

# User Account Management in PearsonAccess Next



## District Assessment Coordinator (DAC)

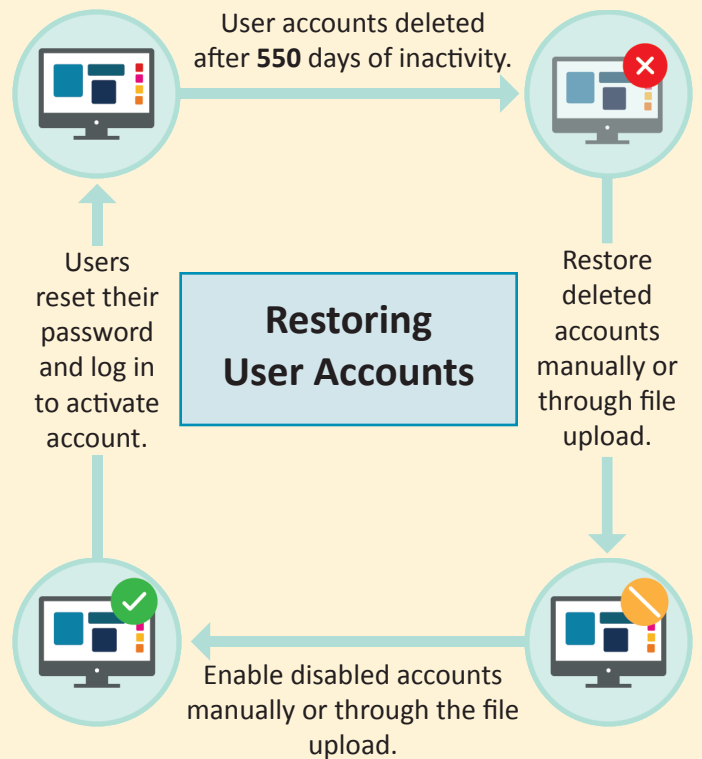
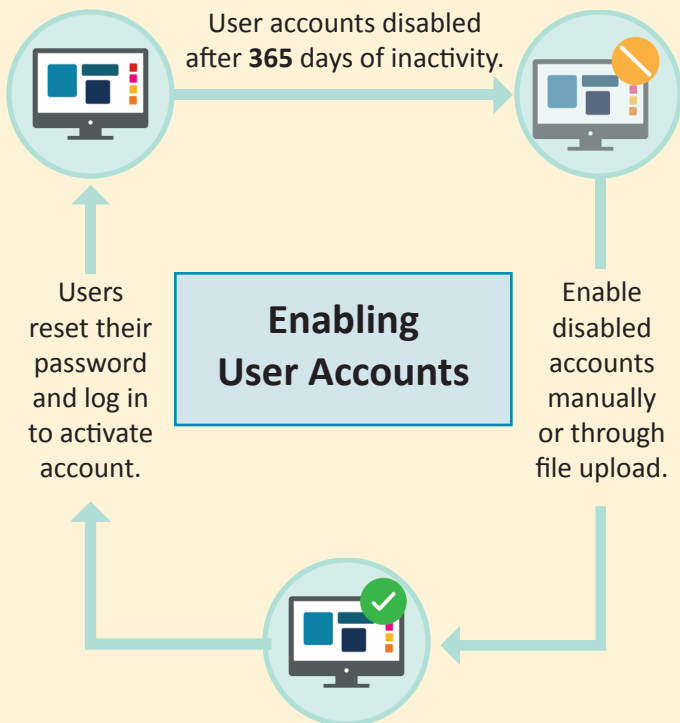
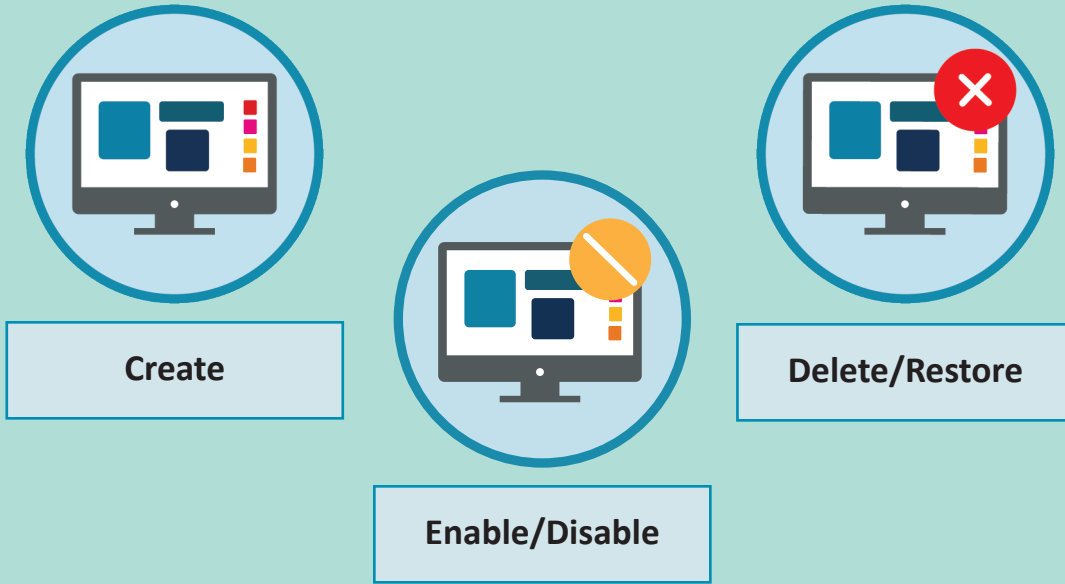
DACs can manage all user accounts in the district.

## Assessment Administrator (AA)

AAs can manage user accounts at the district or school levels, except for DAC roles.



DACs and AAs are responsible for managing all user accounts:



For detailed information, view the [PearsonAccess Next User Accounts Guide](https://minnesota.pearson.accessnext.com/resources-and-training/user-guides) (minnesota.pearson.accessnext.com > Resources & Training > User Guides).

# User Account Management Timeline

SUMMER



Log in to PearsonAccess Next.

- All new DAC accounts are created by Pearson 1-2 business days after receiving DAC information from MDE-ORG.
- Contact Pearson to enable or restore a DAC account.



Create, enable and restore AA accounts so they can help manage user accounts at their school(s).

- AAs must reach out to their DAC with any questions about their PearsonAccess Next account.

FALL



Review existing user accounts in PearsonAccess Next.

- 💡 Tip: View the *Users With Org Access* or *Users With Role Access* under Operational Reports to see users with active, disabled and deleted accounts.



Delete accounts for staff no longer employed at the district or school.



Create, enable or restore Technology Staff accounts.

- Confirm Technology Staff have accounts set up in the Training Center in order to complete online testing infrastructure readiness tests.

WINTER



In the Training Management System (TMS), log in to Reports or Group Training under the Admin tab with your user name and password from PearsonAccess Next account to ensure you have access.

- 💡 Tip: Contact Pearson if your PearsonAccess Next account has been active for more than 2 weeks and you do not have access to the Admin tab.



Create new Test Monitor/Data Entry and MTAS Score Entry user accounts.

- 💡 Tip: When updating many accounts, make changes by importing a file.

SPRING



Maintain user accounts during testing (for example, resetting passwords, enabling accounts).

- 💡 Tip: Confirm all user accounts are active prior to testing.
- 💡 Tip: When updating a small number of accounts, make the changes manually.



For questions about PearsonAccess Next DAC accounts, DACs should contact Pearson at (888) 817-8659 or [submit a help desk request](#). All other users should contact their DAC.