Alternate to Fax Form Submissions in PearsonAccess Next Quick Guide

This guide provides instructions on submitting forms (such as a *Request for Late Score Entry Form* or security checklists to note discrepancies in received materials) in PearsonAccess Next as an alternate to fax. Only users with the District Assessment Coordinator (DAC) user role in PearsonAccess Next can submit forms through PearsonAccess Next.

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

Creating an Alternate to Fax Form Submission

1. Once you have signed in to PearsonAccess Next, verify that the most recent test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the school year dropdown, as needed, and then the test. The current test administration year is updated annually in January.

   Note: Form submissions can only be viewed under the test in which they were created.

2. On the Home page under Support, select **Alternate to Fax**.

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

4. On the New Request screen, enter the required information as indicated by the asterisks (*).
   - Organization (select the district for all requests)*
   - Title (max 30 characters)*
   - Category (select Submit Forms)*
   - Question/Concern (for example "I am submitting materials for late score entry")*

5. Select **Choose Files** to upload an attachment(s) (for example, *Request for Late Score Entry Form,* purchase
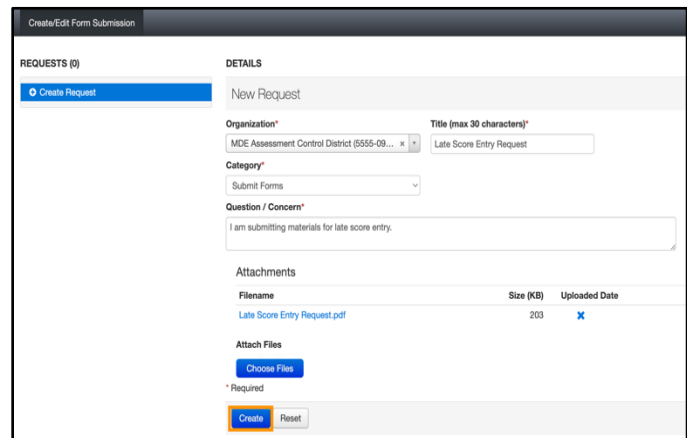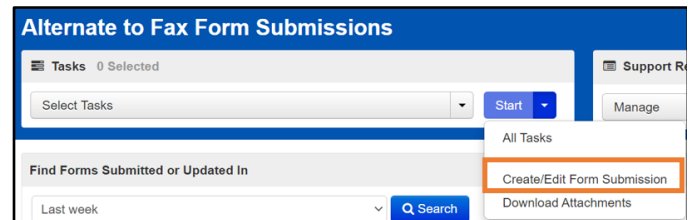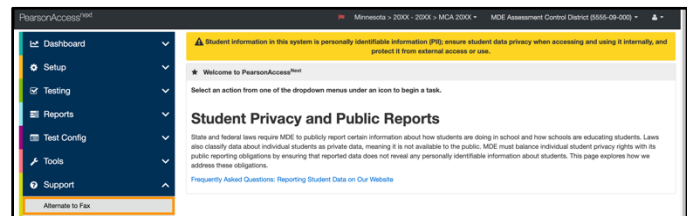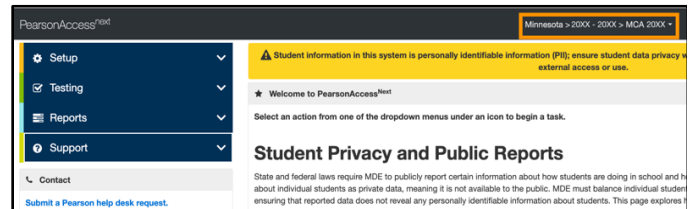
order, *MTAS Data Collection Form, Learner Characteristics Inventory (LCI)).*

6. Select **Create.**

    Once Create is selected, a "Success, Changes saved" message will appear on the green bar.

   An email is sent to your email address listed in PearsonAccess Next confirming the form submission.

    Success
    Changes saved

7. Select **Exit Tasks** at the top right to return to the **Alternate to Fax Form Submissions** screen.

    ⊕ Add Task   ‹ Previous Task   Next Task ›   Exit Tasks ✖
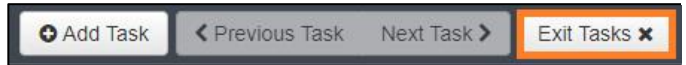
Editing an Alternate to Fax Form Submission

Note: A form submission should only be edited to fix errors or clarify information. To submit an additional form, create a new form submission.

1. On the Home page under Support, select **Alternate to Fax**.
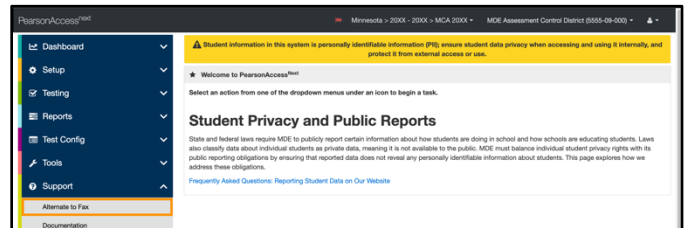
2. Select the checkbox to the left of the form submission.

    Note: The default view shows form submissions created or updated within the last week. To search for specific form submissions, select parameters under **Filters** to automatically view only those form submissions within the selected parameters.
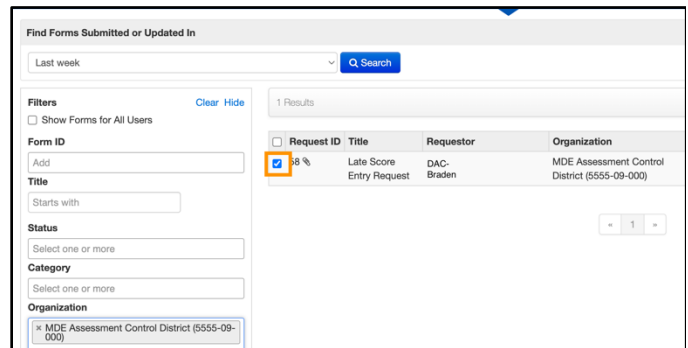
3. Select the dropdown menu to the right of the **Start** button and select **Create/Edit Form Submissions**.
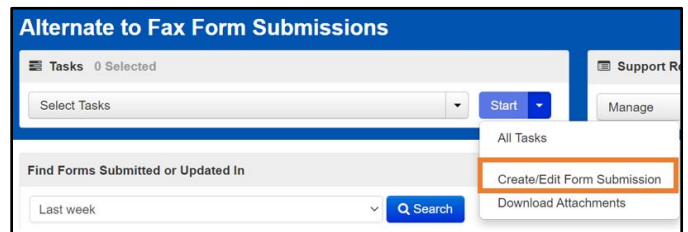
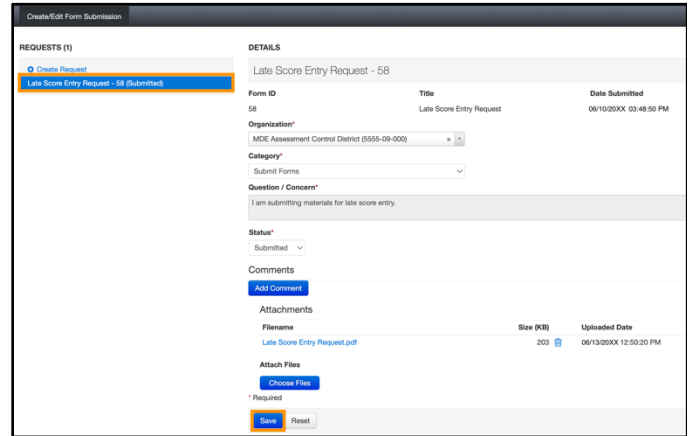4. The form submission(s) selected is displayed in the panel on the left.

   Note: Only the Organization field can be edited. You may enter additional information by selecting **Add Comments**. You may also attach additional documentation.

5. Select **Save**

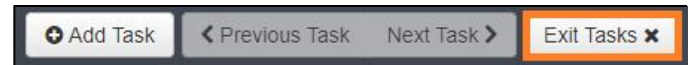   Once Save is selected, a "Success, Changes saved" message will appear on the green bar.

   An email is sent to your email address listed in PearsonAccess Next confirming the form submission.

6. Select **Exit Tasks** at the top right to return to the **Alternate to Fax Form Submissions** screen.