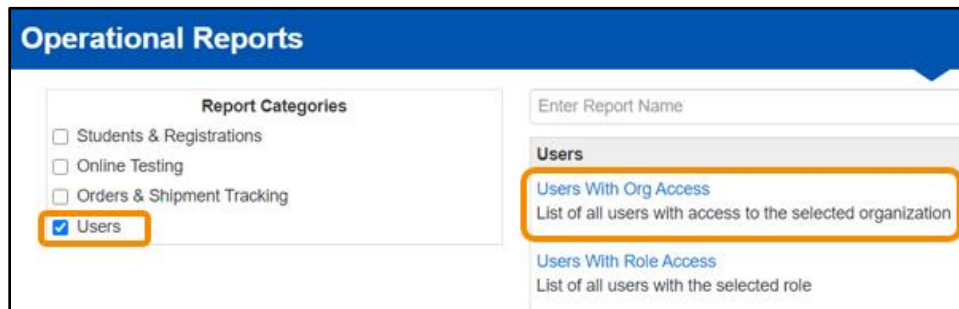
Users who receive this message will need to have their account enabled and/or restored by a user with a DAC or AA user role.

## Confirming if User Accounts Are Disabled or Deleted

**New for 2022–23:** User accounts are disabled after 365 days of inactivity. This means that most accounts will be active for spring testing for users who haven't logged in to PearsonAccess Next since the previous test administration. User accounts are now deleted after 550 days of inactivity (18 months). It's important for DACs and AAs to review PearsonAccess Next users at the start of a new school year to delete any users no longer at the school or district.

To review a list of all users with access to the selected organization, including last log in date, use the *Users With Org Access* Operational Report in PearsonAccess Next.

From the PearsonAccess Next Home page, under **Reports**, select **Operational Reports**. Select the checkbox next to the **Users** report category and then select **Users with Org Access**.

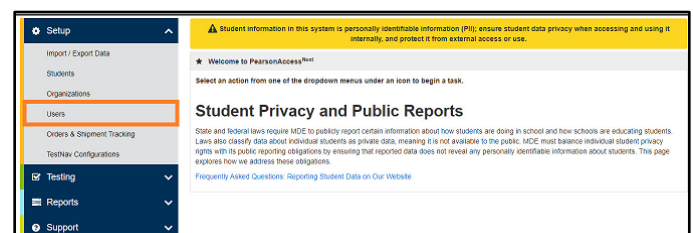


- Under **Organization** select the school to review all users at that organization. The report provides the date users last logged in to PearsonAccess Next. If user accounts will be disabled by spring testing due to inactivity, consider the following:
  - Refer to the *Reset Your Password* section and email users to have them reset their own password. After resetting their password, the user must log in to PearsonAccess Next to reset their account activity timeline.
  - Refer to the *Resetting Another User's Password (DAC and AA users only)* to reset user passwords. The user will receive an email with a link to reset their password. After resetting their password, the user must log in to activate their account.

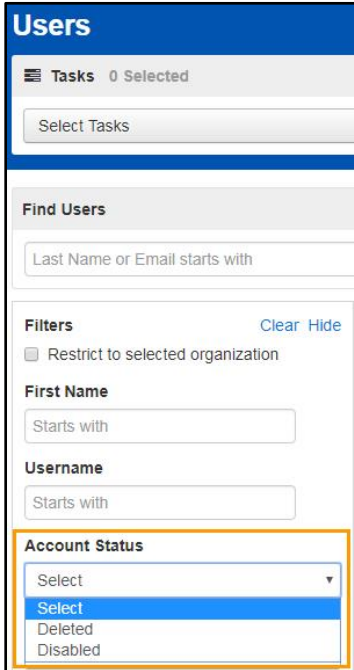
Tip: Prior to resetting user passwords, consider emailing staff to let them know they will receive an automated email from PearsonAccess Next with a link to reset their password. Encourage staff to reset their password and then log in to PearsonAccess Next so their accounts are active for spring testing.

- Under **Disabled and Deleted filter**, you have the option to exclude or include disabled or deleted users. If chosen to include, the report will include a disable and delete date(s).
  - If staff accounts are disabled or deleted and need to be reactivated, refer to the *Enabling and Restoring User Accounts* section.
  - If staff accounts are no longer needed (for staff who are no longer at the district), refer to the *Deleting User Accounts* section.

- From the Home page, under **Setup**, select **Users**.



- On the left-hand side, under the **Account Status** filter, select either **Deleted** or **Disabled** to search for only accounts that are disabled or deleted.



- If an account is disabled, the disable date and disable reason columns are populated. Accounts that have been disabled due to inactivity will have a disable reason of "Inactive."

For deleted accounts, the delete date column is populated. Deleted accounts are not removed from the system.

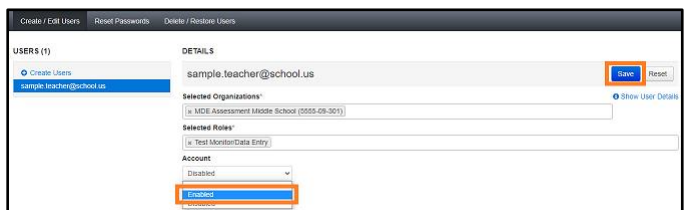
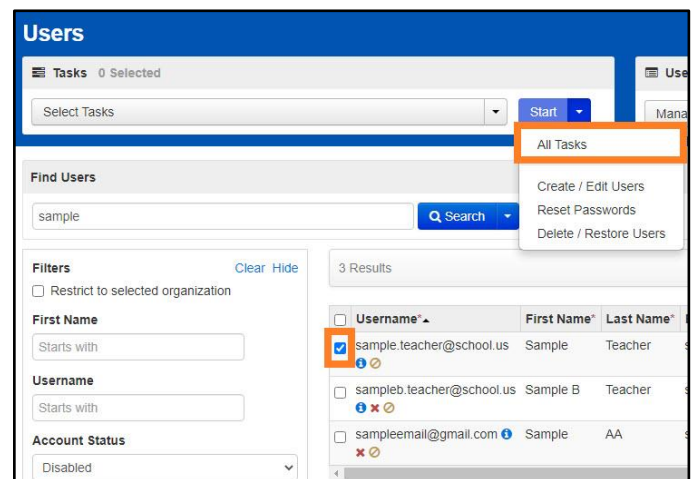
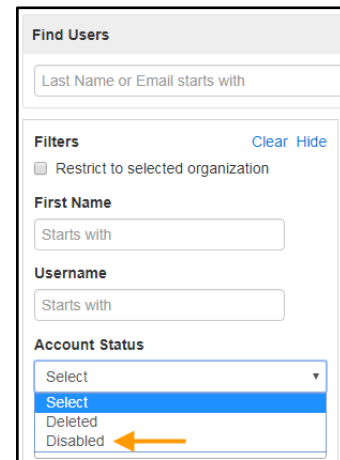
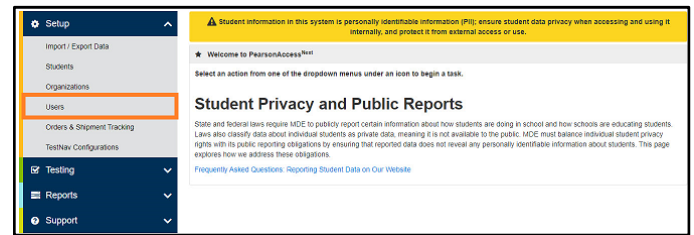
<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input type="checkbox"/> MNMTASD2016 ⓘ ⓘ	Dana	Kopren	dana.kopren@pearson.com	11/10/2016	Inactive			
<input type="checkbox"/> KallausMTAS ⓘ ⓘ ⓘ	Sue	Kallaus	sue.kallaus@pearson.com	03/14/2016	no	02/25/2016	02/26/2016	
<input type="checkbox"/> AntillMTAS ⓘ ⓘ ⓘ	lisa	antill	lisa.antill@pearson.com	03/14/2016	no	02/25/2016		

Disabled user accounts can be enabled manually or via a user file export/import. User accounts that have been deleted can be restored manually or via a user file export/import

## Manually Enable User Accounts

1. From the Home page, under **Setup**, select **Users**.
2. On the left-hand side, under the **Account Status** filter, select **Disabled** to search for only accounts that are disabled.
3. Select the checkbox next to the username(s) you want to enable.
4. Select the dropdown menu to the right of the **Start** button and select **All Tasks**.
5. Under Create/Edit Users, on the User Details page, select the username on the left-hand side. Under the Account dropdown menu, change from Disabled to **Enabled**. Select **Save**.

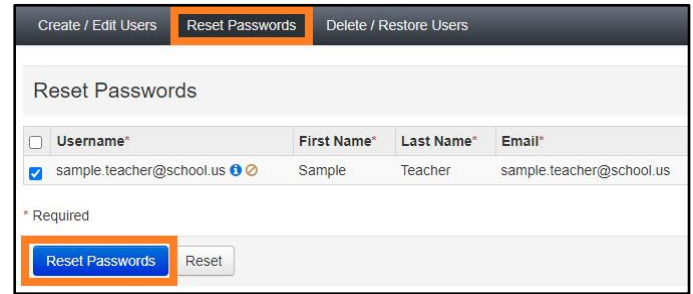
Note: Some accounts may have the status of both Disabled and Deleted. For these accounts, after an account is enabled, refer to the *Restore Deleted Users Accounts* section to manually restore the user account.





6. Select the **Reset Passwords** tab to reset the user's password. Select the checkbox next to the username(s) you want to reset and select **Reset Passwords**.

Note: The user will receive a "Password Reset" email which will include a link to set up their password. Once the user resets their password, they will then receive a "Reset Password Success" email as confirmation. The user **MUST** log in to PearsonAccess Next using their new password to enable their account.

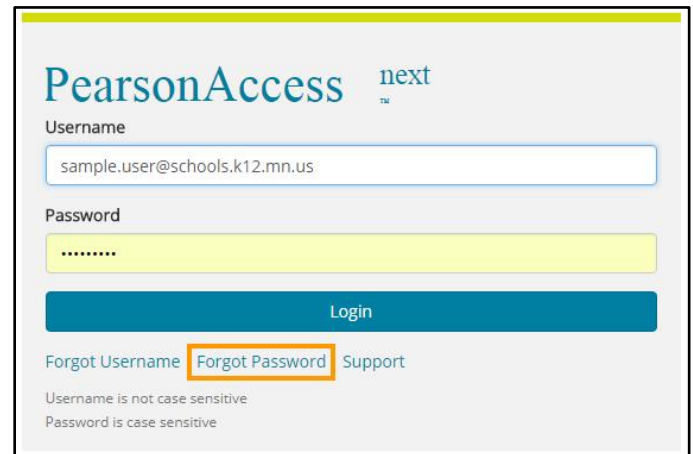
Note: Users can also reset their own password by selecting **Forgot Password** on the PearsonAccess Next login screen.



The screenshot shows a user management interface with three tabs: 'Create / Edit Users', 'Reset Passwords' (highlighted with an orange box), and 'Delete / Restore Users'. Below the tabs is a table with the following data:

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*
<input checked="" type="checkbox"/>	sample.teacher@school.us  	Sample	Teacher	sample.teacher@school.us

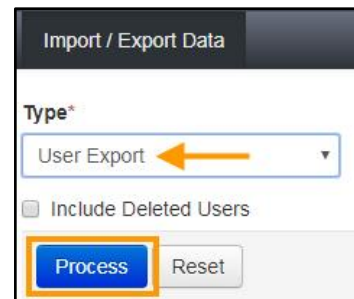
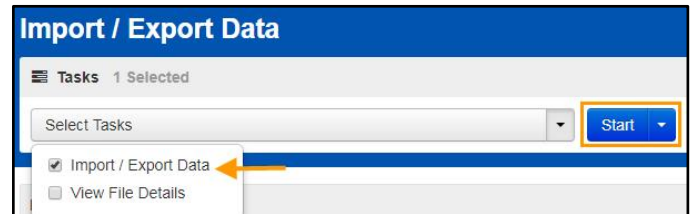
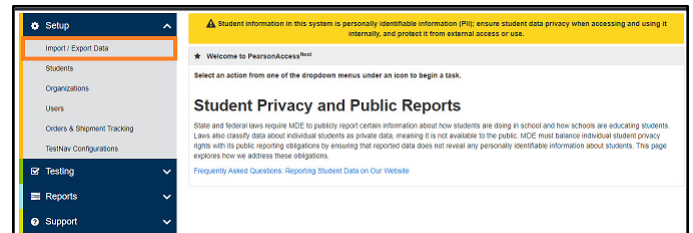
Below the table, there is a note '\* Required' and two buttons: 'Reset Passwords' (highlighted with an orange box) and 'Reset'.



The screenshot shows the PearsonAccess Next login screen. It features the PearsonAccess next logo at the top. Below the logo are two input fields: 'Username' (containing 'sample.user@schools.k12.mn.us') and 'Password' (containing '\*\*\*\*\*'). A blue 'Login' button is positioned below the password field. At the bottom, there are three links: 'Forgot Username', 'Forgot Password' (highlighted with an orange box), and 'Support'. Below these links, it states 'Username is not case sensitive' and 'Password is case sensitive'.

## Disable and Enable User Accounts via a File Export/Import

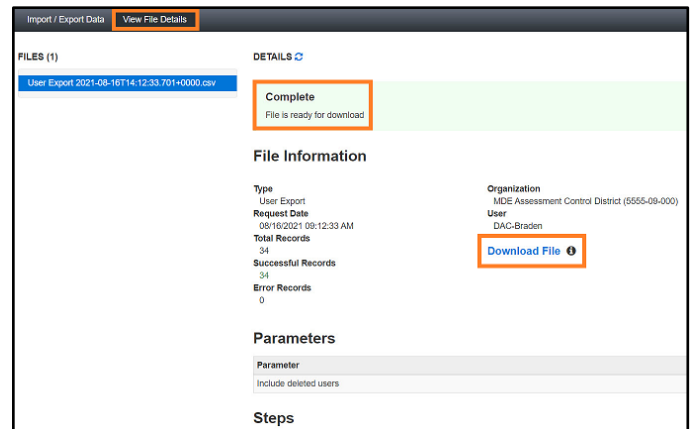
- From the Home page, under **Setup**, select **Import / Export Data**.
- Select the dropdown menu to the left of the Start button and select **Import / Export Data**. Select **Start**.
- From the Type dropdown menu, select **User Export** and select **Process**.



After you select Process, the file information is listed on the View File Details tab. The file status displays under Details at the top of the page. Select the refresh symbol next to Details to refresh the page, as needed, until the file has processed.

You will receive a Status Notification email when the file has completed processing. Select Download File when the file has completed processing.

The file will open in Excel as a .csv file.



- User accounts can be enabled or disabled through a file import.
  - To enable a user account, change the text in the disabled column from "Yes" to "No" and remove the text in the Disabled Reason column so that field is blank. Note: The "Action" column is automatically populated with "u" (update) in the file export. No changes are needed to this column to enable a user.
  - To disable a user account, change the text in the disabled column from "No" to "Yes" and enter a reason in the Disabled Reason column (inactive, for example). Note: The "Action" column is automatically populated with "u" (update) in the file export. No changes are needed to this column to disable a user.

A	B	C	D	E	F	G	H	I	J	K	L
Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason	Is Deleted
u	sample.teacher1@usd123.org	Sample	Teacher1	sample.teacher1@usd123.org	5555-09-101	Test_Monitor_DataEntry			No		No
u	sample.teacher2@usd123.org	Sample	Teacher2	sample.teacher2@usd123.org	5555-09-101	MTAS_Score_Entry			Yes	Inactivity	No



5. Save the updated file as a .csv file.
6. Import the user account file using the instructions in the *Importing the User Account File* section.

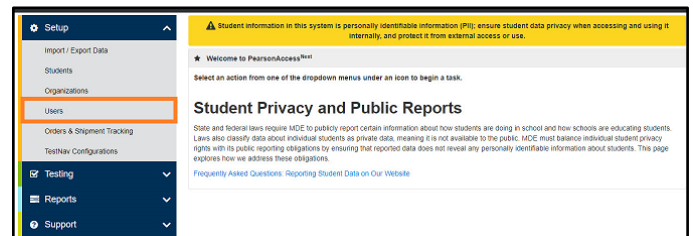
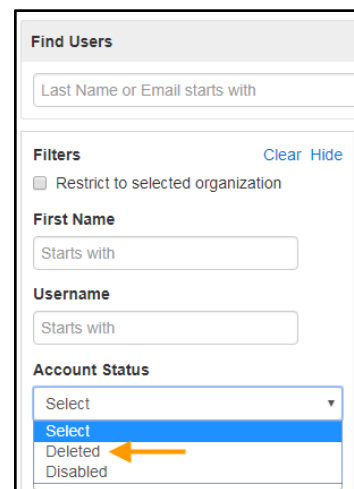
Note: After an account is enabled, refer to the *Resetting Another User's Password (DAC and AA users only)* section to manually reset user passwords.

Note: Some accounts may have the status of both Deleted and Disabled. For these accounts, after an account is enabled, refer to the *Restore Deleted Users Accounts* section to manually restore the user account.

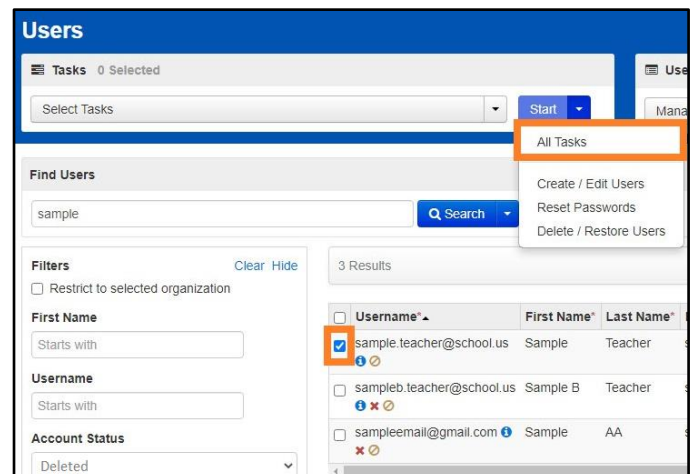
## Manually Restore Deleted User Accounts

User accounts that have been deleted are still in PearsonAccess Next. **New for 2022–23:** User accounts can be restored manually or through a file import.

1. From the Home page, under **Setup**, select **Users**.
2. On the left-hand side, under the **Account Status** filter, select **Deleted** to search for only accounts that are deleted.

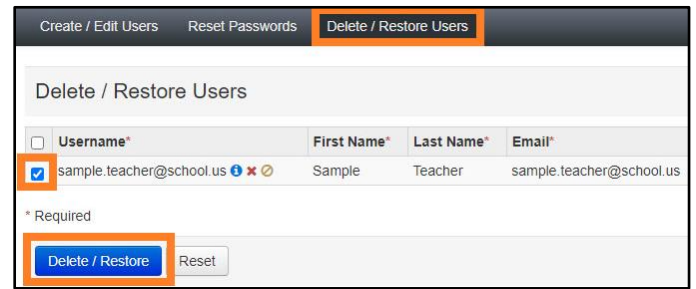



3. Select the checkbox next to the username(s) you want to restore.



4. Select the dropdown menu to the right of the Start button and select **All Tasks**.

- On the **Delete / Restore Users** tab, select the checkbox next to the username(s) and select **Delete / Restore**.



Create / Edit Users Reset Passwords **Delete / Restore Users**

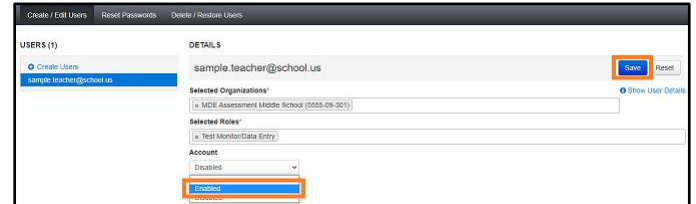
Delete / Restore Users

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*
<input checked="" type="checkbox"/>	sample.teacher@school.us	Sample	Teacher	sample.teacher@school.us

\* Required

**Delete / Restore** Reset

- Most deleted accounts are also disabled. To enable a restored account, select the **Create/Edit Users** tab. On the User Details page, select the username on the left-hand side. Under the Account dropdown menu, change from Disabled to **Enabled**. Select **Save**.



Create / Edit Users Reset Passwords Delete / Restore Users

USERS (1)

**sample.teacher@school.us**

DETAILS

sample.teacher@school.us

Selected Organizations\*

Selected Role\*

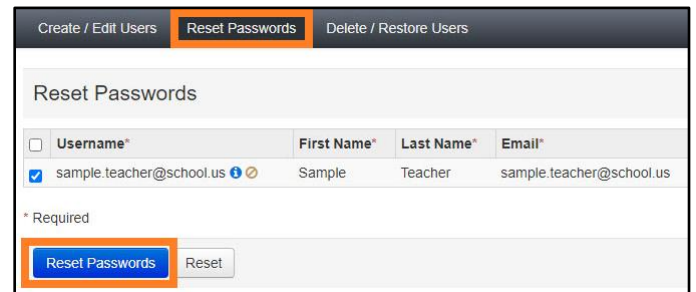
Account

Disabled

**Enabled**

**Save** Reset

- Select the **Reset Passwords** tab to reset the user's password. Select the checkbox next to the username(s) you want to reset and select **Reset Passwords**.



Create / Edit Users **Reset Passwords** Delete / Restore Users

Reset Passwords

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*
<input checked="" type="checkbox"/>	sample.teacher@school.us	Sample	Teacher	sample.teacher@school.us

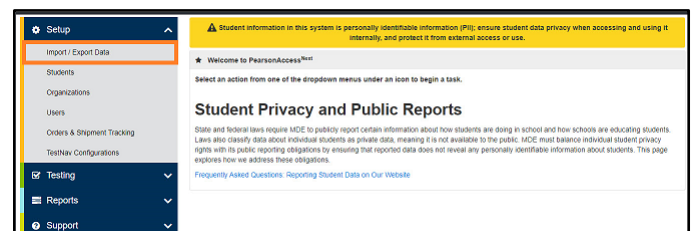
\* Required

**Reset Passwords** Reset

Note: The user will receive a "Password Reset" email which will include a link to set up their password. Once the user resets their password, they will receive a "Reset Password Success" email as confirmation. The user **MUST** log in to PearsonAccess Next using their new password to enable their account.

## Delete or Restore User Accounts via a File Export/Import

- From the Home page, under **Setup**, select **Import / Export Data**.
- Select the dropdown menu to the left of the Start button and select **Import / Export Data**. Select **Start**.
- From the Type\* dropdown menu, select **User Export** and select **Process**. Select the checkbox next to "Include Deleted Users" to include deleted users in the file export.



Setup

Import / Export Data

Students

Organizations

Users

Orders & Shipment Tracking

TestNav Configurations

Testing

Reports

Support

Student information in this system is personally identifiable information (PII). Ensure student data privacy when accessing and using it internally, and protect it from external access or use.

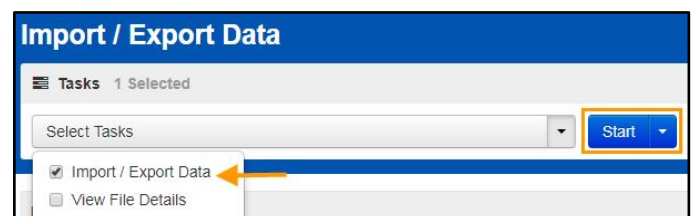
Welcome to PearsonAccess<sup>Next</sup>

Select an action from one of the dropdown menus under an icon to begin a task.

**Student Privacy and Public Reports**

State and federal laws require MDC to publicly report certain information about how students are doing in school and how schools are educating students. Laws also classify data about individual students as private data, meaning it is not available to the public. MDC must balance individual student privacy rights with its public reporting obligations by ensuring that reported data does not reveal any personally identifiable information about students. This page explores how we address these obligations.

Frequently Asked Questions: Reporting Student Data on Our Website



**Import / Export Data**

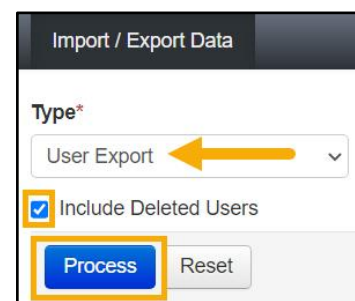
Tasks 1 Selected

Select Tasks

**Start**

☒ Import / Export Data

☐ View File Details



**Import / Export Data**

Type\*

User Export

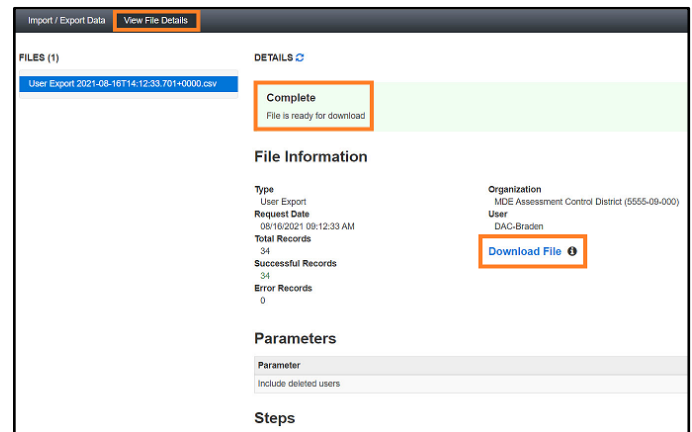
☒ Include Deleted Users

**Process** Reset

After you select Process, the file information is listed on the View File Details tab. The file status displays under Details at the top of the page. Select the refresh symbol next to Details to refresh the page, as needed, until the file has processed.

You will receive a Status Notification email when the file has completed processing. Select Download File when the file has completed processing.

The file will open in Excel as a .csv file.



4. **New for 2022-23:** User accounts can be deleted or restored through a file import. The “Is Deleted” column indicates the deleted status of the account (yes or no).

- To delete a user account, in the “Action” column, type “D” or “d”.
- To restore a deleted account, in the “Action” column, type “R” or “r”.

A	B	C	D	E	F	G	H	I	J	K	L
Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason	Is Deleted
d	sample.teacher1@usd123.org	Sample	Teacher1	sample.teacher1@usd123.org	5555-09-101	Test_Monitor_DataEntry			No		No
r	sample.teacher2@usd123.org	Sample	Teacher2	sample.teacher2@usd123.org	5555-09-101	MTAS_Score_Entry			Yes	Inactivity	Yes

5. Save the updated file as a .csv file.

6. Import the user account file using the instructions in the *Importing the User Account File* section.

Note: Some accounts may have the status of both Deleted and Disabled. When restoring a deleted user that is also disabled, the file import to restore the deleted user will also remove the disabled date and disabled reason. No further action is needed to enable the user.

## Appendix A – PearsonAccess Next User Role Matrix

### PearsonAccess Next User Role Matrix

This table provides the tasks that each user role is able to access in PearsonAccess Next. Tasks are organized by the corresponding pages.

Note: Users only have access to data at the organization level to which they are assigned (district or school) and the organizations below it.

Users with the DAC or AA role do **NOT** need any additional user roles added to their account because all permissions at their organization level (district or school) are already included. Adding additional user roles to either the DAC or AA account will limit the permissions of the DAC or AA.

	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Technology Staff	Test Monitor/ Data Entry	MTAS Entry
<b>Setup</b>					
<b>Import / Export Data</b>					
View and export lists of students	•	•	•	•	•
View and export lists of staff user roles	•	•			
Import staff user roles	•	•			
Import reporting groups and assign Test Monitor/Data Entry and MTAS Entry users to reporting groups	•	•			
View and export On-Demand Reports	•	•			
View and export Longitudinal Reports (district level)	•	•			
Create test sessions, add/remove students from sessions, and move students between sessions via a file import	•	•			
<b>Students</b>					
View student enrollment data	•	•	•	•	•
Enter LCI data (MTAS only)	•	•			•
View a student's assigned test details, including accommodations and linguistic supports	•	•	•	•	•

<b>PearsonAccess Next User Role Matrix</b>					
	DAC	AA	Tech	TM/DE	MTAS EN
View Historical Student Data (for students currently enrolled in your district. The DAC/AA must assign the Test Monitor/Data Entry or MTAS Entry user to a reporting group(s) to access historical student data.)	•	•		•	•
<b>Organizations</b>					
View organizations	•	•	•		
View contacts	•	•	•		
<b>Users</b>					
Note: Technology Staff can only view other user roles. Test Monitor/Data Entry and MTAS Entry user roles cannot view or create other user roles.					
Create / Edit users (DACs can create users except for another DAC. AAs can create users, including another AA, except for a DAC.)	•	•			
Reset passwords for other users	•	•			
Delete or restore users	•	•			
<b>Orders &amp; Shipment Tracking</b>					
Create, edit, or cancel additional orders (only pending orders may be cancelled)	•	•			
<b>TestNav Configurations</b>					
Create, edit, or delete TestNav and Proctor Cache configurations	•	•	•		
<b>Proctor Cache</b>					
Proctor cache by test	•	•	•		

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS EN
<b>Testing</b>					
<b>Student Tests</b> (MTAS only; MTAS 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	•	•			•
<b>Test Sessions (MCA only)</b>					
Create, edit, or delete test sessions	•	•	•	•	
<b>Students in Sessions (MCA only)</b>					
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 and/or enter a test/accountability code	•	•			
Create reporting group from test session	•	•			

PearsonAccess Next User Role Matrix					DAC	AA	Tech	TM/DE	MTAS EN
<b>Reports</b>									
<b>Operational Reports</b>									
Access administrative reports (reports are available based on the tasks to which a user role has access)					•	•	•	•	•
<b>Reporting Groups</b> (Users with the DAC/AA role have access to all reports in their district or school; DAC/AAs should NOT be assigned to reporting groups.)									
Create and manage reporting groups, either manually or through a file import.					•	•			
<b>Score Entry Reports</b> (MTAS only; MTAS Entry users can view reports only for assigned students)									
View the score entry status and summary reports					•	•			•
<b>Results Reporting</b>									
<b>Published Reports</b> (DACs have access to all published reports for their assigned organization. AAs have access to published reports for the organization level to which they are assigned: district or school. Only DACs have access to the Secure Materials Status Report and Testing Time Report.)									
View Published Reports					•	•			
<b>On-Demand Reports</b> (The DAC/AA must assign the Test Monitor/Data Entry or MTAS Entry user to a reporting group(s) to access on-demand reports.)									
View On-Demand Reports					•	•		•	•
<b>Historical Student Data</b> (For students who previously tested in your district; the DAC/AA must assign the Test Monitor/Data Entry or MTAS Entry user to a reporting group(s) to access historical student data.)									
View Historical Student Data					•	•		•	•
<b>Longitudinal Reports</b>									
View Longitudinal Reports					•	•			



PearsonAccess Next User Role Matrix					DAC	AA	Tech	TM/DE	MTAS EN
<b>Dashboard</b>									
<b>Dashboard</b> (The DAC/AA has access to dashboard views (bar graph with filter, bar graph, speedometer) for online MCA (Session Status by Subject, Student Test Status by Subject, Test Status – Online by Subject) and MTAS (Test Status – Alternate by Subject).)									
Dashboard					•	•			
Dashboard User Settings					•	•			
<b>Training Management System (TMS)</b>									
<b>Administrative Functions</b> (Ability to view / download the record of completed trainings and document group trainings for all users in their district or school.)									
Note: While the TMS is NOT a part of PearsonAccess Next, having a DAC or AA user role provides those users access to the Admin tab.					•	•			

## Appendix B – PearsonAccess Next User Account File Information

File column descriptions and important notes are below.

- File must include the header row.
- Fields marked as optional must still be included in the file; leave the field blank if not including a value.
- File must be saved in a comma delimited (csv) format.
- If updating a user's information, the existing record will be matched to the new record based on the username.

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
A	Action	1	Contains the code representing the action to be taken for the record.	<p>Required. Not case sensitive.</p> <p>Valid values are:</p> <p>C or c (create new user)</p> <p>U or u (update user)*</p> <p>R or r (restore deleted user)</p> <p>D or d (delete user)</p> <p>If attempting to create a record and the username provided already exists in the system, the existing record will update with the newly imported record as long as the existing user's email and username matches the information in the import file.</p> <p>If attempting to update a record and the username provided does NOT already exist in the system, the record will error.</p> <p>*Username and email cannot be updated.</p>
B	Username	100	Contains the username. Must be unique.	<p>Required. Not case sensitive.</p> <p>Recommended username is the user's email address.</p>
C	First Name	50	Contains the user's first name.	Required.
D	Last Name	50	Contains the user's last name.	Required.
E	Email	100	Contains the user's email address.	<p>Required. Not case sensitive.</p> <p>Must be in valid email format.</p> <p>When a new user account is created, a notification email is sent to this address.</p>

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
F	Authorized Organizations	Variable	<p>Contains the organization codes associated with the user.</p> <p>The values in this field should represent ALL organizations associated with the user.</p>	<p>Required. Not case sensitive.</p> <p>Delimited field. Organization codes are 9 digits comprised of District Number (4 digits), District Type (2 digits), School Number (3 digits), in DDDD-TT-SSS format. For district-level users, the school number is 000. Multiple organization codes must be separated with a colon (for example, 5555-01-000:5555-01-001). Include leading zeros.</p> <p>Most users will have only one organization listed and will have access to that organization and all organizations under it. For example, a district user will have access to all schools within that district, while a school user will only have access to that school Users can only create/modify organizations for users that are within the organization(s) the user submitting the file has access to.</p> <p>If the organization code entered is invalid, the entire record will error.</p>

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
G	Roles	Variable	<p>Contains the role code(s) associated with the user.</p> <p>The values in this field should represent ALL roles associated with the user account.</p> <p>Refer to the <i>PearsonAccess Next User Role Matrix</i> for a list of roles and associated permissions.</p>	<p>Required. Not case sensitive.</p> <p>Delimited field.</p> <p><b>If a District Assessment Coordinator or Assessment Administrator user role is indicated, no other roles are needed.</b> All permissions are included in these roles at an organization level (district or school).</p> <p>Note: You cannot assign the District Assessment Coordinator (DAC) to any user. Pearson creates, enables and restores DAC user accounts 1-2 days after information is updated in MDE-ORG.</p> <p>Note: If a user has the role of Technology Staff, Test Monitor/Data Entry, or MTAS Entry, but must also perform tasks associated with another of these roles, an additional role may be assigned to the user. Multiple user roles must be separated with a colon (Technology_Staff:Test_Monitor_DataEntry, for example).</p> <p>Users can only create/modify roles for users that are within the organization(s) the user submitting the file has access to.</p> <p>Valid values are:</p> <p>Assessment_Administrator</p> <p>Technology_Staff</p> <p>Test_Monitor_DataEntry</p> <p>MTAS_Score_Entry</p> <p>If the value entered is invalid, the entire record will error.</p>

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
H	Active Begin Date	10	Identifies when a user account becomes active.	<p>Optional.</p> <p>If left blank, the system will populate the Start Date field with a default value of the system's current date and time (CT) when your file is processed. The Start Date can also be pre-dated.</p> <p>If the date entered is in the future, the "New Account" email will not be sent until that date.</p> <p>Format as: MM/DD/YYYY</p> <p>MM is the 2-digit month</p> <p>DD is the 2-digit day</p> <p>YYYY is the 4-digit year</p> <p>For example, if a start date is March 1, 2022, it should be entered as 03/01/2022. Leading zeros in the month and day fields are not required.</p> <p>The following error will display for incorrectly entered dates: "Date is invalid. Date is less than 01/01/1990."</p> <p>Active Begin Date must be equal to or before Active End Date.</p>
I	Active End Date	10	Identifies when a user account becomes inactive. If an account has expired, the user will receive an error message upon login.	<p>Optional.</p> <p>If left blank, the system will populate the End Date field with a default value of 12 months after the system's current date and time (CT) when your file is processed.</p> <p>Format as: MM/DD/YYYY</p> <p>MM is the 2-digit month</p> <p>DD is the 2-digit day</p> <p>YYYY is the 4-digit year</p> <p>For example, if an end date is August 31, 2022, it should be entered as 08/31/2022. Leading zeros in the month and day fields are not required.</p> <p>The following error will display for incorrectly entered dates: "Date is invalid. Date is less than 01/01/1990."</p> <p>Active End Date must be equal to or after Active Begin Date.</p>

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
J	Disabled	3	Identifies whether the user account is disabled. Use this field to disable or enable user accounts. If an account is disabled, the user will receive an error message when attempting to sign into PearsonAccess Next.	<p>Required.</p> <p>Not case sensitive.</p> <p>Valid values are:</p> <p>Yes = Account is currently disabled. Entering "Yes" will disable the account.</p> <p>No = Account is not currently disabled. Entering "No" will enable the account.</p> <p>Disabled Date within the system will be populated with current date if Disabled field on this file is set to Yes.</p> <p>When a new user account is disabled, a notification email is NOT sent to the user.</p>
K	Disabled Reason	1000	Identifies the reason given as to why the user account has been disabled.	<p>Required if Disabled field on this file is set to Yes.</p> <p>Field should be blank if Disabled field is set to No.</p>
L	Is Deleted	3	Identifies whether the user account is deleted. Use this field to delete or restore user accounts.	<p>Not required.</p> <p>Yes = Account is currently deleted. Entering "Yes" will NOT delete the account.</p> <p>No = Account is not currently deleted. Entering "No" will NOT restore the account.</p> <p>Note: This field is populated on export but ignored on file import, meaning that changing the delete field from No to Yes will not delete the user. Users can only be deleted by adding "d" in column A. as indicated above.</p>