

User Account Management in PearsonAccess Next



District Assessment Coordinator (DAC)

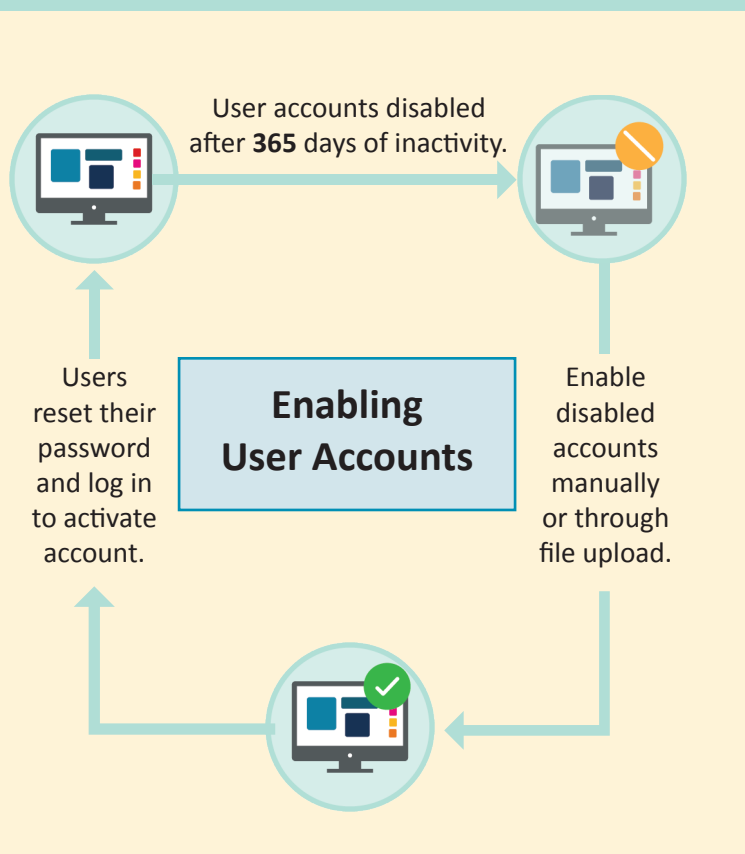
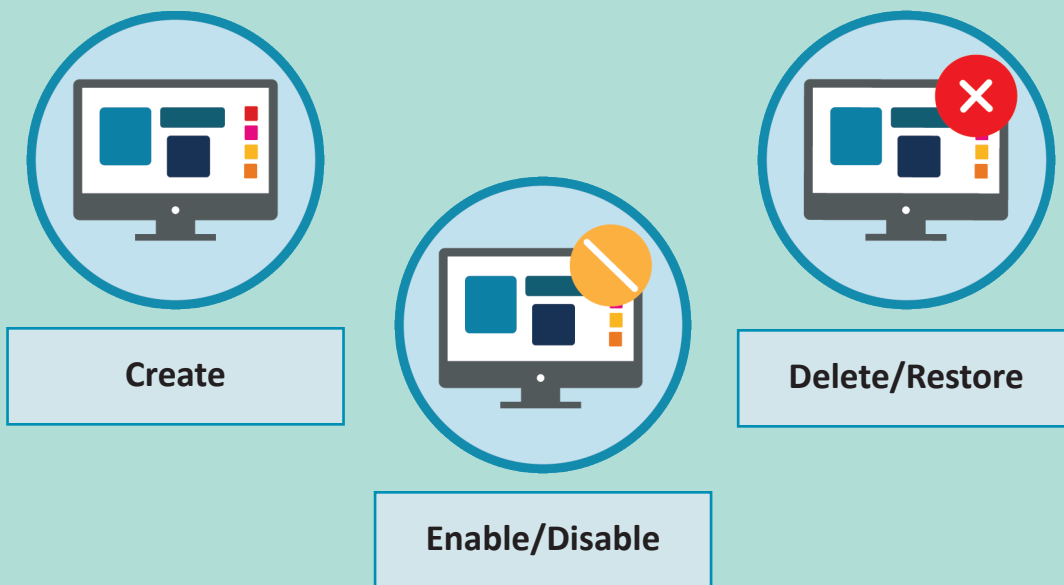
DACs can manage all user accounts in the district.

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.



Create new Test Monitor/Data Entry and MTAS Entry user accounts and delete accounts for staff no longer employed at the district or school.

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



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 Learning Management System (LMS), users with the DAC (District Assessment Coordinator) or AA (Assessment Administrator) user role in PearsonAccess Next are designated as Managers. LMS Managers can track user completions and mark trainings completed as a group.

- 💡 Tip: Contact Pearson if you have a PearsonAccess Next DAC or AA user account but are not listed as a Manager in the LMS. Note: All account updates made in PearsonAccess Next are reflected in the LMS the following business day.



Create new Test Monitor/Data Entry and MTAS Entry user accounts, as needed.

- 💡 Tip: User Account updates made in PearsonAccess Next are reflected in the LMS the following business day.

SPRING



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