

User Account Management in PearsonAccess Next



District Assessment Coordinator (DAC)

*DACs can manage all user accounts in the district

and

Assessment Administrator (AA)

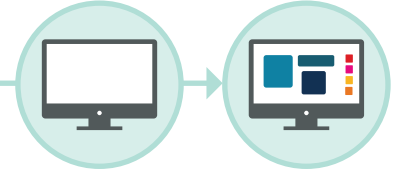
*AAs can manage all user accounts at the district or school level depending on role



DACs and AAs are responsible for managing all user accounts:

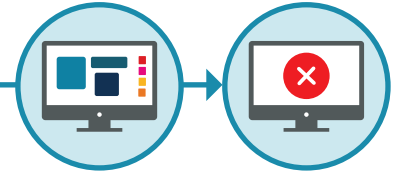
Create Accounts

- DACs create AA accounts.
 - DACs and AAs create all other user accounts (Test Monitor/Data Entry, MTAS Score Entry, Technology Staff).
 - Other accounts are created manually or by file upload.
- Note: DAC accounts are automatically created by Pearson.*



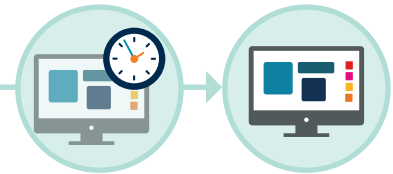
Delete Accounts

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



Enable Accounts

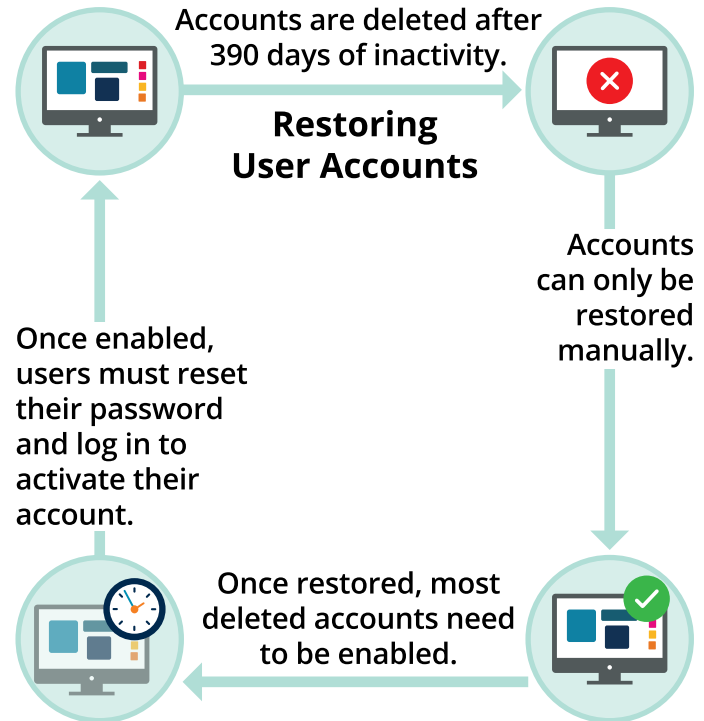
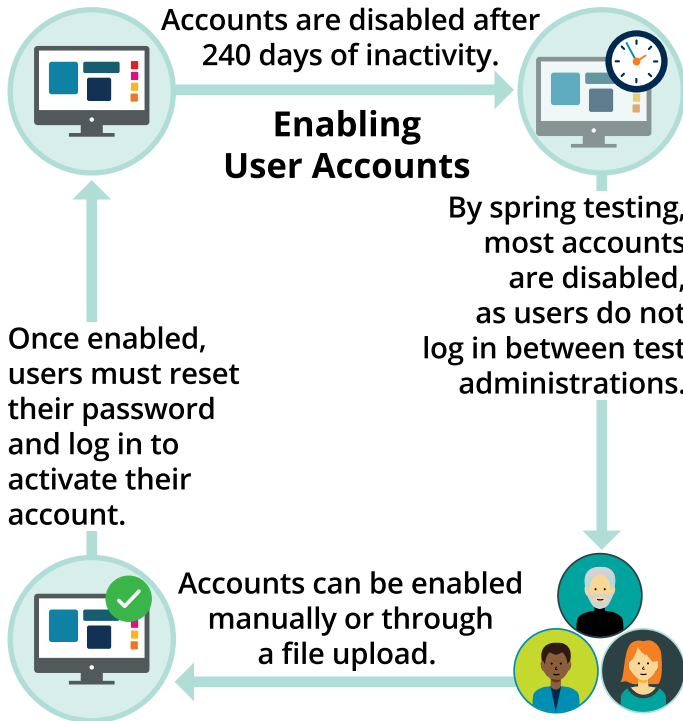
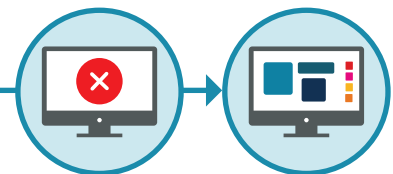
Enable accounts that have been disabled due to inactivity.



Restore Accounts

Restore deleted accounts.

Note: Deleted accounts are saved in PearsonAccess Next.



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

User Account Management Timeline

SUMMER



Confirm DAC information is correct in MDE-ORG and log in to PearsonAccess Next (August).



Create, enable, or restore AA accounts (August).

FALL



Export a list of existing user accounts to see an overview of accounts in PearsonAccess Next (September).



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

Tip: Use filters to find disabled and deleted accounts in PearsonAccess Next.



Create, enable, or restore Technology Staff accounts (October).

- Confirm Technology Staff have accounts set up in the Training Center



Reset user passwords and encourage users to log in to PearsonAccess Next (October/November).

- Logging in resets the disabled account timeline. Completing this step in fall ensures user accounts are active when testing begins.

Tip: Enlist AAs to manage user accounts at their schools.

WINTER



Create, enable, or restore Test Monitor/Data Entry and MTAS Score Entry user accounts (January/February).

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



In the Training Management System (TMS), log in to Reports or Group Training under the “Admin” option with your PearsonAccess Next user account to ensure you have access (December).

Tip: If your PearsonAccess Next account has been active for more than 2 weeks and you do not have access to the “Admin” features, contact Pearson at (888) 817-8659 or [submit a help desk request](#).

SPRING



Maintain user accounts during testing (e.g., resetting passwords, enabling accounts) (March–May).

Tip: When updating a small number of accounts, make the changes manually.