



PearsonAccess Next User Accounts Guide

2025-26

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Overview

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.

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) PearsonAccess Next user accounts 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.
 - 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 and edit all PearsonAccess Next user accounts except for another DAC.
 - DAC or Assessment Administrator (AA) users should not have any additional roles added to their account. All permissions at their organization level (district or school) are included. Adding additional user roles will limit DAC or AA permissions.
 - 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 it is 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 and testing assistive technology devices that may be used during online testing. DACs only need to add users to the Training Center if they are involved in technology or infrastructure setup (that is, Technology

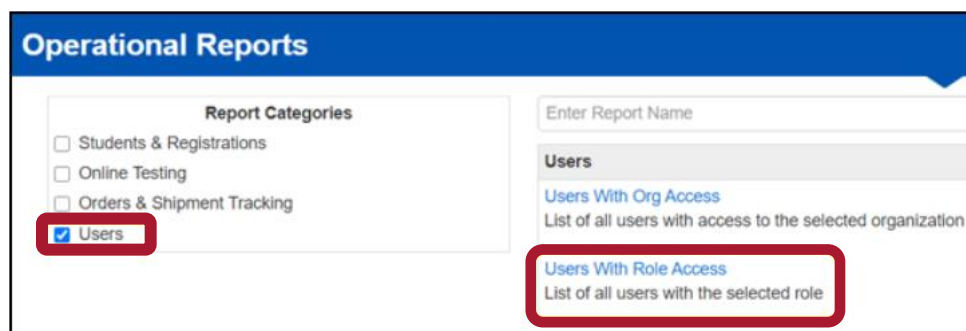
Staff user role). If users already have a PearsonAccess Next account and have been added to the Training Center, they will receive an “Updated Account” email confirming they have been granted additional access.

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 2026). 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 in order to 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* section.
 - If current staff accounts need updating, refer to the *Manually Updating User Accounts* section.
- Under the **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 late 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. For a suggested timeline of user management activities, refer to *Appendix C*.

Tip #3: User accounts 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 or Deleted* section.

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/Alt MCA Test Administrator 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 (Minnesota Assessment Hub > Reporting > Additional Reporting Resources).

User Role	Longitudinal Reports and Export*	Historical Student Data*	On-Demand Reports	Published Reports
District Assessment Coordinator (DAC)	Yes			
Assessment Administrator (AA)	Yes			
Test Monitor/Data Entry	No	Yes, if assigned to a Reporting Group	Yes, if assigned to a Reporting Group	No
MTAS/Alt MCA Test Administrator	No	Yes, if assigned to a Reporting Group	Yes, if assigned to a Reporting Group	No

User Role	Longitudinal Reports and Export*	Historical Student Data*	On-Demand Reports	Published Reports
Technology Staff	No			
LMS Learner	No			

*Note: Longitudinal Reports and Historical Student Data are only available in PearsonAccess Next for the 2024 test administration and earlier.

Learning Management System (LMS) Accounts

The [Learning Management System \(LMS\)](#) is the platform for district and school staff to complete required and optional trainings prior to test administration. District and school staff with a PearsonAccess Next user account are automatically loaded into the LMS. For LMS Learners registered through PearsonAccess Next, Learners will enter the email associated with their PearsonAccess Next account to sign in to the LMS.

Note: The LMS is an Adobe product. After logging into the LMS, Learners will need to sign in to Adobe. If the email address is connected to an Adobe account, the Learner will enter their Adobe password to log in. If the email address is not associated with an Adobe account, the Learner will need to create an account.

DACs and AAs may choose to create PearsonAccess Next accounts with the LMS Learner role for school staff that need to complete trainings in the LMS instead of relying on individual LMS self-registrations. A few notes:

- The LMS Learner role in PearsonAccess Next will have limited access to PearsonAccess Next and no access to student-level information.
- While users with the LMS Learner role will receive an email notification to create a PearsonAccess Next password, they do not need to create a password or log into PearsonAccess Next in order to be uploaded into the LMS.
- If an LMS Learner account is disabled or deleted in PearsonAccess Next, the Learner account is archived in the LMS. Restoring and/or enabling the account in PearsonAccess Next restores the Learner in the LMS. Note: Archived LMS accounts retain the user's record of completed trainings. Once the account is enabled, the user will have access to their training records.
- Users assigned to other roles in PearsonAccess Next (for example, Test Monitor/Data Entry, MTAS/Alt MCA Test Administrator) should not be assigned the LMS Learner role.

Updates to PearsonAccess Next user accounts are loaded into the LMS the following business day.

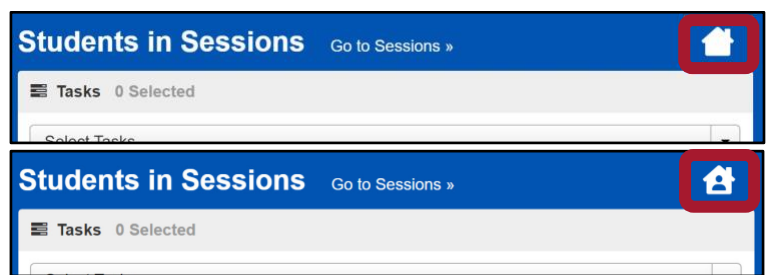
Tip: To ensure users with a PearsonAccess Next account have access to the LMS, consider creating or updating PearsonAccess Next accounts in late fall prior to when the first required trainings are posted to the LMS. For more information on registering LMS accounts, refer to the [Training page](#) (Minnesota Assessment Hub > Resources & Training > Training).

Users with the DAC or AA user role in PearsonAccess Next will be listed as Managers for their district or school in the LMS. Once a DAC or AA account is created, enabled, or restored in PearsonAccess Next, the user will be listed as a Manager the following business day in the LMS. Note: If an account becomes disabled or deleted in PearsonAccess Next, the following business day the corresponding LMS account will be archived. Once the PearsonAccess Next account is enabled or restored, the LMS account is restored the following day. If you do not have an LMS Manager account and are listed as a DAC or AA user in PearsonAccess Next, refer to the *Creating New Accounts* section.

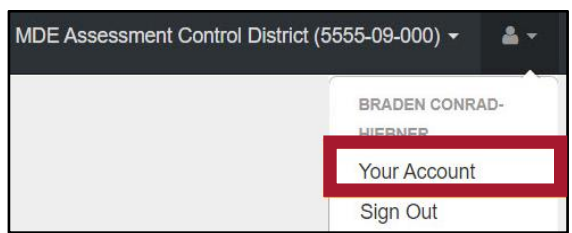
Setting a Default Homepage

Users can designate a personal homepage through the following options:

1. **Home icon:** select the Home icon on the page you want designated as your default personal homepage. 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**.



3. Under **Default Personal Homepage**, select the dropdown to the right of Home.

Profile

Update Password

First Name
Braden

Last Name
Conrad-Hiebner

Email
Braden.Conrad-Hiebner@pearson.com

Default Personal Homepage
Home

Save

4. Select the page you want as your default personal homepage. Select **Save**.

Update Password

Sessions

Students in Sessions

Reports

Operational Reports

Reporting Groups

Published Reports

On-Demand Reports

Longitudinal Reports

Historical Student Data

Support

Home

Save

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

Setup

Testing

Student Tests

Sessions

Students in Sessions

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 PearsonAccessNext

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 MDE 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. MDE 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.

Manual User Account Instructions

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

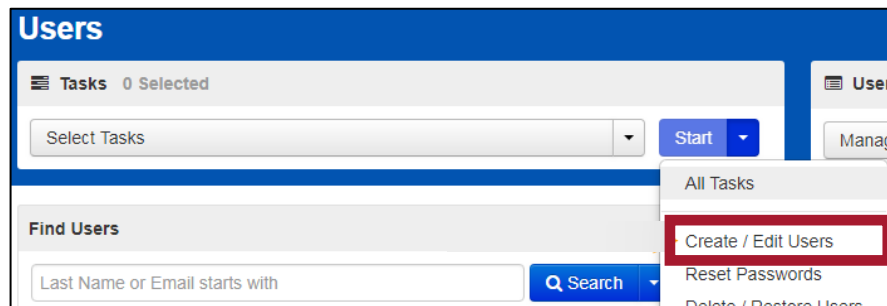
If only a few user accounts need to be created or updated, it's recommended to make the changes manually. If many user accounts need to be created, updated, or restored, refer to the *Importing User Accounts Instructions* section.

Manually Adding User Accounts

1. From the Homepage, 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. Only active organizations will display in this field. 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 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.

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, the 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: 03/03/2026).
- **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: 05/30/2026).
- **Delete Date:** Field will be grayed out unless user account has been deleted. 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**.

The screenshot shows a web interface titled "Create / Edit Users". On the left, there's a sidebar with "USERS (0)" and a "+ Create Users" button. The main area is titled "DETAILS" and "New User". It contains several sections: "Selected Organizations*" with a dropdown showing "MDE Assessment Middle School (5555-09-301)"; "Selected Roles*" with a dropdown showing "Test Monitor/Data Entry"; "Account" with a dropdown set to "Enabled"; "First Name*" with a text input "Sample"; "Last Name*" with a text input "Teacher"; "Email*" with a text input "sample.teacher@school.us"; and "Username*" with a text input "sample.teacher@school.us". There are also date pickers for "Active Begin Date", "Active End Date", and a grayed-out "Delete Date". At the bottom right, there are "Create" and "Reset" buttons, with the "Create" button highlighted by a red rectangle. A legend at the bottom left indicates "* Required".

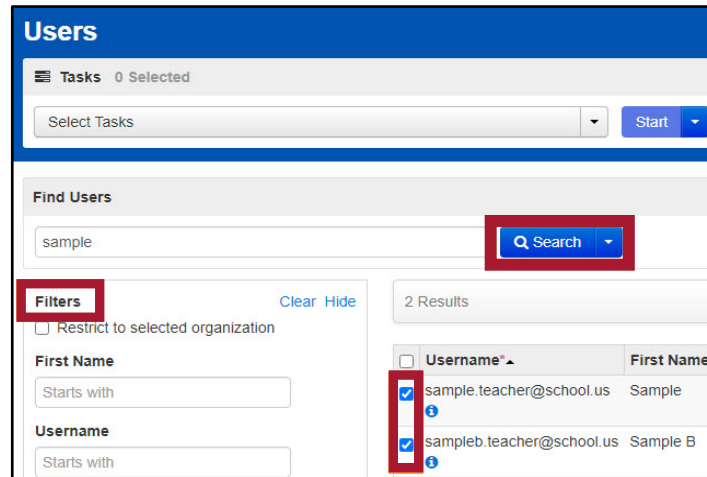
Note: The PearsonAccess Next Training Center is only intended for technology preparation and testing assistive technology devices. The majority of users will only need access to PearsonAccess Next. If a user needs access to the Training Center, the DAC or AA will need to create a user account in the 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

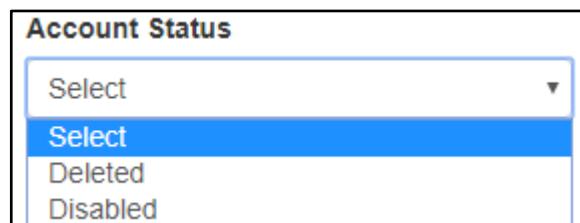
1. From the Homepage, under **Setup**, select **Users**.



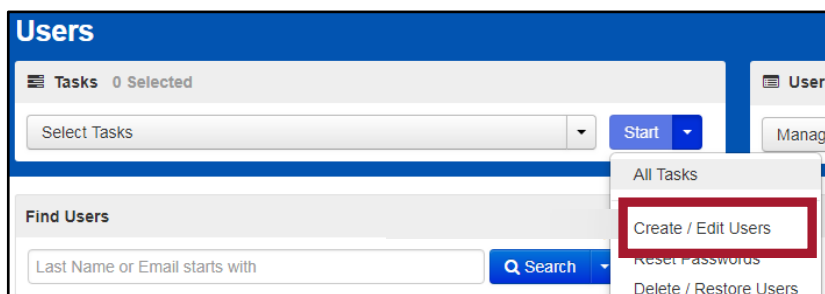
2. Use the filters on the left to find users or select the dropdown arrow that is to the right of the **Search** box to show all results. Only active users will appear in the initial search. Select the checkbox next to the username(s) you want to update.



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

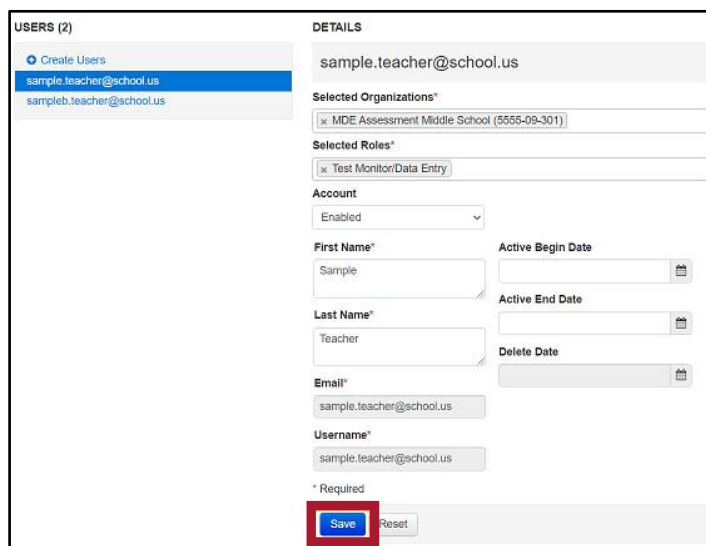


3. Select the dropdown menu to the right of the **Start** button and select **Create/Edit Users**.

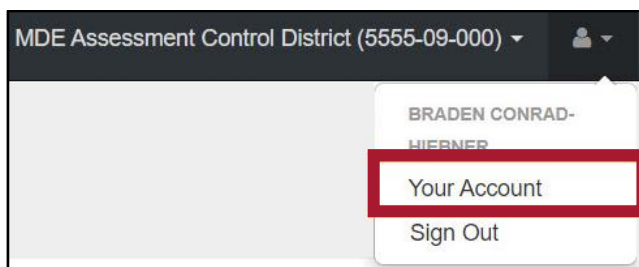


4. The user(s) selected are displayed on the panel to the left-hand side of the screen. If you selected multiple users, confirm that the user you want to update is selected (highlighted in blue). Enter or make changes to the user information and select **Save**.

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



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

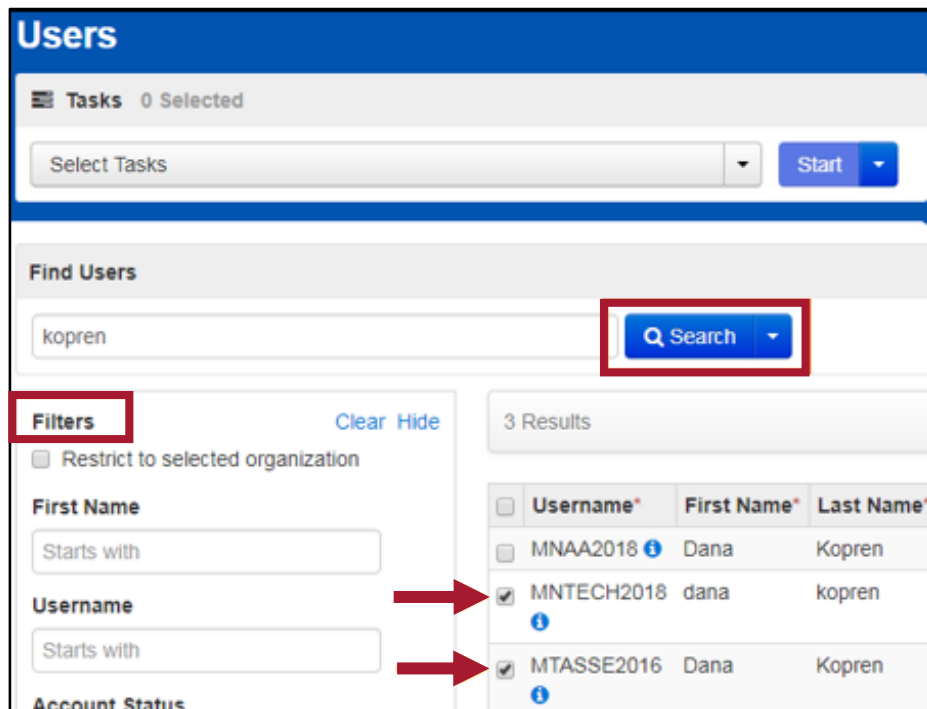


Deleting User Accounts

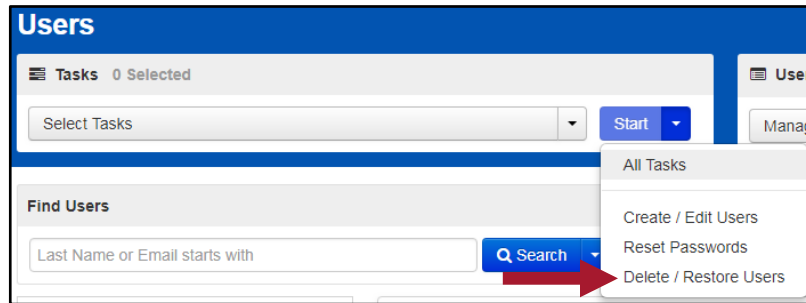
1. From the Homepage, under **Setup**, select **Users**.



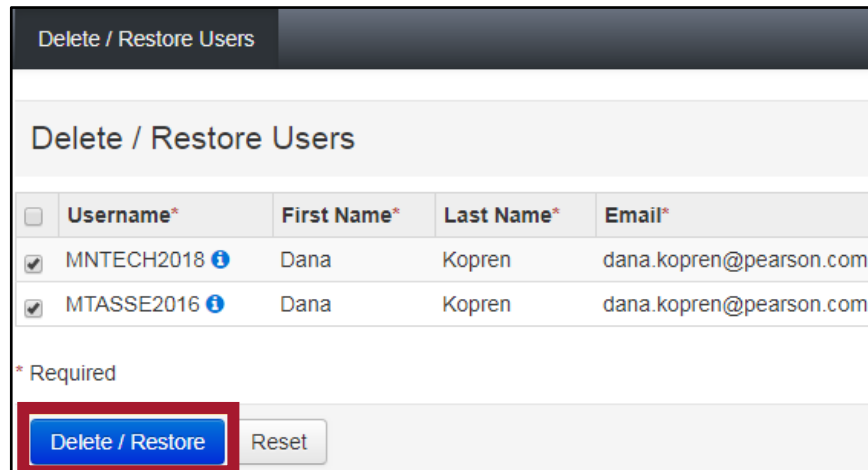
2. Use the filters on the left to find users or select the dropdown arrow that is to the right of the **Search** box to show all results. Only active users will appear in the initial search. Select the checkbox next to the username(s) you want to update.



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

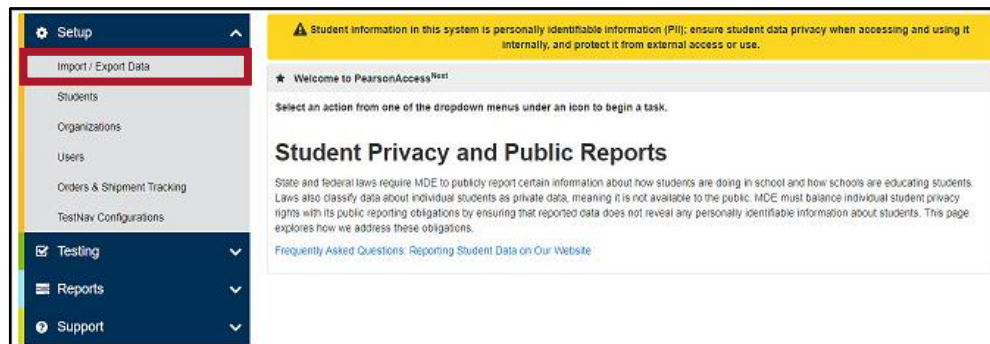
DAC and AA users can create or update multiple user accounts by importing a file directly into PearsonAccess Next. In addition to disabling or enabling user accounts, user accounts can be deleted or restored through a file import.

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.

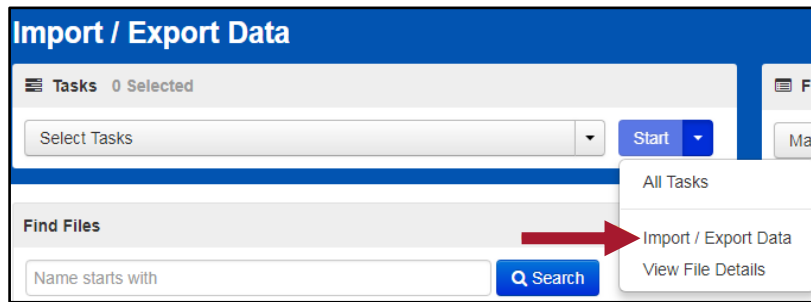
There are two ways to create a file: 1) export an existing user file from PearsonAccess Next, make the necessary changes, and import the updated file back into PearsonAccess Next, or 2) create a new file and import it into PearsonAccess Next. It is recommended to export an existing user file from PearsonAccess 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.

Exporting the User Account File

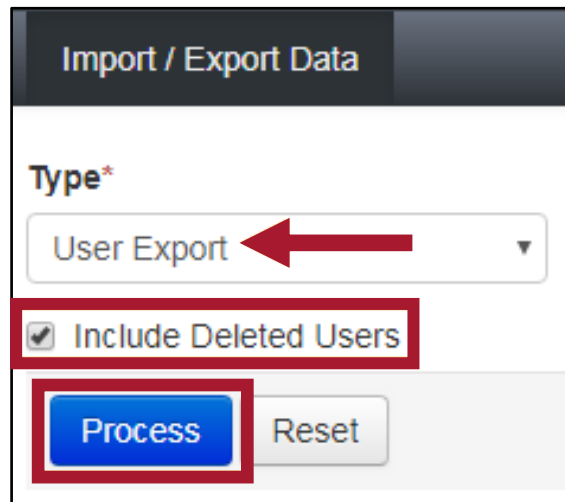
1. To export the list of existing users in PearsonAccess Next, from the Homepage, under **Setup**, select **Import/Export Data**.



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

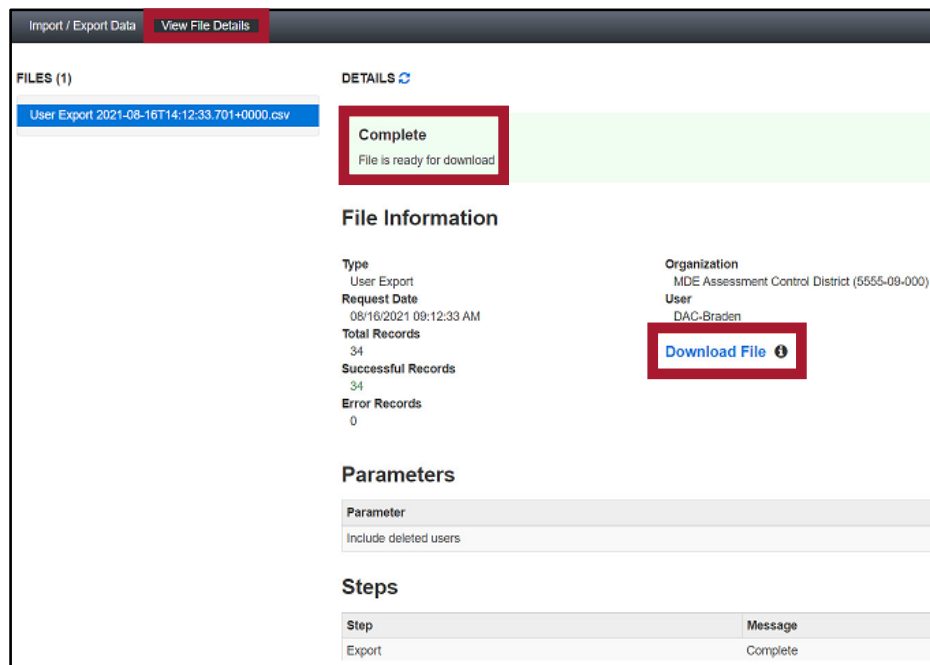


3. From the **Type** dropdown menu, select **User Export**. Select the checkbox next to “**Include Deleted Users**” if you want deleted users included in the file. The file layout indicates whether an account is deleted (Yes/No). Select **Process**.



4. 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 been 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.

5. 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

1. Complete steps 1-4 from the previous section. The file will open in excel as a .csv file.
 - 1.1. 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.
 - 1.2. 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

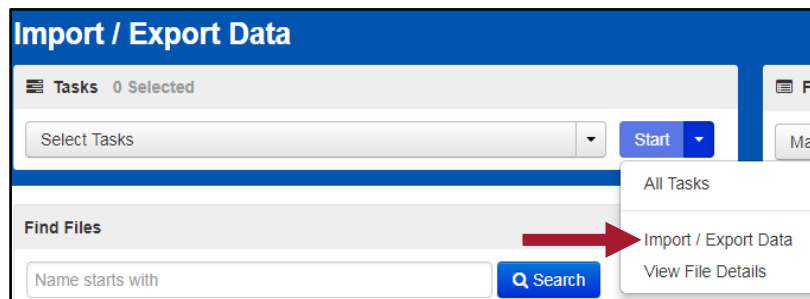
2. Save the updated file as a .csv file.
3. Import the user account file using the instructions below.

Importing the User Account File

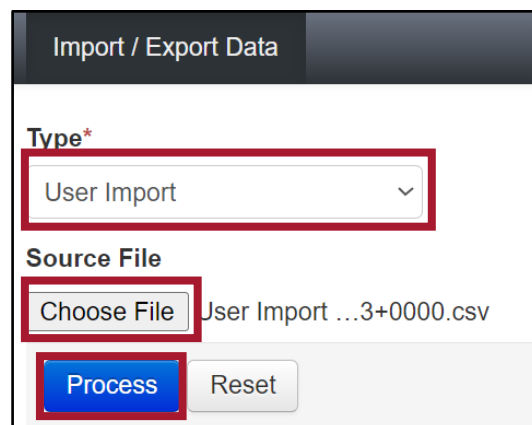
1. To import a file, from the Homepage, under **Setup**, select **Import/Export Data**.



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

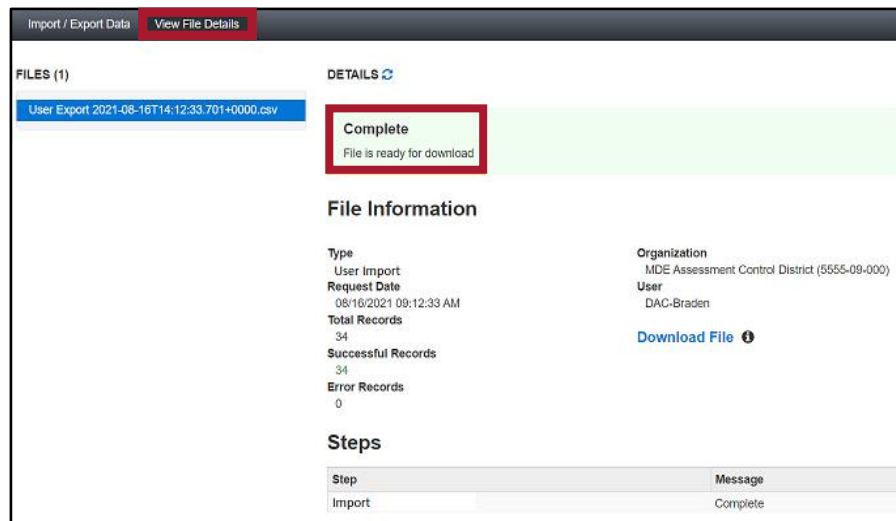


3. From the **Type** dropdown menu, select **User Import**. Select the **Choose File** button and select the file from your computer that you will import. Select **Process**. You will receive a **Status Notification** email when the file has completed processing.



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.

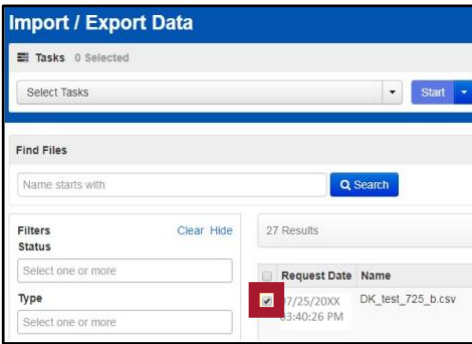


Refer to the table below for a list of statuses and explanations.

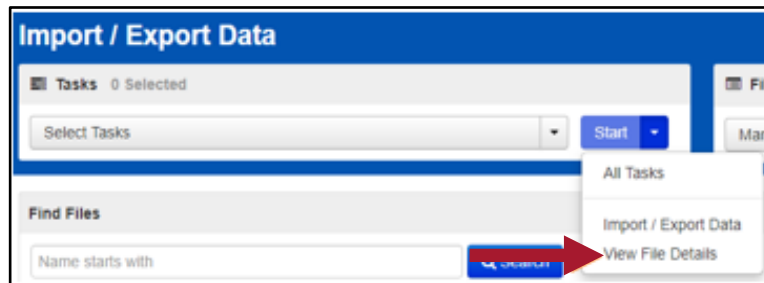
Status	Explanation
Pending	File is queued for processing.
Complete	Saved information for all records in the file.
Complete with issues	Some records were not saved, review the error list for details.

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

5. Select the checkbox next to the file(s) in the data grid.
 - 5.1. 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**.
 - 5.2. 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**.



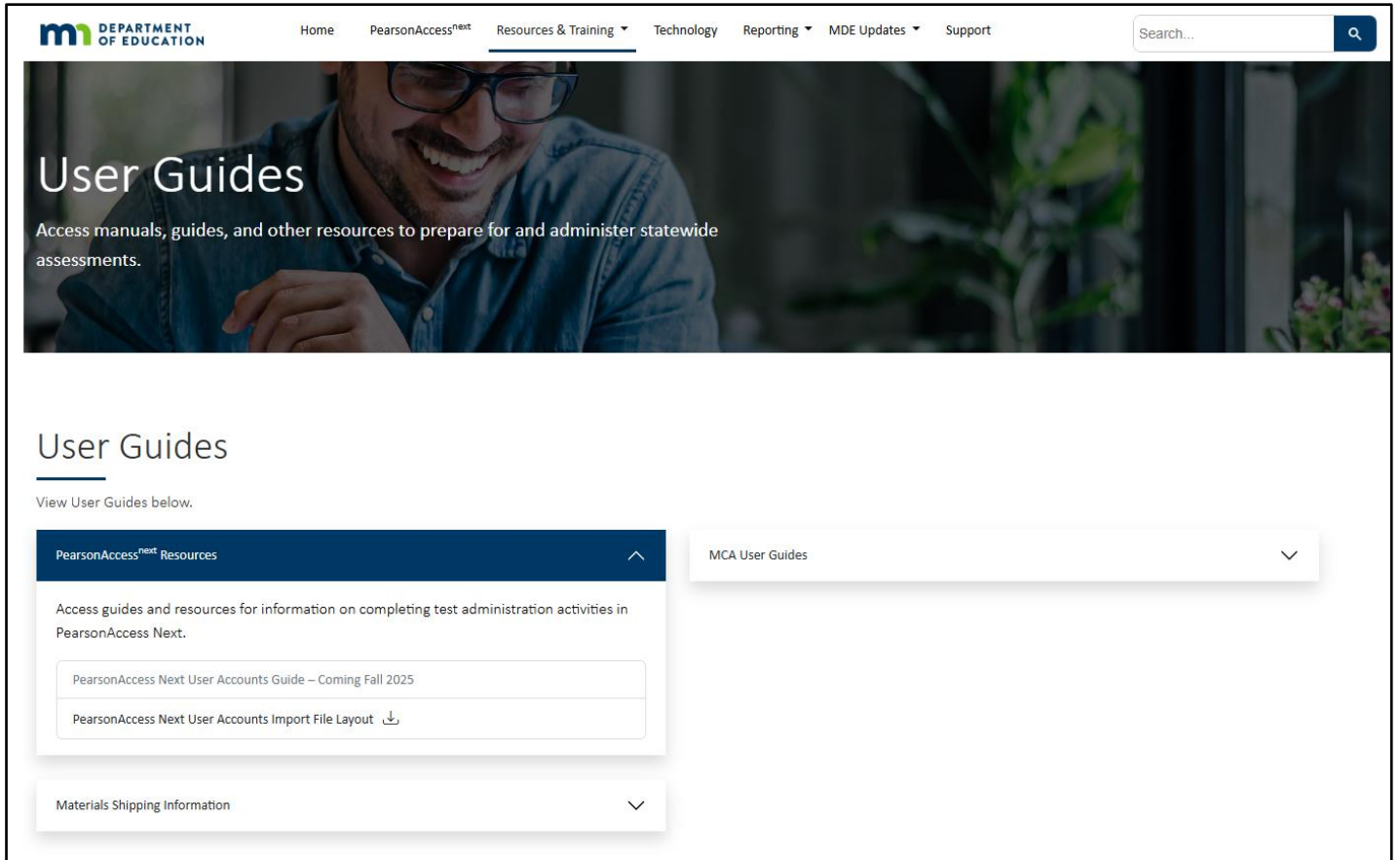
6. Select the dropdown menu to the right of the **Start** button and select **View File Details**.



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 (Minnesota Assessment Hub > 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.



The screenshot shows the Minnesota Department of Education's website. The header includes the logo, navigation links (Home, PearsonAccess^{next}, Resources & Training, Technology, Reporting, MDE Updates, Support), and a search bar. The main banner features a smiling man and the text "User Guides" with a subtitle: "Access manuals, guides, and other resources to prepare for and administer statewide assessments." Below the banner, the "User Guides" section is titled, followed by the instruction "View User Guides below." There are three expandable sections: "PearsonAccess^{next} Resources" (containing links to the PearsonAccess Next User Accounts Guide and the PearsonAccess Next User Accounts Import File Layout), "MCA User Guides", and "Materials Shipping Information".

DEPARTMENT OF EDUCATION

Home PearsonAccess^{next} Resources & Training Technology Reporting MDE Updates Support Search...

User Guides

Access manuals, guides, and other resources to prepare for and administer statewide assessments.

User Guides

View User Guides below.

PearsonAccess^{next} Resources

Access guides and resources for information on completing test administration activities in PearsonAccess Next.

- PearsonAccess Next User Accounts Guide – Coming Fall 2025
- PearsonAccess Next User Accounts Import File Layout

MCA User Guides

Materials Shipping Information

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/Alt MCA Test Administrator LMS Learner	Can only reset their own password.

The following section provides instructions for:

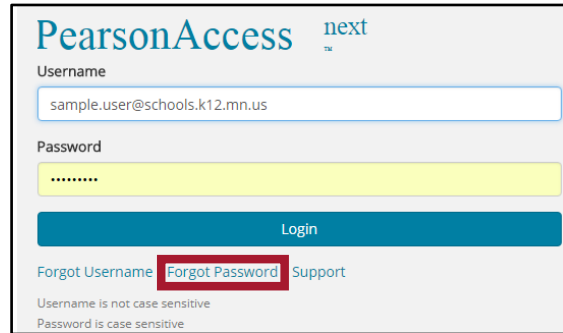
- Resetting your password
- Resetting another user’s password (DAC and AA users only)

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 seven days before password expiration. Follow the email instructions to reset your password.

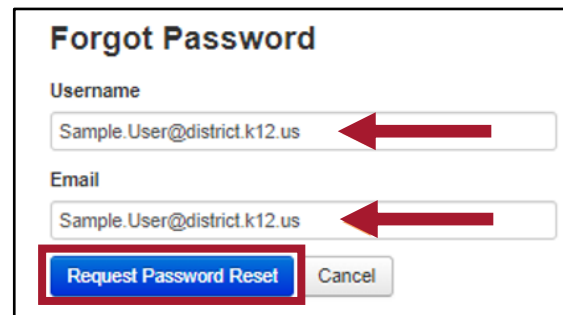
To reset a password on PearsonAccess Next:

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



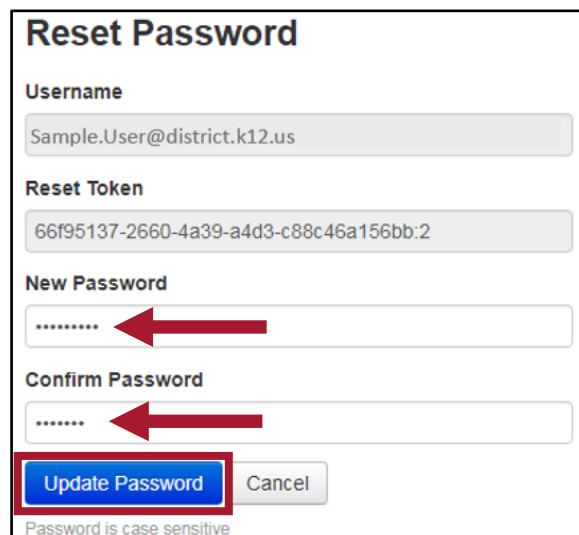
The screenshot shows the PearsonAccess Next login interface. At the top, the logo 'PearsonAccess next' is displayed. Below it are fields for 'Username' (containing 'sample.user@schools.k12.mn.us') and 'Password' (masked with dots). A blue 'Login' button is positioned below the password field. At the bottom, there are three links: 'Forgot Username', 'Forgot Password' (highlighted with a red box), and 'Support'. Below these links, a note 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' screen. It has two input fields: 'Username' and 'Email', both containing 'Sample.User@district.k12.us'. Red arrows point to these fields. Below the fields are two buttons: 'Request Password Reset' (highlighted with a red box) and 'Cancel'.

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**.



The screenshot shows the 'Reset Password' screen. It contains four input fields: 'Username' (containing 'Sample.User@district.k12.us'), 'Reset Token' (containing '66f95137-2660-4a39-a4d3-c88c46a156bb:2'), 'New Password' (masked with dots), and 'Confirm Password' (masked with dots). Red arrows point to the 'New Password' and 'Confirm Password' fields. At the bottom, there are two buttons: 'Update Password' (highlighted with a red box) and 'Cancel'. A note at the very bottom states 'Password is case sensitive'.

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 below:

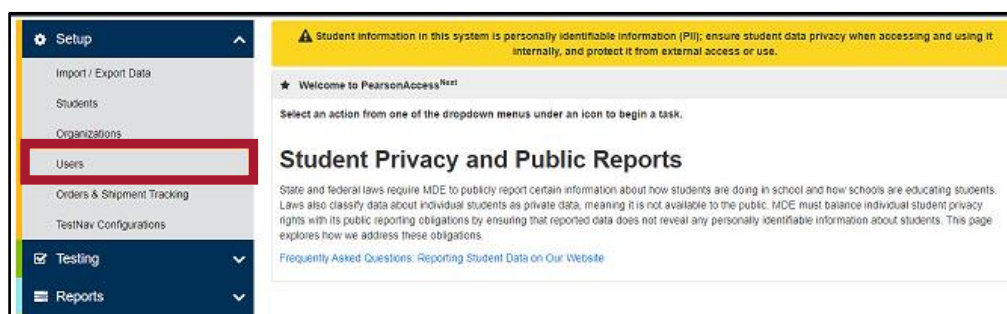
- Uppercase
- Lowercase
- Number
- Special Character except < > ' ` - " ;

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

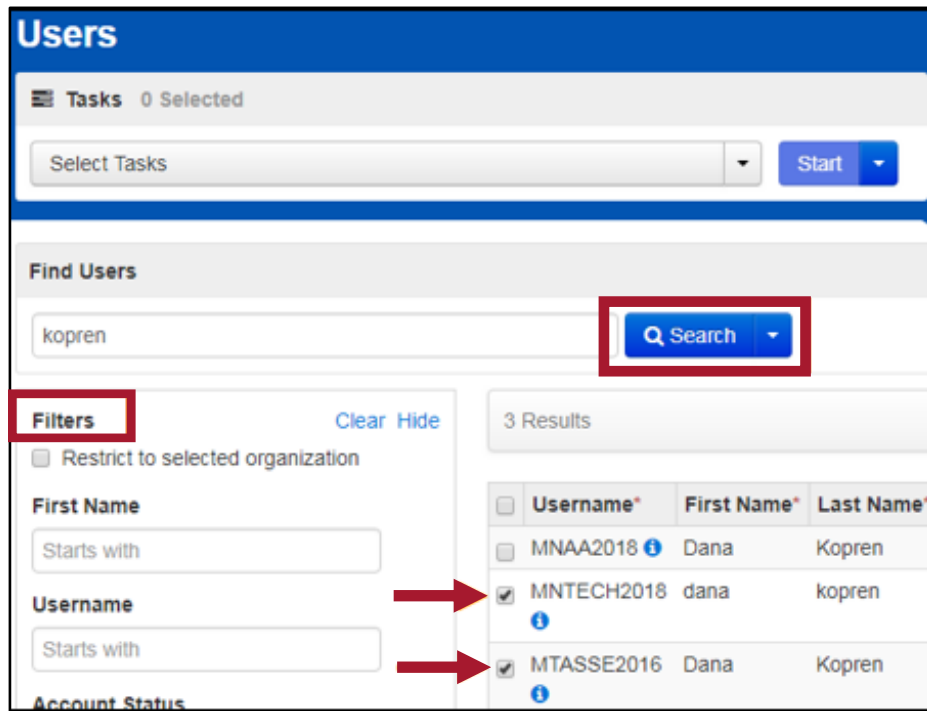
Resetting Another User’s Password (DAC and AA users only)

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.

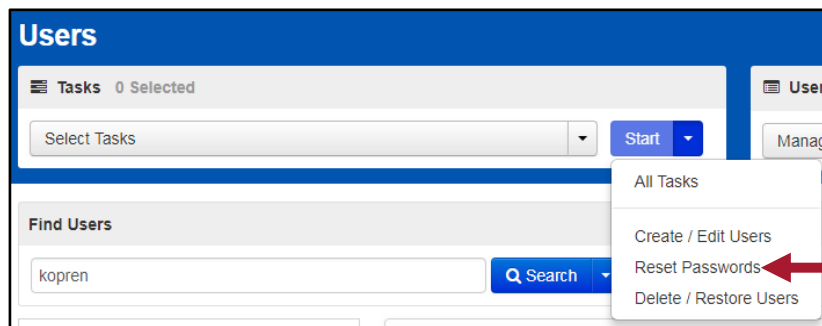
1. From the Homepage, under **Setup**, select **Users**.



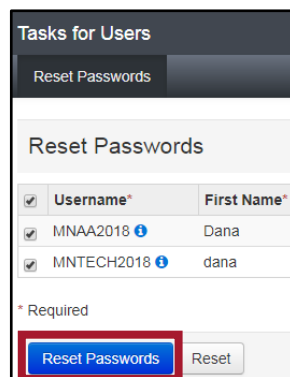
2. Use the filters on the left to find users or select the dropdown arrow that is to the right of the **Search** box to show all results. Only active users will appear in the initial search. Refer to the *Manually Updating User Accounts* to locate disabled and deleted accounts. Select the checkbox next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

- User accounts are disabled after 365 days of inactivity.
 - Disabled accounts are displayed with a gold circle-backslash symbol  in PearsonAccess Next.
- 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:

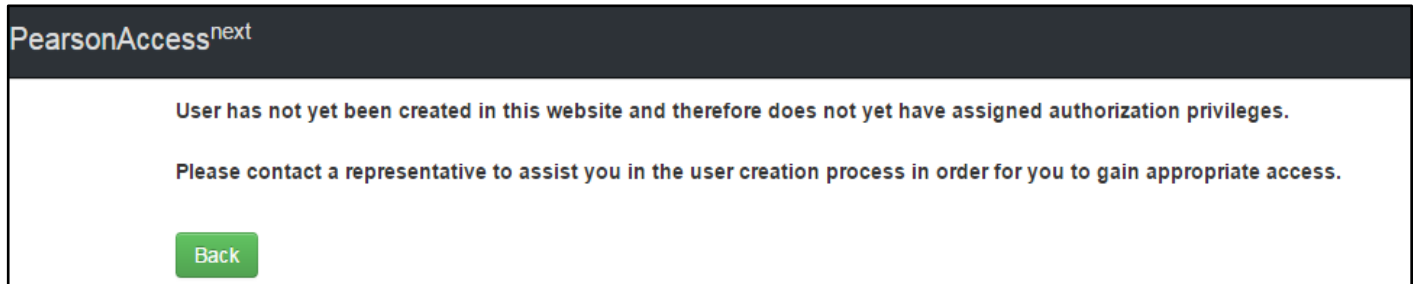
- Confirming if user accounts are disabled or deleted in PearsonAccess Next
- Enabling disabled user accounts manually or via file export/import.
- Restoring deleted user accounts manually or via file export/import.

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.

A screenshot of the PearsonAccessnext login page showing an error message. The header is 'PearsonAccessnext'. The message text reads: 'User has not yet been created in this website and therefore does not yet have assigned authorization privileges. Please contact a representative to assist you in the user creation process in order for you to gain appropriate access.' Below the message is a green 'Back' button.

PearsonAccess^{next}

User has not yet been created in this website and therefore does not yet have assigned authorization privileges.

Please contact a representative to assist you in the user creation process in order for you to gain appropriate access.

Back

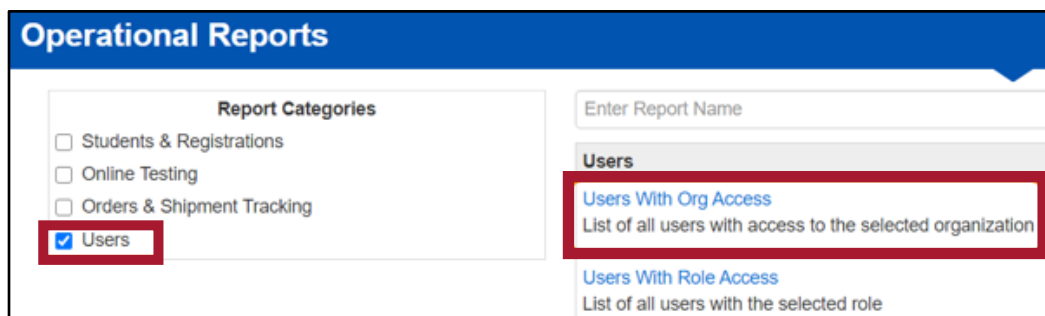
Users who receive this message will need to have their account enabled and/or restored by a user with a DAC or AA user role.

Confirming if User Accounts are Disabled or Deleted

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 deleted after 550 days of inactivity (18 months). It's important for DACs and AAs to review PearsonAccess Next user accounts 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 Homepage, under **Reports**, select **Operational Reports**. Select the checkbox next to the **Users** report category and then select **Users With Org Access**.

A screenshot of the 'Operational Reports' page. On the left, under 'Report Categories', the 'Users' checkbox is selected and highlighted with a red box. On the right, under the 'Users' section, the 'Users With Org Access' link is highlighted with a red box. Below it, the text 'List of all users with access to the selected organization' is visible. Other options include 'Users With Role Access' with the text 'List of all users with the selected role'. There is also an 'Enter Report Name' input field at the top right.

Operational Reports

Report Categories

- ☐ Students & Registrations
- ☐ Online Testing
- ☐ Orders & Shipment Tracking
- ☒ Users

Enter Report Name

Users

Users With Org Access
List of all users with access to the selected organization

Users With Role Access
List of all users with the selected role

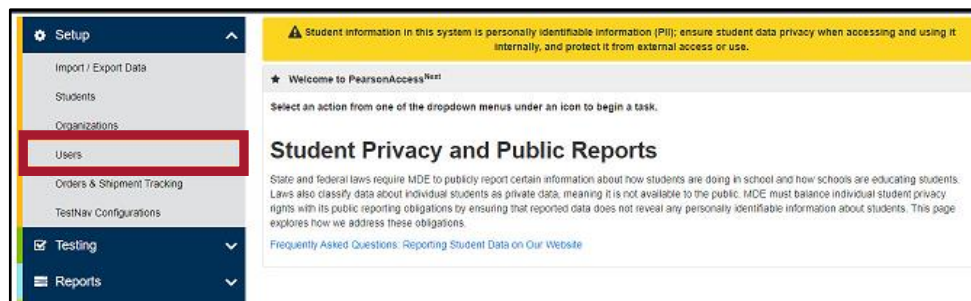
- Under **Organization** select the school to review all users at that organization. The report provides the date users last logged in to PearsonAccess Next. If user accounts will be disabled by spring testing due to inactivity, consider the following:

- 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.

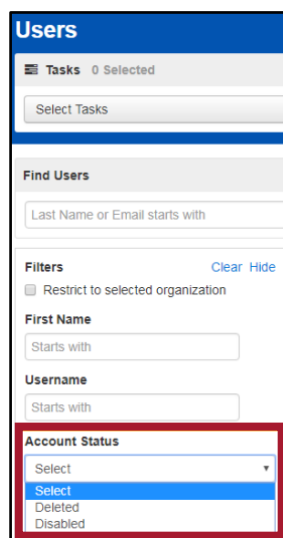
Tip: Prior to resetting user passwords, consider emailing staff to let them know they will receive an automated email from PearsonAccess Next with a link to reset their password. Encourage staff to reset their password and then log in to PearsonAccess Next so their accounts are active for spring testing.

- 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.

1. From the Homepage, under **Setup**, select **Users**.



2. 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.



3. 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.

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

User accounts that are disabled or deleted can be enabled manually or via a user file export/import.

Manually Enable User Accounts

1. From the Homepage, 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.

Find Users

Last Name or Email starts with

Filters

☐ Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status

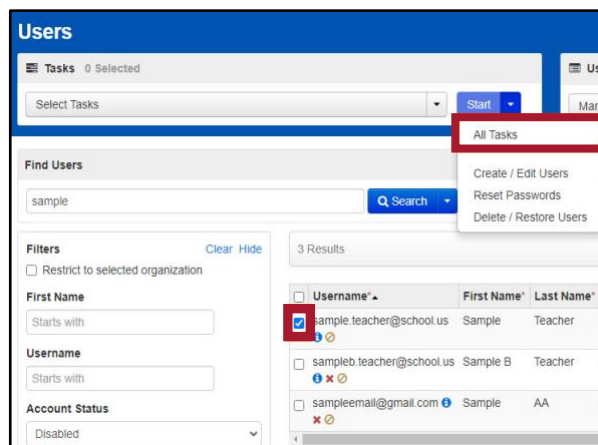
Select

Select

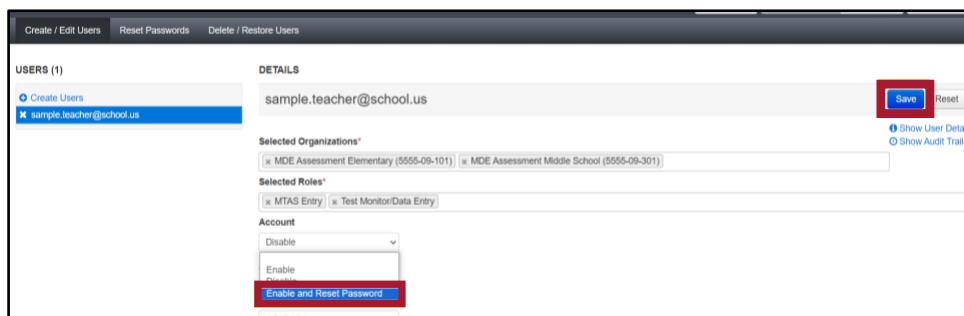
Deleted

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 Disable to **Enable**. Select **Save**.



Most disabled user accounts will also need a password reset. Select Enable and Reset Password to enable the user account and reset the user's password. The user will receive a "Password Reset" email with 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.

Note: Some accounts may have the status of both Disabled and Deleted. Deleted accounts must be restored prior to being enabled. For these accounts, refer to the *Restore Deleted Users Accounts* section to manually restore the user account prior to enabling their account.

6. If you did not reset the user's password when enabling the account, 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

☐	Username*	First Name*	Last Name*	Email*
☒	sample.teacher@school.us	Sample	Teacher	sample.teacher@school.us

* Required

Reset Passwords Reset

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

PearsonAccess next

Username

sample.user@schools.k12.mn.us

Password

.....

Login

[Forgot Username](#) **[Forgot Password](#)** [Support](#)

Username is not case sensitive
Password is case sensitive

Disable and Enable User Accounts via File Export/Import

1. From the Homepage, under **Setup**, select **Import/Export Data**.

Setup

- Import / Export Data**
- Students
- Organizations
- Users
- Orders & Shipment Tracking
- TestNav Configurations

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^{Next}

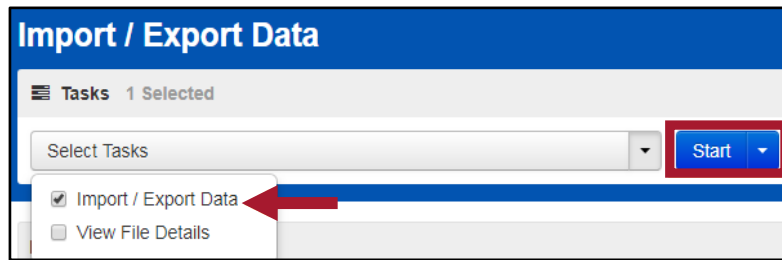
Select an action from one of the dropdown menus under an icon to begin a task.

Student Privacy and Public Reports

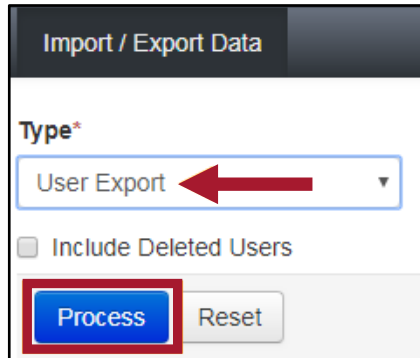
State and federal laws require MDE to publicly report certain information about how students are doing in school and how schools are educating students. Laws also classify data about individual students as private data, meaning it is not available to the public. MDE must balance individual student privacy 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](#)

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

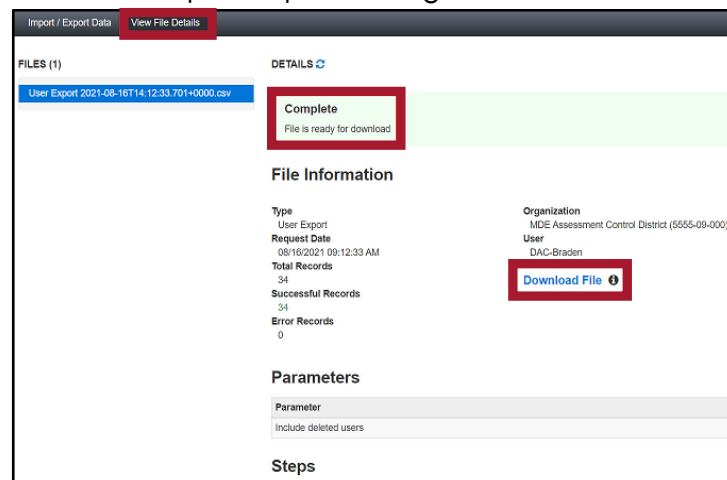


3. From the **Type** dropdown menu, select **User Export** and select **Process**.



After you select Process, the file information is listed on the **View File Details** tab. The file status is displayed 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. User accounts can be enabled or disabled through a file import.

4.1. 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.

- 4.2. 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 enable 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.
 - 6.1 To restore a deleted account, refer to the *Delete or Restore User Accounts via a File Import/Export* section to restore user accounts through a file upload. Restoring a deleted account through a file import automatically enables the account
 - 6.2 For accounts enabled through a file import, but still in deleted status, refer the *Restore Deleted User Accounts* section to manually restore the user account.

Manually Restore Deleted User Accounts

1. From the Homepage, 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.

Find Users

Last Name or Email starts with

Filters

☐ Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status

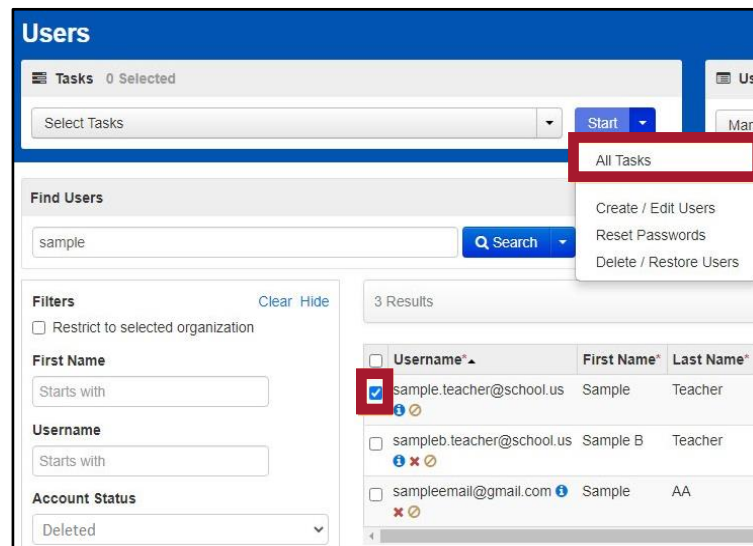
Select

Select

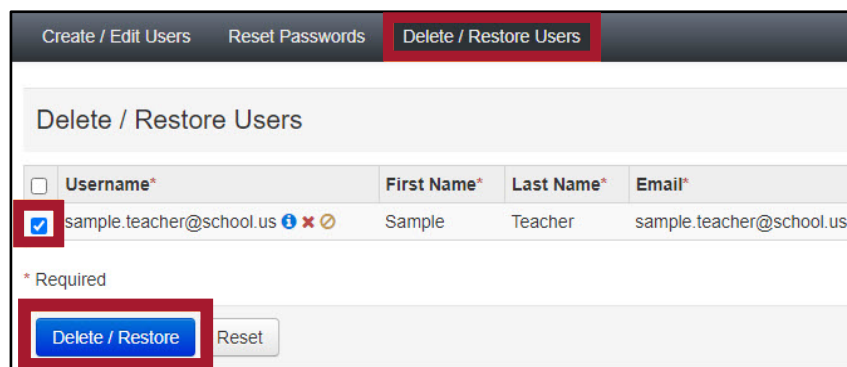
Deleted

Disabled

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**.



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



6. Most deleted accounts are also disabled and need a password reset. 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 **Enable and Reset Password**. Select **Save**.

The screenshot shows the 'Create / Edit Users' interface. On the left, under 'USERS (1)', the user 'sample.teacher@school.us' is listed. The main 'DETAILS' section on the right shows the user's email, a dropdown for 'Selected Organizations' with 'MDE Assessment Middle School (5555-09-301)' selected, a dropdown for 'Selected Roles' with 'Test Monitor/Data Entry' selected, and an 'Account' dropdown set to 'Enabled'. A red box highlights the 'Enabled' option in the account dropdown.

Note: The user will receive a “Password Reset” email with 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.

7. If you did not reset the user’s password when enabling the account, 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**.

The screenshot shows the 'Reset Passwords' interface. At the top, the 'Reset Passwords' tab is selected. Below is a table with columns: Username*, First Name*, Last Name*, and Email*. The first row shows 'sample.teacher@school.us' with a checked checkbox. Below the table, a red box highlights the 'Reset Passwords' button.

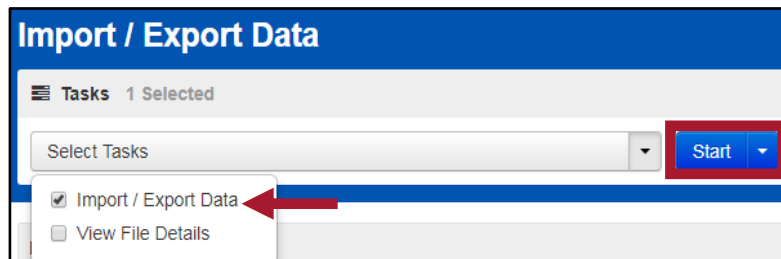
☐	Username*	First Name*	Last Name*	Email*
☒	sample.teacher@school.us	Sample	Teacher	sample.teacher@school.us

Delete or Restore User Accounts via a File Import/Export

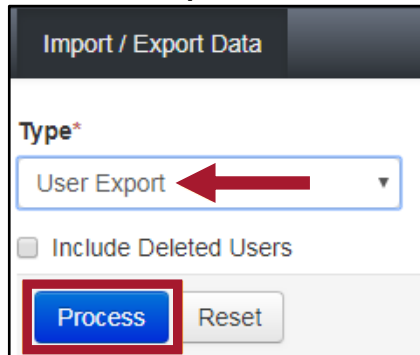
1. From the Homepage, under **Setup**, select **Import/Export Data**.

The screenshot shows the PearsonAccessNext homepage. On the left, the 'Setup' menu is expanded, and 'Import / Export Data' is highlighted. The main content area features a yellow banner with a warning about student information privacy, followed by a 'Welcome to PearsonAccessNext' message and a section titled 'Student Privacy and Public Reports'.

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

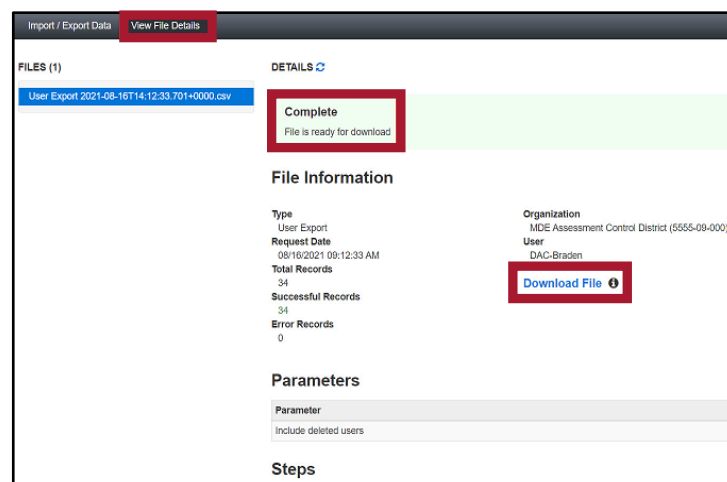


3. From the **Type*** dropdown menu, select **User Export** and select **Process**.



After you select Process, the file information is listed on the **View File Details** tab. The file status is displayed 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. User accounts can be deleted or restored through a file import. The “Is Deleted” column indicated the deleted status of the account (yes or no).
- 4.1. To delete a user account, in the “Action” column, type “D” or “d”.

4.2. 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 instruction 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

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 (Tech)	Test Monitor/Data Entry (TM/DE)	MTAS/Alt MCA Test Administrator	LMS Learner
Setup						
Import / Export Data						
View and export lists of students	•	•	•	•	•	
View and export lists of staff user roles	•	•				
Import staff user roles	•	•				

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Import reporting groups and assign Test Monitor/Data Entry and MTAS/Alt MCA Test Administrator users to reporting groups	•	•				
View and export On-Demand Reports	•	•				
Create test sessions, add/remove students from sessions, and move students between sessions via a file import	•	•				
Students						
View student enrollment data	•	•	•	•	•	
Enter LCI data (MTAS/Alt MCA only)	•	•		•	•	
View a student's assigned test details, including accommodations and universal supports	•	•	•	•	•	
View Historical Student Data (for students currently enrolled in your district. The DAC/AA must assign the Test Monitor/Data Entry or MTAS/Alt MCA Test Administrator user to a reporting group(s) to access historical student data.) Note: 2025 results are not available. Historical Student Data from previous test administrations (2011-2019; 2021-2024) are still available.	•	•		•	•	

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Organizations						
View organizations	•	•	•			
View contacts	•	•	•			
Users Note: Technology Staff can only view other user roles. Test Monitor/Data Entry and MTAS/Alt MCA Test Administrator 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	•	•				

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Orders & Shipment Tracking						
Create, edit, or cancel additional orders (only pending orders may be cancelled)	•	•				
TestNav Configurations						
Create, edit, or delete TestNav and Proctor Cache configurations	•	•	•			
Proctor Cache						
Proctor cache by test	•	•	•			
Testing						
Student Tests (MTAS only; MTAS/Alt MCA Test Administrator 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	•	•			•	
Test Sessions (MCA and Alt MCA)						
Create, edit, or delete test sessions	•	•	•	•	•	

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Students in Sessions (MCA and Alt MCA)						
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	•	•				
Reports						
Operational Reports						
Access administrative reports (reports are available based on the tasks to which a user role has access)	•	•	•	•	•	

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Reporting Groups (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.	•	•				
Score Entry Reports (MTAS only; MTAS/Alt MCA Test Administrator users can view reports only for assigned students.)						
View the score entry status and summary reports	•	•			•	
Results Reporting						
Published Reports (DACs have access to all published reports for their assigned organization. AAs have access to published reports for their assigned organization: district or school. Only DACs have access to the Secure Materials Status Report and Testing Time Report.)						
View Published Reports	•	•				
On-Demand Reports (The DAC/AA must assign the Test Monitor/Data Entry or MTAS/Alt MCA Test Administrator user to a reporting group(s) to access on-demand reports.)						
View On-Demand Reports	•	•		•	•	

PearsonAccess Next User Role Matrix						DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Historical Student Data (For students who previously tested in your district; the DAC/AA must assign the Test Monitor/Data Entry or MTAS/Alt MCA Test Administrator user to a reporting group(s) to access historical student data. Historical Student Data is only available for 2024 and previous test administrations.)											
View Historical Student Data						•	•		•	•	
Longitudinal Reports (Longitudinal Reports are only available for 2024 and previous test administrations.)											
View Longitudinal Reports						•	•				
Dashboard											
Dashboard (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						•	•				

PearsonAccess Next User Role Matrix	DAC	AA	Tech	TM/DE	MTAS/ Alt MCA	LMS
Learning Management System (LMS)						
Learner Accounts (Users with a PearsonAccess Account are automatically loaded into the LMS.)						
Learner	•	•	•	•	•	•
Manager Functions (Ability to view/download the record of completed trainings and mark trainings completed as a group for all registered users, registered either through PearsonAccess Next or via self-registration, in their district or school.)						
Manager	•	•				

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.	Required. Not case sensitive. Valid values are: C or c (create new user) U or u (update user)* R or r (restore deleted user) D or d (delete user) 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. If attempting to update a record and the username provided does NOT already exist in the system, the record will error. *Username and email cannot be updated.
B	Username	100	Contains the username. Must be unique.	Required. Not case sensitive. Recommended username is the user's email address.

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
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.	Required. Not case sensitive. Must be in valid email format. When a new user account is created, a notification email is sent to this address.
F	Authorized Organizations	Variable	Contains the organization codes associated with the user. The values in this field should represent all organizations associated with the user.	Required. Not case sensitive. 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. 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. If the organization code entered is invalid, the entire record will error.

G	Roles	Variable	Contains the role code(s) associated with the user. The values in this field should represent all roles associated with the user account. Refer to the <i>PearsonAccess Next User Role Matrix</i> for a list of roles and associated permissions.	Required. Not case sensitive. Delimited field. If a District Assessment Coordinator or Assessment Administrator user role is indicated, no other roles are needed. All permissions are included in these roles at an organization level (district or school). 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. Note: If a user has the role of Technology Staff, Test Monitor/Data Entry, or MTAS/Alt MCA Test Administrator, 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). Users can only create/modify roles for users that are within the organization(s) the user submitting the file has access to. Valid values are: Assessment_Administrator = Assessment Administrator Technology_Staff = Technology Staff Test_Monitor_DataEntry = Test Monitor/Data Entry MTAS_Entry = MTAS/Alt MCA Test Administrator LMS_Learner = LMS Learner If the value entered is invalid, the entire record will error.
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CSV File Column	Column Heading	Max Length	Field Description	Field Notes
H	Active Begin Date	10	Identifies when a user account becomes active.	Optional. 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. If the date entered is in the future, the "New Account" email will not be sent until that date. Format as: MM/DD/YYYY MM is the 2-digit month DD is the 2-digit day YYYY is the 4-digit year For example, if a start date is March 1, 2026, it should be entered as 03/01/2026 Leading zeros in the month and day fields are not required. The following error will display for incorrectly entered dates: "Date is invalid. Date is less than 01/01/1990." Active Begin Date must be equal to or before Active End Date.

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
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.	Optional. 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. Format as: MM/DD/YYYY MM is the 2-digit month DD is the 2-digit day YYYY is the 4-digit year For example, if an end date is August 31, 2026, it should be entered as 08/31/2026. Leading zeros in the month and day fields are not required. The following error will display for incorrectly entered dates: "Date is invalid. Date is less than 01/01/1990." Active End Date must be equal to or after Active Begin Date.
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 sign into PearsonAccess Next.	Required. Not case sensitive. Valid values are: Yes = Account is currently disabled. Entering "Yes" will disable the account. No = Account is not currently disabled. Entering "No" will enable the account. Disabled Date within the system will be populated with current date if Disabled field on this file is set to Yes. When a new user account is disabled, a notification email is not sent to the user.

CSV File Column	Column Heading	Max Length	Field Description	Field Notes
K	Disabled Reason	1000	Identifies the reason given as to why the user account has been disabled.	Required if Disabled field on this file is set to Yes. Field should be blank if Disabled field is set to No.
L	Is Deleted	3	Identifies whether the user account is deleted. Use this field to delete or restore user accounts.	Not required. Yes = Account is currently deleted. Entering "Yes" will not delete the account. No = Account is not currently deleted. Entering "No" will not restore the account. 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. User accounts can only be deleted by adding "d" or restored by adding "r" in column A. as indicated above.

Appendix C – User Account Management Timeline

Season	Task
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 <i>Users With Org Access</i> or <i>Users With Role Access</i> under Operational Reports to see users with active, disabled, and deleted accounts.
	Create new Test Monitor/Data Entry and MTAS/Alt MCA Test Administrator 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	DAC and AA users in PearsonAccess Next are designated as Managers in the Learning Management System (LMS). LMS Managers can track training completions, enroll Learners in courses, 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 an LMS Manager. Updates to PearsonAccess Next accounts are reflected in the LMS the following business day.
	Create LMS Learner accounts for staff completing trainings in the Learning Management System (LMS). Note: Staff can still self-register an LMS account.
	Create new Test Monitor/Data Entry and MTAS/Alt MCA Test Administrator 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). - Confirm all user accounts are active prior to testing. User accounts are disabled after 365 days of inactivity and deleted after 550 days of activity. - Tip: When updating a small number of accounts, make changes manually.