

User Account Management in LaunchPad

(2026-27)

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Overview

This guide provides information about user accounts in LaunchPad, including how to create, edit, and deactivate non-student user accounts manually or through a file upload. In LaunchPad, “non-student users” refers to any district or school staff member who needs a LaunchPad account.

Note: The individual district staff and student information available in LaunchPad and other Pearson platforms is private student data. Ensure data privacy is maintained when accessing, downloading, printing, or sharing information from Pearson platforms.

Welcome to LaunchPad

LaunchPad is the platform that provides all users, depending on their user role (District Assessment Coordinators (DACs), Assessment Administrators (AAs), Test Administrators, Technology Staff, Learning Management System (LMS) Learners) with centralized access to Pearson’s platforms.

These platforms include:

- **Assessment Delivery and Management (ADAM):** The MCA and MTAS/Alt MCA online test management and reporting platform. **New for 2026–27:** ADAM will replace PearsonAccess Next starting with the spring 2027 test administrations. For more information on test administration tasks in ADAM, refer to the *ADAM Online Testing and Data Entry User Guide* on the [User Guides](#) page of the Minnesota Assessment Hub. (Coming Winter 2026–27.)
- **Learning Management System (LMS):** The training platform with required and optional test administration trainings. **New for 2026–27:** All Learners will need a LaunchPad user account to access the LMS. For more information on the LMS, including signing into the LMS through LaunchPad, refer to the *LMS Frequently Asked Questions (FAQs)* document on the [Training](#) page of the Minnesota Assessment Hub. (Coming Fall 2026.)
- **Minnesota Assessment Hub:** The website hosts resources and tools necessary for DACs, Test Administrators, Test Monitors, Technology Coordinators, educators, and students to prepare for and administer the Minnesota statewide assessments. The Hub can still be accessed without a LaunchPad account at mn.mypearsonsupport.com.

Within LaunchPad, DAC and AA users can:

- **Verify student information:** Student demographic and enrollment information is sent from MDE’s Test Web Edit System (Test WES) and uploaded into LaunchPad nightly before and during the test window. Prior to testing, it is important for DAC users to verify student information is correct in LaunchPad. Student demographic and enrollment information is sent from LaunchPad to ADAM each morning before and during testing windows. If the information is incorrect in LaunchPad and ADAM, updates must be made in Test WES. Once Test WES is updated, the information is sent to LaunchPad in the nightly precode file.

- **Manage user accounts:** DAC users manage all user accounts for their district, including creating, editing, and deactivating user accounts. All DAC accounts are automatically created in LaunchPad based on data from MDE-ORG. Once users are created in LaunchPad, they will have access to ADAM and the LMS, depending on their user role.

User Management in LaunchPad

General Information

- DAC user accounts are automatically created in LaunchPad after receiving DAC and alternate DAC information from the [MDE-ORG](#) system on the MDE website.
 - 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 on the [District Resources](#) page of MDE's website (under the District Assessment Coordinator Resources expandable header). For assistance updating MDE-ORG, contact MDE at mde.testing@state.mn.us.
 - DAC usernames are automatically generated using a combination of organization identifier and district email address (for example, 9123400000_sample.dac@district.org). The "Welcome" email sent to DACs when loaded into LaunchPad contains the username for signing in to LaunchPad. For DACs assigned to multiple organizations, they will receive multiple "Welcome" emails, each with an organization specific username for that organization. DACs will need to log into LaunchPad with the organization specific username to access LaunchPad, ADAM, and LMS for that organization. Note: When creating all other users in LaunchPad, it is recommended to use the district email address as the username.
 - For all other questions about your DAC account, contact Pearson customer support at (888) 817-8659 or [submit a Pearson help desk request](#) online.
- DACs manage all other LaunchPad user accounts for their district, including creating, editing, and deactivating user accounts.
 - DACs can create and edit all LaunchPad user accounts except for another DAC. When creating a new user account, the user can only be assigned to one organization and one role. After creating the user, additional roles and/or organizations can be added to the user account.

Note: It is not recommended to add multiple roles to a user account. A user's permissions in LaunchPad/ADAM will default to the higher role's permissions. For example, if a user has an AA and Test Administrator role in LaunchPad, they would have AA permissions in both LaunchPad and ADAM.
 - DACs can create Assessment Administrator (AA) users to assist with user management at their organization, typically for a school.

- When a new account is created, the default setting is to automatically send the user a “Welcome” email from Pearson LaunchPad (noreply@mail.launchpad.pearson.com) with the subject line “Account information for LaunchPad.” This email contains a link to set up their password. The link is active for **five days**. DAC or AA users can send a new “Welcome” email if the link expires.
- **New for 2026–27:** The Test Monitor/Data Entry and MTAS/Alt MCA Test Administrator roles that existed in PearsonAccess Next have been combined into a single role, Test Administrator, in LaunchPad/ADAM. Within ADAM, there are not separate MCA and MTAS/Alt MCA programs. Having separate MCA and MTAS/Alt MCA user roles is not needed, as they would both have the same permissions in ADAM.
- Each fall, district access to LaunchPad is disabled so the platform can be updated for the upcoming spring test administrations. When district access to LaunchPad is resumed, **all users must be re-created in LaunchPad**. Review steps in this guide to create users manually or through a file upload.

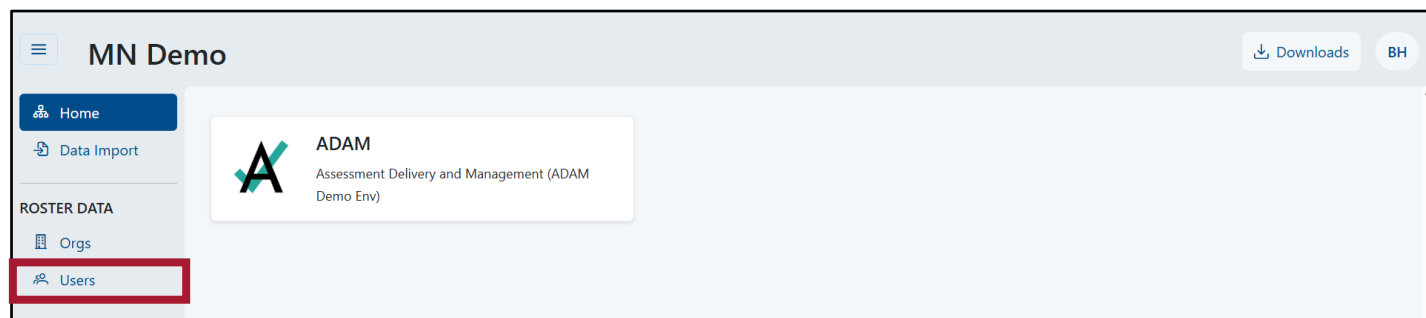
Manual User Account Management

The DAC and AA user roles can create, update, and deactivate user accounts manually in LaunchPad.

Tip: If only a few user accounts need to be created, updated, or deactivated, it is recommended to make those changes manually. If many user accounts need to be created or updated, refer to the *User Account Management via File Upload* section of this guide.

Manually Create User Accounts

1. From the LaunchPad Home page, under Roster Data, select **Users**.



2. In the Actions dropdown menu, select **Create New User**.

The screenshot shows the 'Users' management interface in the 'MN Demo' application. The left sidebar contains navigation links for Home, Data Import, and ROSTER DATA (Orgs, Users). The main content area displays a table of users with columns for Last Name, First Name, MARSS/SSID, Organization Name, Primary Grade, SourcedId, Status, and Last Modified. Above the table are filters for 'Show Users Who Have Never Logged In', 'School Year: 2026-2027 Current', and 'Status: Active'. An 'Actions' dropdown menu is open, showing options: 'Export Filtered Data', 'Export All Data', 'Export Student Details', and 'Create New User' (highlighted with a red box).

3. Enter details in the required fields (* indicates required fields):

The screenshot shows the 'User: New User' form. The form is divided into two main sections. The top section contains fields for 'First Name*', 'Middle Name', 'Last Name*', 'Primary Role*', 'Primary Org*', 'Identifier*', 'Username*', 'Sourced ID*', and 'Email*'. The bottom section contains 'Preferred Names' and 'Pronouns' fields. A red box highlights the required fields: First Name, Last Name, Primary Role, Primary Org, Identifier, Username, Sourced ID, and Email. The 'Login Enabled' toggle is checked, and the 'Send Welcome Email After User Creation' toggle is also checked. The 'Save Changes' button is visible in the top right corner.

- a. First Name*
- b. Middle Name (Optional)
- c. Last Name*
- d. Primary Role*: Select only one of the following:
 - i. Assessment Administrator: Can be assigned to a district or school.
 - ii. Test Administrator: Can be assigned to a school.
 - iii. Technology Staff: Can be assigned to a district or school.
 - iv. LMS Learner: Can be assigned to a district or school.

- e. Primary Org*: Enter the organization name in the search field or select the organization from the dropdown menu.

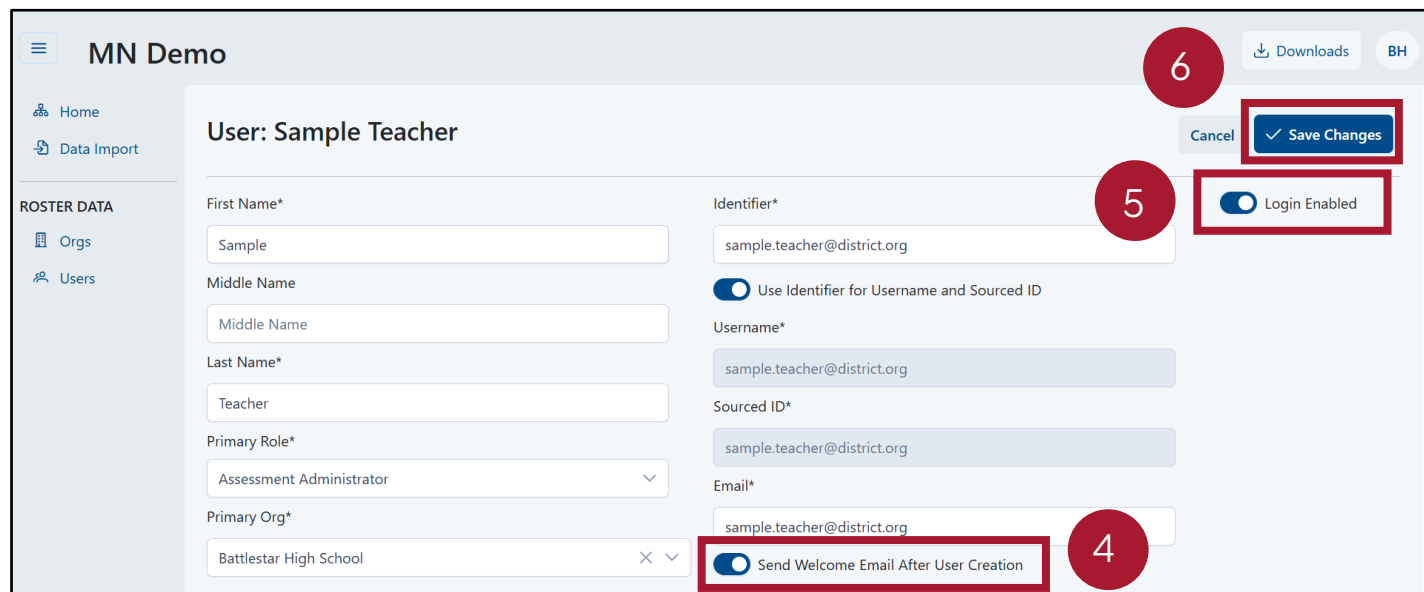
Note: When manually creating a new user, the user can only be assigned to one user role and a single organization. If a user needs access to multiple schools with the same or different user role, select one organization and user role when creating the account and then refer to the *Manually Edit User Accounts* section below for step-by-step instructions.

- f. Identifier*: Enter the user's district email address. Once the user is created, this field cannot be edited.

Tip: Leave the User Identifier for Username and Sourced ID toggled on so the Username and Sourced ID are auto-populated with the Identifier (district email address).

- g. Username*: Use the same district email address used for the Identifier.
 - h. Sourced ID*: Use the same district email address used for the Identifier. Once the user is created, this field cannot be edited.
 - i. Email*: Use the same district email address used for the Identifier.
 - j. Preferred Names (Optional): Enter preferred first/middle/last name and pronouns, as needed. The preferred name will be updated for the user in ADAM.
4. The "Send Welcome Email After User Creation" button is toggled on by default. Leaving this on will automatically send the user an email with instructions for creating a password and logging in to LaunchPad once the user account is created. Turning this off will require DACs or AAs to manually send the "Welcome" email at a later time.
5. The "Login Enabled" button is toggled on by default. Leaving this on allows the user to log in to LaunchPad after creating a password. If the user should not have immediate access to LaunchPad, toggle this button off. Refer to the *Manually Edit User Accounts* section for details on enabling login access.

6. Select **Save Changes**. A confirmation message, “User Saved Successfully,” indicates the user has been created.



MN Demo

Home | Data Import

ROSTER DATA

Orgs | Users

User: Sample Teacher

First Name*
Sample

Middle Name
Middle Name

Last Name*
Teacher

Primary Role*
Assessment Administrator

Primary Org*
Battlestar High School

Identifier*
sample.teacher@district.org

Use Identifier for Username and Sourced ID

Username*
sample.teacher@district.org

Sourced ID*
sample.teacher@district.org

Email*
sample.teacher@district.org

Send Welcome Email After User Creation

Login Enabled

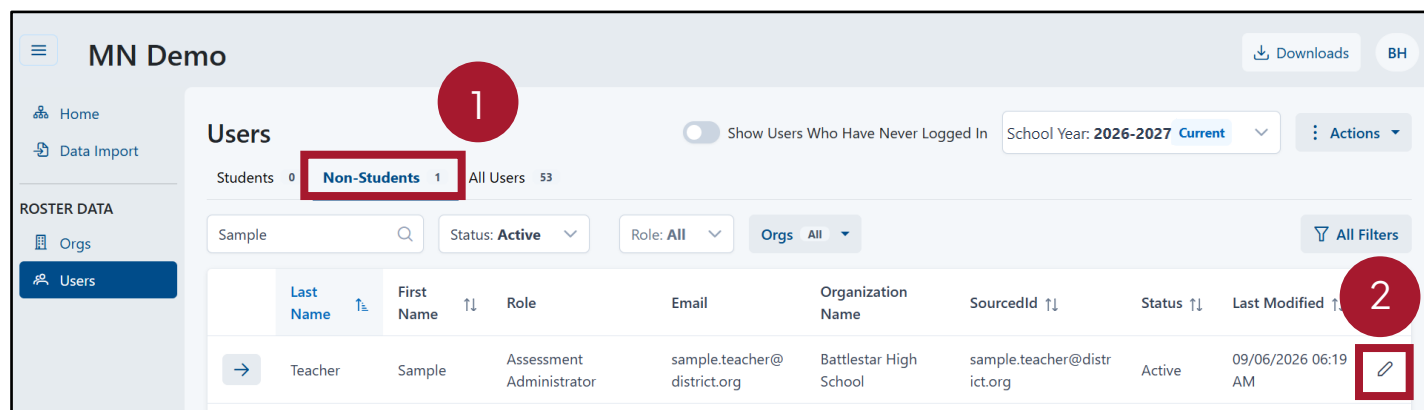
Cancel | **Save Changes**

After selecting Save Changes, you are taken to the user’s profile. Confirm the information is correct. If updates are needed, refer to the *Manually Edit User Accounts* section of this guide.

Manually Edit User Accounts

When creating a new user, only one organization and one user role can be assigned to the user’s profile. To edit a user’s details, including adding additional roles or organizations, follow the steps below.

1. From the LaunchPad Home page, under Roster Data, select **Users**.
2. Select the **Non-Students** tab. Locate the user using the search field and/or filter options.



MN Demo

Home | Data Import

ROSTER DATA

Orgs | **Users**

Users

Show Users Who Have Never Logged In | School Year: 2026-2027 Current | Actions

Students 0 | **Non-Students 1** | All Users 53

Sample | Status: Active | Role: All | Orgs: All | All Filters

Last Name	First Name	Role	Email	Organization Name	SourcedId	Status	Last Modified
Teacher	Sample	Assessment Administrator	sample.teacher@district.org	Battlestar High School	sample.teacher@district.org	Active	09/06/2026 06:19 AM

3. Select the **Edit User** icon (pencil icon) for the user.
 - a. To edit user details, select the **Actions** dropdown menu, and then select **Edit User Info**.

The screenshot shows the 'User: Sample Teacher' profile page. The left sidebar contains navigation links for Home, Data Import, and ROSTER DATA (Orgs, Users). The main content area displays user information in a table format. The 'Actions' dropdown menu is open, and the 'Edit User Info' option is highlighted with a red box.

Field	Value	Field	Value
First Name	Sample	Status	Active
Middle Name		Identifier	sample.teacher@district.org
Last Name	Teacher	Username	sample.teacher@district.org
Primary Role	Assessment Administrator, Battlestar High School	Email	sample.teacher@district.org
Grade		Updated By	Braden I
		Updated On	09/06/2026 06:19 AM

Below the user details, there is a section for 'Org and Role Records' with a toggle for 'Show inactive roles' and an 'Edit Roles' button. A table lists the user's roles and organizations.

Role	Org	Role Type	Begin Date	End Date	Status
Assessment Administrator	Battlestar High School (BattlestarHS)	Primary			Active

- i. Update name, email, username, or preferred names, as needed. The Identifier and Sourced ID cannot be edited.
- ii. Select the **Login Enabled** toggle button to enable or disable login, as needed.
- iii. After making edits, select **Save Changes**.

- b. To edit the user's user role or organization, select **Edit Roles**:

This screenshot is identical to the one above, showing the 'User: Sample Teacher' profile. The 'Edit Roles' button in the 'Org and Role Records' section is highlighted with a red box.

- i. Select the **Add** icon (+ icon) to add a new role and organization.
- ii. Select the role in the dropdown menu.
- iii. Select the organization in the dropdown menu or find the organization using the search field.
- iv. The new organization and role default to Secondary role type. Select **Primary**, as needed.
- v. Notes regarding primary/secondary roles and organizations:

1. A primary role and organization are required. Users can have multiple roles/organizations listed as primary. A secondary role/organization is not required.
2. Users assigned to multiple organizations, whether a primary or secondary org, will have access to both organizations.
3. Users assigned to multiple user roles will have permissions based on the higher user role. For example, if a user has the AA user role for School A and the Test Administrator user role for School B, they will have AA user permissions for both School A and School B. It is recommended to have the same user role for each organization.

vi. Select the **Delete** icon (trash can icon) to delete the role/organization, as needed.

vii. Select **Save Changes**.

The screenshot shows the 'Org and Role Records' interface. At the top, there are tabs for 'Org and Role Records' and 'Additional Info'. Below the tabs, there are three columns: 'Role', 'Org', and 'Role Type'. The 'Role' column shows 'Assessment Administrator', the 'Org' column shows 'Battlestar High School (BattlestarHS)', and the 'Role Type' column shows 'Primary' and 'Secondary'. Below these columns, there are three input fields: 'Select Role', 'Select an Organization', and 'Primary'/'Secondary'. A red box highlights the 'Select Role' and 'Select an Organization' fields, with a red circle '2' next to it. A red circle '1' is next to a plus icon (+) below the input fields. A red circle '3' is next to a trash can icon in the top right corner. A red circle '4' is next to a 'Save Changes' button in the bottom right corner.

Manually Deactivate or Reactivate User Accounts

User accounts are active once created and the user establishes a password and logs in to LaunchPad. User passwords do not expire, and there is no period of inactivity that results in a user account becoming disabled. User accounts are deleted from LaunchPad each fall when LaunchPad is updated for the upcoming spring test administrations.

If needed, user accounts can be deactivated manually or through a file upload. Deactivating a user account prevents the user from logging in to LaunchPad. User accounts can be re-activated at any time.

1. From the LaunchPad Home page, under Roster Data, select **Users**.
2. Select the **Non-Students** tab.
3. Locate the user using the search field and/or filter options.

Tip: Use the Status filter to find accounts in Active or Inactive status. The account status is listed in the Status column. Accounts in Inactive status are shown as "Tobedeleted" in the status column.

4. Select the **Edit** icon (pencil icon) for the user.

The screenshot shows the 'Users' management interface in the MN Demo system. The left sidebar contains navigation links for Home, Data Import, ROSTER DATA, Orgs, and Users. The main content area displays a list of users with columns for Last Name, First Name, Role, Email, Organization Name, SourcedId, Status, and Last Modified. A search bar and filter dropdowns (Status: Active, Role: All, Orgs: All) are at the top. A red box highlights the search and filter area. A red circle with the number 3 points to the 'All Filters' button. Another red circle with the number 4 points to the edit icon (pencil) in the user row.

5. To deactivate or reactivate a user:

a. To deactivate a user:

i. Under Actions, select **Deactivate User**.

The screenshot shows the 'User: Sample Teacher' details page. The left sidebar contains navigation links for Home, Data Import, ROSTER DATA, Orgs, and Users. The main content area displays user details in a table format. The 'Status' is 'Active'. The 'Actions' dropdown menu is open, showing options: Edit User Info, Deactivate User, Send Welcome Email, and User History. A red box highlights the 'Deactivate User' option.

ii. A pop-up message appears. Review the details and then select **Deactivate User**. Once deactivated, a user can no longer log in.

The screenshot shows a 'Deactivate User' pop-up message. The message text reads: 'Any information linked to this user will be deactivated. Are you sure you want to deactivate this user?'. There are 'Cancel' and 'Deactivate User' buttons. A red box highlights the 'Deactivate User' button.

If a user tries to log in to LaunchPad with a deactivated account, they will receive a message stating, "Invalid username or password. Please try again." They will need to contact their DAC or AA to reactivate their account.

- b. To reactivate a user account:
- Under Actions, select **Reactivate User**.

The screenshot shows the 'MN Demo' user management interface. On the left is a sidebar with 'Home', 'Data Import', and 'ROSTER DATA' (containing 'Orgs' and 'Users'). The main area is titled 'User: Sample Teacher'. Below the title is a table with user details:

First Name	Sample	Status	Inactive	Login Enabled	False
Middle Name		Identifier	sample.teacher@district.org	Last Login	
Last Name	Teacher	Username	sample.teacher@district.org	Updated By	Braden Hiebner
Primary Role	Assessment Administrator, Battlestar High School	Email	sample.teacher@district.org	Updated On	09/06/2026 06:48 AM

On the right, an 'Actions' dropdown menu is open, showing 'Reactivate User' (highlighted with a red box) and 'User History'.

- Choose a Primary Role and Organization and select **Reactivate User**.

The screenshot shows the 'Reactivate User' dialog box overlaid on the user management interface. The dialog has a message: 'A Primary Role and Org must be selected to reactivate this user'. Below this, there are two dropdown menus: 'Primary Role' (selected: 'Assessment Administrator') and 'Org' (selected: 'Battlestar High School'). At the bottom of the dialog are 'Cancel' and 'Reactivate User' buttons, with the 'Reactivate User' button highlighted by a red box.

The reactivated user can log in to LaunchPad with their previous password.

User Account Management via File Upload

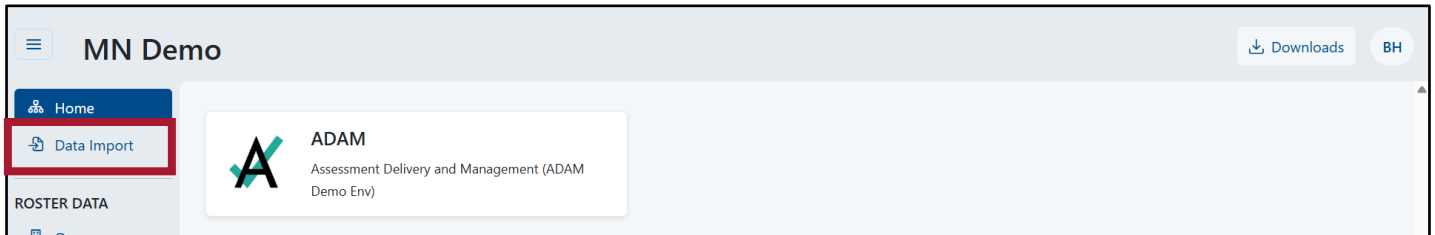
DAC and AA user roles can create, update, and deactivate user accounts through a file upload in LaunchPad. There are two ways to create users through a file upload:

- Import users for a single user role
- Import users with multiple user roles

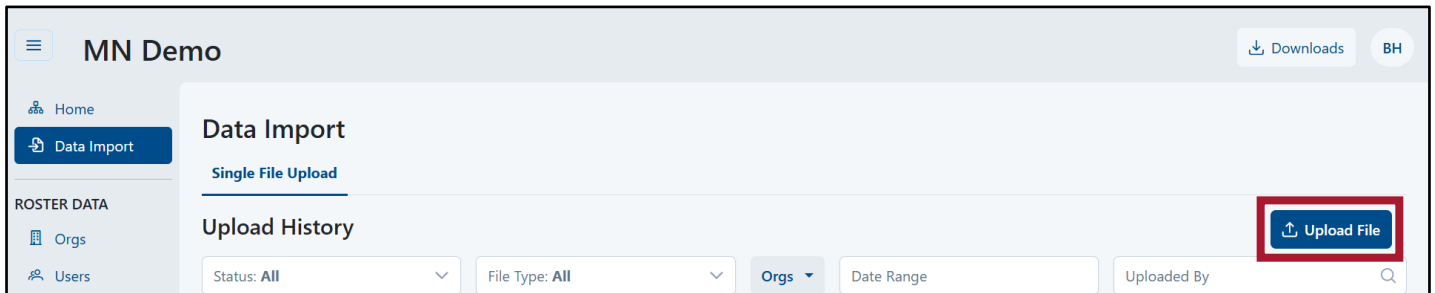
Tip: If many user accounts need to be created, updated, or deactivated, it is recommended to make those via a file upload. If only a few user accounts need to be created, updated, or deactivated, refer to the *Manually Create User Accounts* section of this guide.

Download the User File Template

1. From the LaunchPad Home page, select **Data Import**.

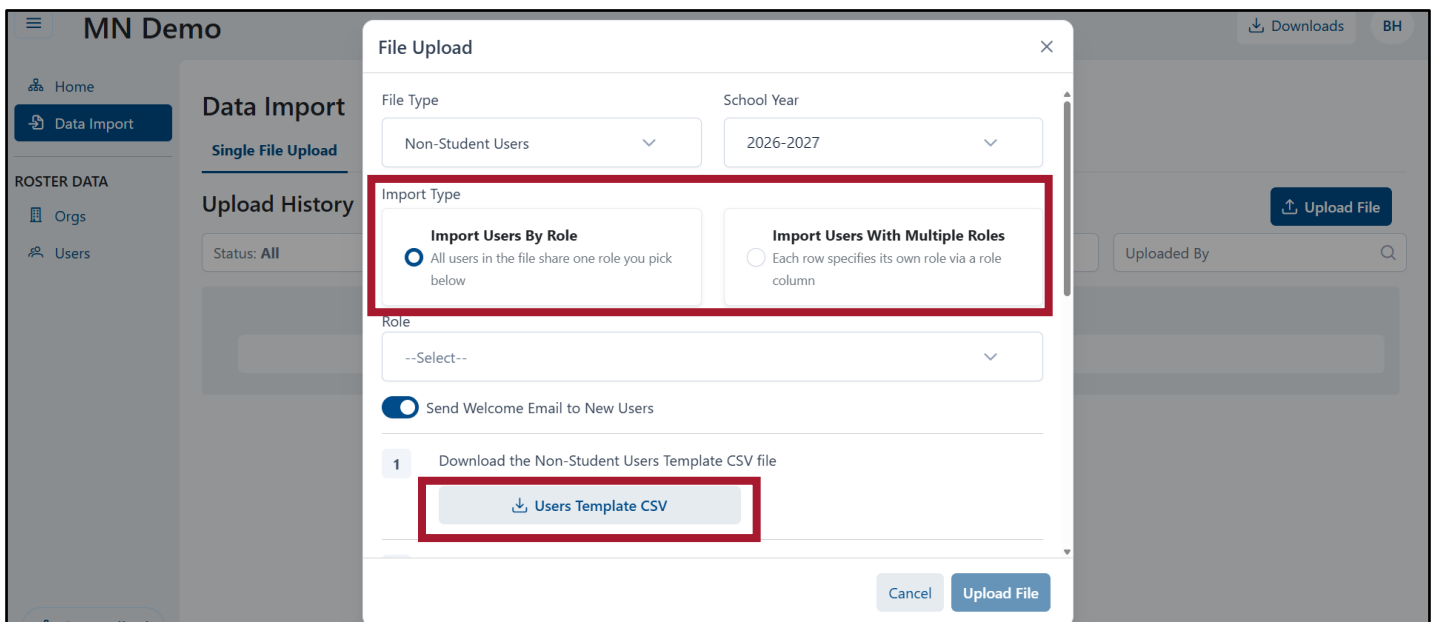


2. Select **Upload File**.



Tip: The Single File Upload page contains an Upload History table. Use the filter options to view previously uploaded files. Select the **Download** icon to download previously uploaded files.

3. On the File Upload pop-up window, under Import Type:
 - a. If importing users for a single user role, select **Import Users By Role**.
 - b. If importing users with multiple user roles, select **Import Users With Multiple Roles**.
4. Select **Users Template CSV** to download the users template CSV file. The file single user role file (nonstudents.template) or multiple user role file (nonstudents-all-roles.template) will download to your computer's Downloads folder.



The single user role and multiple user role file import templates can also be downloaded from the [User Guides](#) page of the Minnesota Assessment Hub. To create your own file for import, refer to *Appendix B – LaunchPad User Account File Information* in this guide.

Create Users by Role via the File Import

- 1. After downloading the single user role file template, open the downloaded file template using Sheets, Numbers, or Excel. Do not edit or delete the header row of the template.

When uploading the single user role file into LaunchPad, the user can only be assigned to one user role per username.
- 2. Enter required data for the following fields:

	A	B	C	D	E	F	G	H
1	sourcedId	orgSourcedIds	username	firstName	lastName	identifier	email	status
2	sample.teacher@district.org	e9bfca7d-8602-4061-a37c-afa4b41a1776	sample.teacher@district.org	Sample	Teacher	sample.teacher@district.org	sample.teacher@district.org	
3								

- a. sourcedId: Unique identifier for each user. Use the user’s district email address.
- b. orgSourcedIds: The organization’s identifier, district or school, for the user’s assigned org(s).

Note: This is a unique identifier assigned in LaunchPad to all districts and schools in Minnesota. If a user needs to be created for multiple organizations, enter multiple identifiers separated by a comma. The orgSourcedId can only be found in LaunchPad. To find the orgSourcedIds, refer to the *Find the Organization Sourced Identifier (SourcedID)* section below.
- c. username: Use the user’s district email address.
- d. firstName
- e. lastName
- f. identifier: Use the user’s district email address.
- g. email: Use the user’s district email address. An email is required for user access and password updates.
- h. status (optional): Active. Will default to Active if left blank.

Refer to *Appendix B-LaunchPad User Account File Layout* for detailed information about the file layout, including required fields, valid values, and additional information.

- 3. Save the file in CSV format.

Create Users for Multiple Roles via the File Import

1. After downloading the multiple user role file template, open the downloaded file template using Sheets, Numbers, or Excel. Do not edit or delete the header row of the template.
2. Enter required data for the following fields:

	A	B	C	D	E	F	G	H	I
1	sourcedId	orgSourcedIds	role	username	firstName	lastName	identifier	email	status
2	sample.teacher@district.org	e9bfca7d-8602-4061-a37c-afa4b41a1776	Assessment Administrator	sample.teacher@district.org	Sample	Teacher	sample.teacher@district.org	sample.teacher@district.org	

- a. sourcedId: Unique identifier for each user. Use the user's district email address.
- b. orgSourcedIds: The organization's identifier, district or school, for the user's assigned org(s).

Note: This is a unique identifier assigned to all districts and schools in Minnesota. If a user needs to be created for multiple organizations, enter multiple identifiers separated by a comma. The orgSourcedId can only be found in LaunchPad. To find the orgSourcedIds, refer to the *Find the Organization Sourced Identifier (SourcedID)* section below.
- c. role: Valid values include Assessment Administrator, Technology Staff, Test Administrator, LMS Learner.
- d. username: Use the user's district email address.
- e. firstName
- f. lastName
- g. identifier: Use the user's district email address.
- h. email: Use the user's district email address. An email is required for user access and password updates.
- i. status (optional): Active or Inactive. Will default to Active if left blank.

Refer to *Appendix B-LaunchPad User Account File Layout* for detailed information about the file layout, including required fields, valid values, and additional information.

3. Save the file in CSV format.

Find the Organization Sourced Identifier (SourcedID)

The organization's sourced identifier (SourcedId) is the identifier assigned in LaunchPad to each district and school in Minnesota. The user file import requires the organization's sourced identifier to create each user. Note: This value is only found in LaunchPad.

To locate the organization's source identifier in LaunchPad:

1. From the LaunchPad Home page, select **Orgs**.

The screenshot shows the 'Organizations' page in the MN Demo system. The left sidebar has a 'ROSTER DATA' section with 'Orgs' and 'Users' buttons. 'Orgs' is highlighted with a red box. The main content area shows a table of organizations. The 'SourcedId' column is highlighted with a red box. The table has columns: Name, Identifier, Type, SourcedId, Status, Org Parent Name, and Last Modified. There are two rows: 'Battlestar District' and 'Battlestar High School'.

Name	Identifier	Type	SourcedId	Status	Org Parent Name	Last Modified
Battlestar District	battlestardistrict	District	44116c8a-adf9-4f1c-b7a-d-83464e76fffb	Active	EE Pearson State	08/19/2026 12:33 PM
Battlestar High School	BattlestarHS	School	fe78dc29-14ab-452a-a4c-9-5a13c5815cd3	Active	Battlestar District	04/03/2026 10:15 AM

2. In the SourcedId column, make note of the organization identifier for each organization (district or school) the users will need to be assigned to.

- If there are only a few orgs, copy and paste the SourcedIds from the list.
- If there are multiple orgs, export a file. To export the data, under the Actions dropdown menu, select either **Export Filtered Data** or **Export All Data**.

The screenshot shows the 'Organizations' page with the 'Actions' dropdown menu open. The 'Export Filtered Data' and 'Export All Data' options are highlighted with a red box. The table of organizations is visible in the background.

Name	Identifier	Type	SourcedId	Status	Org Parent Name	Last Modified
Battlestar District	battlestardistrict	District	44116c8a-adf9-4f1c-b7a-d-83464e76fffb	Active	EE Pearson State	08/19/2026 12:33 PM
Battlestar High School	BattlestarHS	School	fe78dc29-14ab-452a-a4c-9-5a13c5815cd3	Active	Battlestar District	04/03/2026 10:15 AM

3. A message appears stating, “The Export file you requested is being prepared. It will be available on the Downloads Page when ready.”

4. Select the **Downloads** button.

The screenshot shows the 'Organizations' page with a message box at the top stating: "The Export file you requested is being prepared. It will be available on the Downloads Page when ready." The 'Downloads' button in the top right corner is highlighted with a red box. The table of organizations is visible in the background.

Name	Identifier	Type	SourcedId	Status	Org Parent Name	Last Modified
Battlestar District	battlestardistrict	District	44116c8a-adf9-4f1c-b7a-d-83464e76fffb	Active	EE Pearson State	08/19/2026 12:33 PM

- On the Downloads page, when the file is in Ready status, select **Download** next to the file to download.

MN Demo Downloads 4

Only data you have access to is included in exports

Account: All File Type: All Status: All

Account	File Type	School Year	Requested	Status
MN Demo	Orgs	2026	08/20/2026 06:08 AM	Ready

Download

- Open the file on your computer and locate the organization's sourcedId in column A.

	A	B	C	D	E	F	G	H
1	sourcedId	status	name	type	identifier	parentSourcedId	dateLastModified	metadata.c
2	002aba40-f3da-491a-9166-898fccc97b	active	Battlestar District	school	9999-09-000	10af7e68-8cb6-4367-8e5a-d671995362d0	2026-09-25T15:46:27.950Z	
3	002f9616-88d0-4754-91bd-7f02ce540c99	active	Battlestar High School	school	9999-09-009	5bc0591b-97ff-4a7b-b167-107e164c328d	2026-09-25T15:46:21.268Z	

Note: The “sourcedId” is a system generated series of numbers/letters only found in LaunchPad. Copy and paste the sourcedId when creating users through a file upload.

Import the Users by Role File

Only one user role can be selected when importing the single user role file into LaunchPad. If wanting to create users with different user roles, you will need to create multiple single user role files and import them separately into LaunchPad. Or refer to the *Import the Multiple User Role Account File* section to create a user role import file with multiple user roles.

To import the single user role file into LaunchPad:

- From the LaunchPad Home page, select **Data Import**.
- Select **Upload File**.

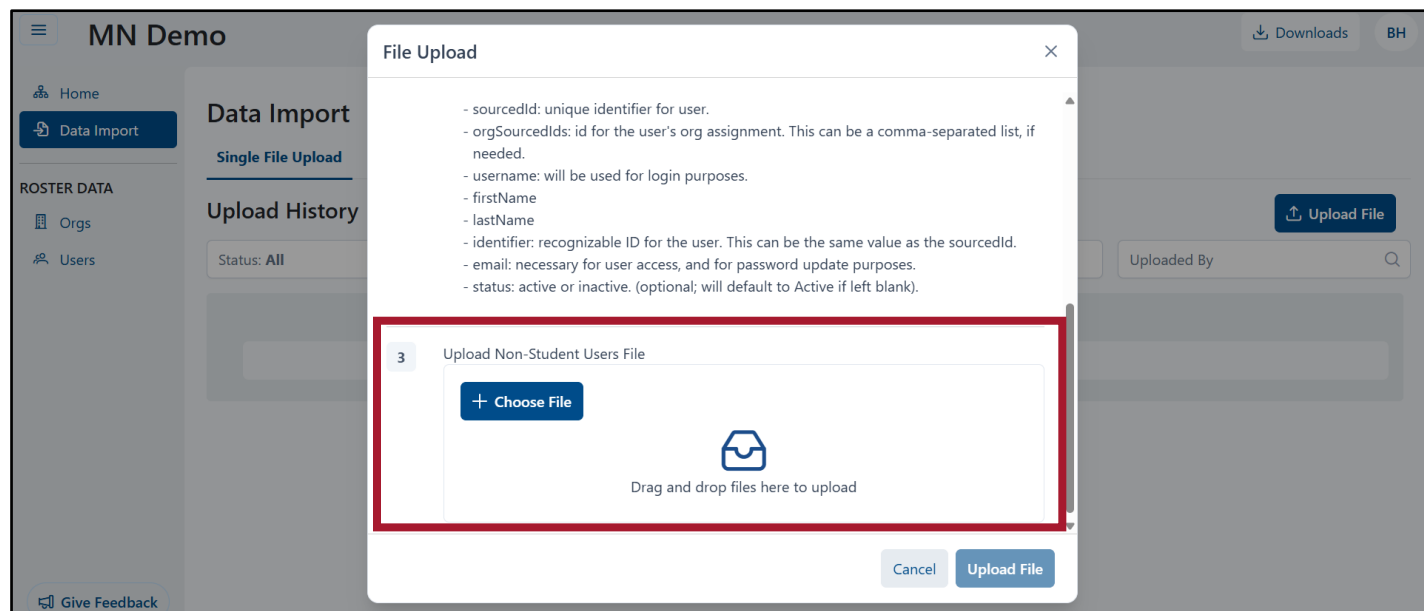
3. On the File Upload pop-up window, select the following:

The screenshot shows the 'File Upload' pop-up window in the 'MN Demo' application. The window is titled 'File Upload' and has a close button in the top right corner. It contains the following fields and options:

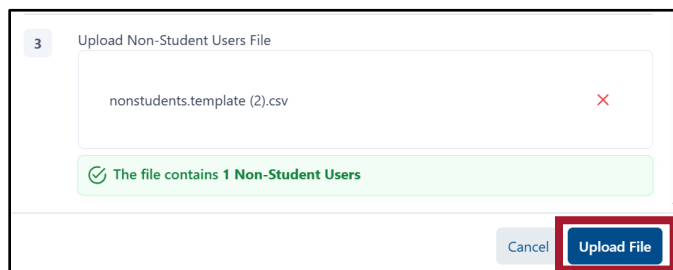
- File Type:** A dropdown menu with 'Non-Student Users' selected.
- School Year:** A dropdown menu with '2026-2027' selected.
- Import Type:** Two radio button options:
 - Import Users By Role:** Selected. Description: 'All users in the file share one role you pick below'.
 - Import Users With Multiple Roles:** Unselected. Description: 'Each row specifies its own role via a role column'.
- Role:** A dropdown menu with 'Assessment Administrator' selected.
- Send Welcome Email to New Users:** A toggle switch that is turned on.
- Step 1:** A section with the text 'Download the Non-Student Users Template CSV file' and a button 'Users Template CSV'.
- Buttons:** 'Cancel' and 'Upload File' at the bottom right.

- Under the File Type dropdown, Non-Student Users is selected by default.
- Under the School Year dropdown, select the current school year (for example, 2026-2027).
- Under Import Type, select **Import Users By Role**.
- Under the Role dropdown, select the user role that will be assigned to users when importing the file. Only one user role can be selected and assigned to users when importing a file. If importing users by role, you will need to create separate files and import separately into LaunchPad (for example, one file for staff assigned the Test Administrator user role, one file for the staff assigned the LMS Learner user role).
- The “Send Welcome Email to New Users” toggle button is turned on by default. Leave on to send a “Welcome” email to new users created so they can set up a password and log in to LaunchPad. If turned off, the email will need to be sent manually to users.

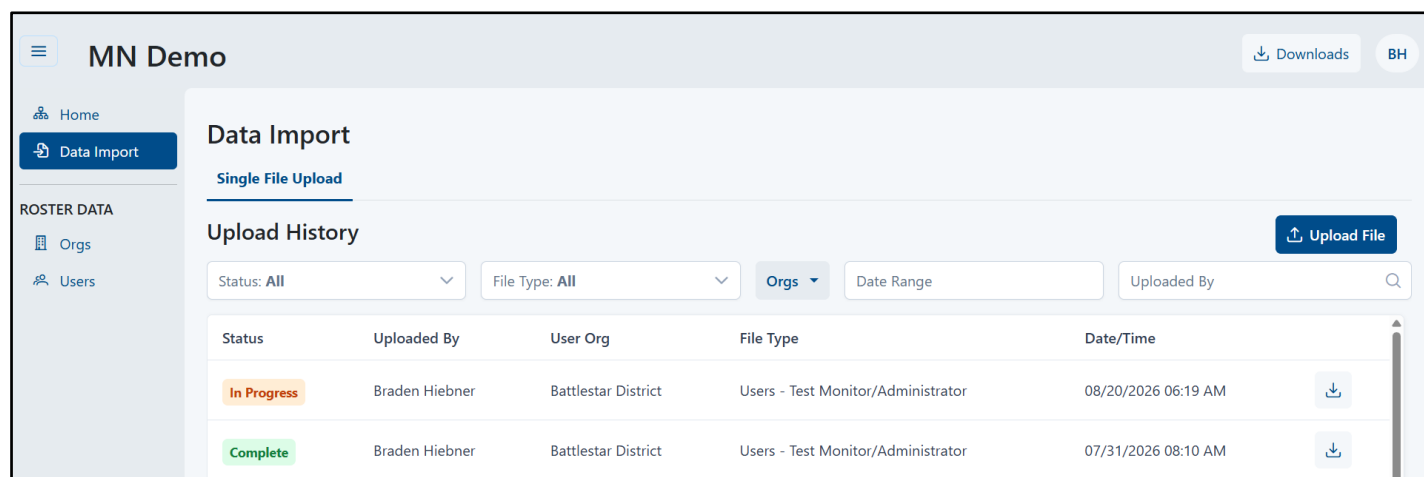
4. Use the scroll bar to scroll down to the bottom of the pop-up window. Under Upload Non-Student Users File, either drag and drop the file to be uploaded, or select **+Choose File** and select the user file to be imported.



5. After attaching the file, a message appears confirming the number of users in the file (for example, "The file contains 1 Non-Student Users"). Select **Upload File**.



You will be redirected to the Data Import page. Select the file row to view details about the file uploaded, including the number of users added, modified, and deleted.



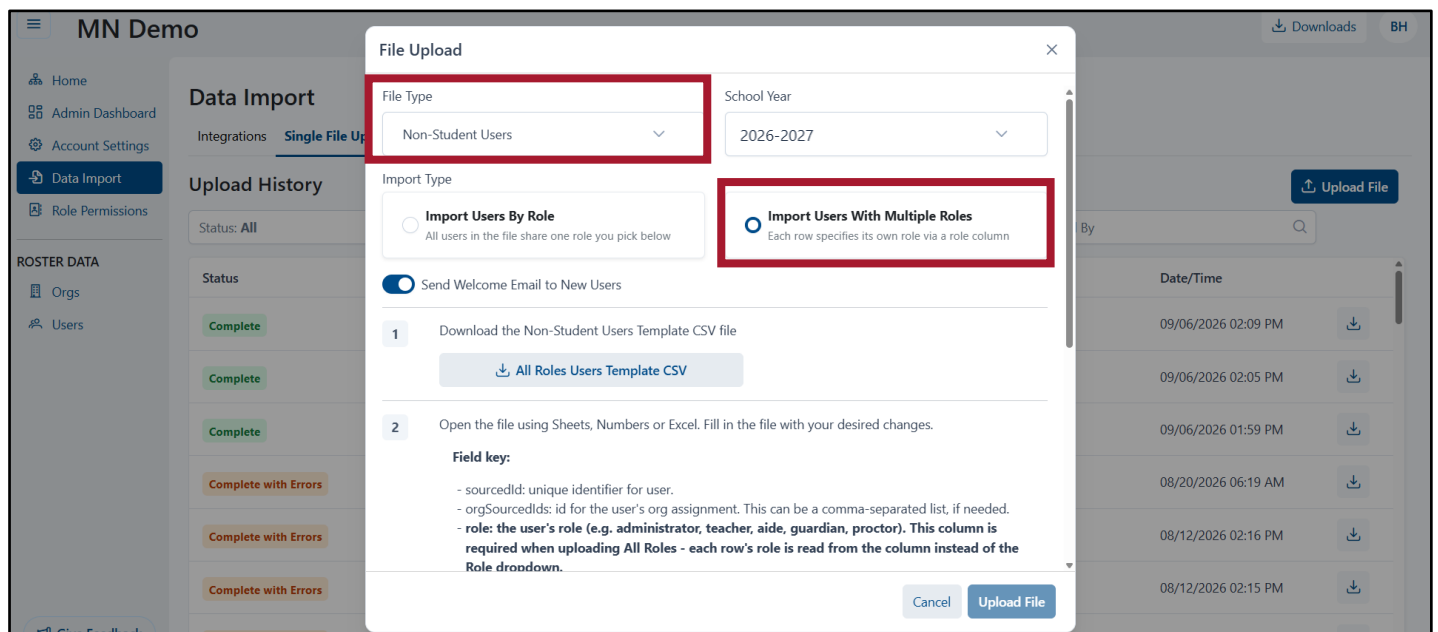
Refer to the table below for a list of statuses and explanations.

Status	Explanation
In Progress	The default initial status while the file is being processed.
Complete	The file was loaded successfully, and user accounts were created.
Complete with Errors	The file loaded, but some user accounts were not successfully created. Select the file row to open the File Upload window. Select View Errors to view the file errors or select Download Error Report for a record of errors. Update the file to fix the errors and follow the steps above to upload the file again.

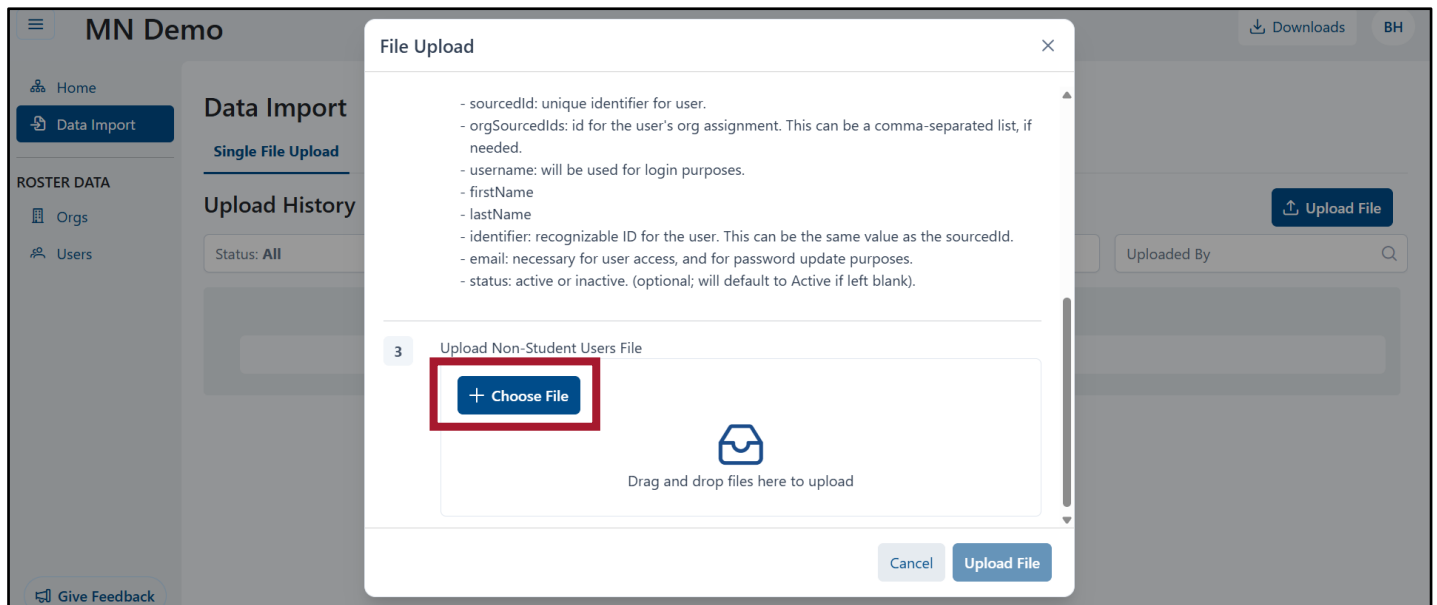
- If the Send Welcome Email to New Users toggle button was kept on, new users will receive a “Welcome” email. The email includes the user’s LaunchPad username (district email address) and a link to the LaunchPad login page.
- Repeat the process to create additional users with different user roles.

Import the Users for Multiple Roles File

- From the LaunchPad Home page, select **Data Import**.
- Select **Upload File**.
- On the File Upload pop-up window, select the following:



- a. Under the File Type dropdown, Non-Student Users is selected by default.
 - b. Under the School Year dropdown, select the current school year (for example, 2026-2027).
 - c. Under Import Type, select Import Users With Multiple Roles.
 - d. The “Send Welcome Email to New Users” toggle button is turned on by default. Leave on to send a “Welcome” email to new users created so they can set up a password and log in to LaunchPad. If turned off, the email will need to be sent manually to users.
4. Use the scroll bar to scroll down to the bottom of the pop-up window. Under Upload Non-Student Users File, either drag and drop the file to be uploaded, or select **+Choose File** and select the user file to be imported.



5. After attaching the file, a message appears confirming the number of users in the file (for example, “The file contains 1 Non-Student Users”). Select **Upload File**.
6. You will be redirected to the Data Import page. Select the file row to view details about the file uploaded, including the number of users added, modified, and deleted.
7. If the Send Welcome Email to New Users toggle button was kept on, new users will receive a “Welcome” email. The email includes the user’s LaunchPad username (district email address) and a link to the LaunchPad login page.

Edit or Delete User Accounts via a File Import/Export

1. Download or create a new user file template. Follow steps 1–3 in the *Download the User File Template* section above.

2. Make changes to the following fields, as needed:

a. Import Users by Role File Layout:

	A	B	C	D	E	F	G	H
1	sourcedId	orgSourcedIds	username	firstName	lastName	identifier	email	status
2	sample.teacher@district.org	e9bfca7d-8602-4061-a37c-afa4b41a1776	sample.teacher@district.org	Sample	Teacher	sample.teacher@district.org	sample.teacher@district.org	Inactive
3								

b. Import Users With Multiple Roles File Layout:

	A	B	C	D	E	F	G	H	I
1	sourcedId	orgSourcedIds	role	username	firstName	lastName	identifier	email	status
2	sample.teacher@district.org	e9bfca7d-8602-4061-a37c-afa4b41a1776	Assessment Administrator	sample.teacher@district.org	Sample	Teacher	sample.teacher@district.org	sample.teacher@district.org	Inactive
3									

- i. sourcedId: Unique identifier for each user. For existing users, this cannot be edited.
- ii. orgSourcedIds: The organization's identifier, district or school, for the user's assigned org(s).
- iii. role: Valid values include Assessment Administrator, Technology Staff, Test Administrator, LMS Learner. (This field is only valid for the Import Users with Multiple Roles file layout).
- iv. firstName
- v. lastName
- vi. identifier: Use the user's district email address. For existing users, this cannot be edited.
- vii. email: Use the user's district email address. An email is required for user access and password updates.
- viii. status (optional): Enter "Inactive" to deactivate a user's account. Will default to "Active" if left blank.

A user's "Sourced ID" and "Username" cannot be edited, either manually or through a file upload. Refer to *Appendix B-LaunchPad User Account File Layout* for detailed information about the file layout, including required fields, valid values, and additional information.

3. Save the file in CSV format.

4. Follow steps 1–5 from the *Import the User Account File* section for steps on importing the user file. A new "Welcome" email will not be generated for edited or deactivated accounts, even if the button is toggled on while importing the file.

Review Staff Accounts

DAC and AA users can review created or edited user accounts in LaunchPad or through a file export.

Review Users in LaunchPad

1. From the LaunchPad Home page, select **Users**.
2. Select the **Non-Students** tab.
3. Use the search field and/or filter options to find users, as needed. The following filter options are available by default:

The screenshot shows the 'Users' page in the LaunchPad interface. The page title is 'MN Demo'. On the left, there is a sidebar with 'Home' and 'Data Import' links, and a 'ROSTER DATA' section with 'Orgs' and 'Users' links. The main content area is titled 'Users' and includes a toggle for 'Show Users Who Have Never Logged In' (which is currently disabled), a 'School Year' dropdown set to '2026-2027 Current', and an 'Actions' dropdown. Below these are filter options: a search field with 'sample', 'Status: All', 'Role: All', 'Orgs: All', and an 'All Filters' button. A table of users is displayed with columns: Last Name, First Name, Role, Email, Organization Name, SourcedId, Status, and Last Modified. The first user listed is 'Teacher Sample', an 'Assessment Administrator' with email 'sample.teacher@district.org', from 'Battlestar District', with sourced ID 'sample.teacher@district.org', status 'Active', and last modified '09/06/2026 07:05 AM'.

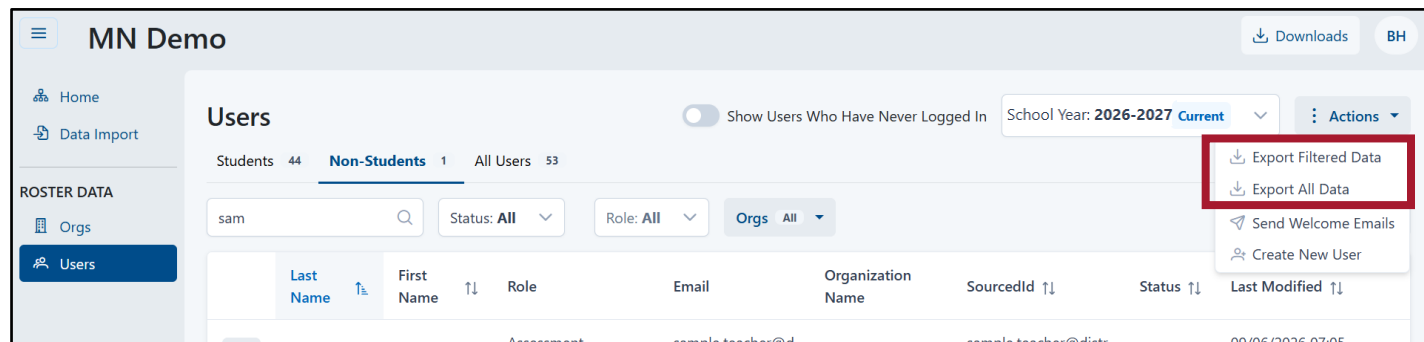
Last Name	First Name	Role	Email	Organization Name	SourcedId	Status	Last Modified
Teacher	Sample	Assessment Administrator	sample.teacher@district.org	Battlestar District	sample.teacher@district.org	Active	09/06/2026 07:05 AM

- a. Search Field: Enter the user's full or partial name, sourcedID, or username to find users that match the search criteria.
 - b. Status: This field is set to Active by default. Change to Inactive to view deactivated users.
Note: In the Status column, Inactive users are listed as "Tobedeleted."
 - c. Role: This field is set to All by default. Select a specific user role, as needed.
 - d. Orgs: This field is set to All by default. Select a specific district or school, as needed.
 - e. All Filters: Provides additional filtering options.
4. The "Show Users Who Have Never Logged In" toggle button is disabled by default. Enable the button to see users who have yet to log in to LaunchPad.

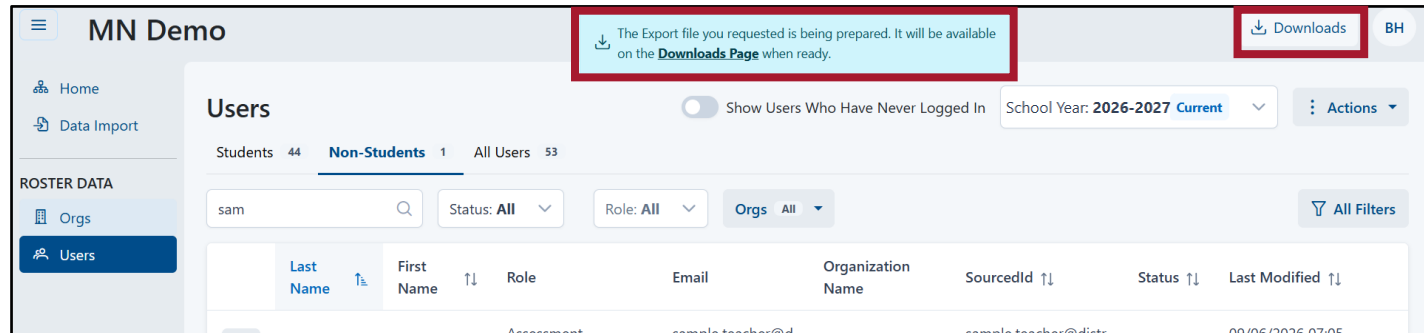
Tip: Once a user account is created, a "Welcome" email is sent to users with a link to set up a password. This link is only active for five days. Once the link is expired, users will need to be sent a new "Welcome" email. Use this toggle button to quickly identify users who may need to receive a new email.

Export a List of Users in LaunchPad

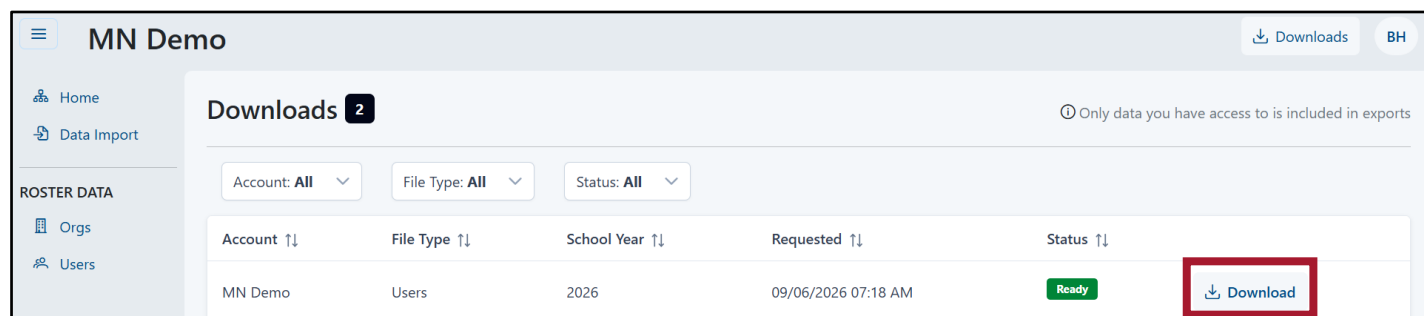
1. From the LaunchPad Home page, under Roster Data, select **Users**.
2. Select the **Non-Students** tab. Locate the user using the search field and/or filter options, as needed.
3. Under the Actions dropdown, select either:
 - a. **Export Filtered Data** to download a list of users based on the selected filter criteria.
 - b. **Export All Data** to download a list of all users.



4. A message appears stating, “The Export file you requested is being prepared. It will be available on the Downloads Page when ready.”
5. Select the **Downloads** button.



6. On the Downloads page, when the file is in Ready status, select **Download** next to the file to download.



Note: The “enabledUser” column in the file shows Active accounts as “TRUE” and Inactive accounts as “FALSE”.

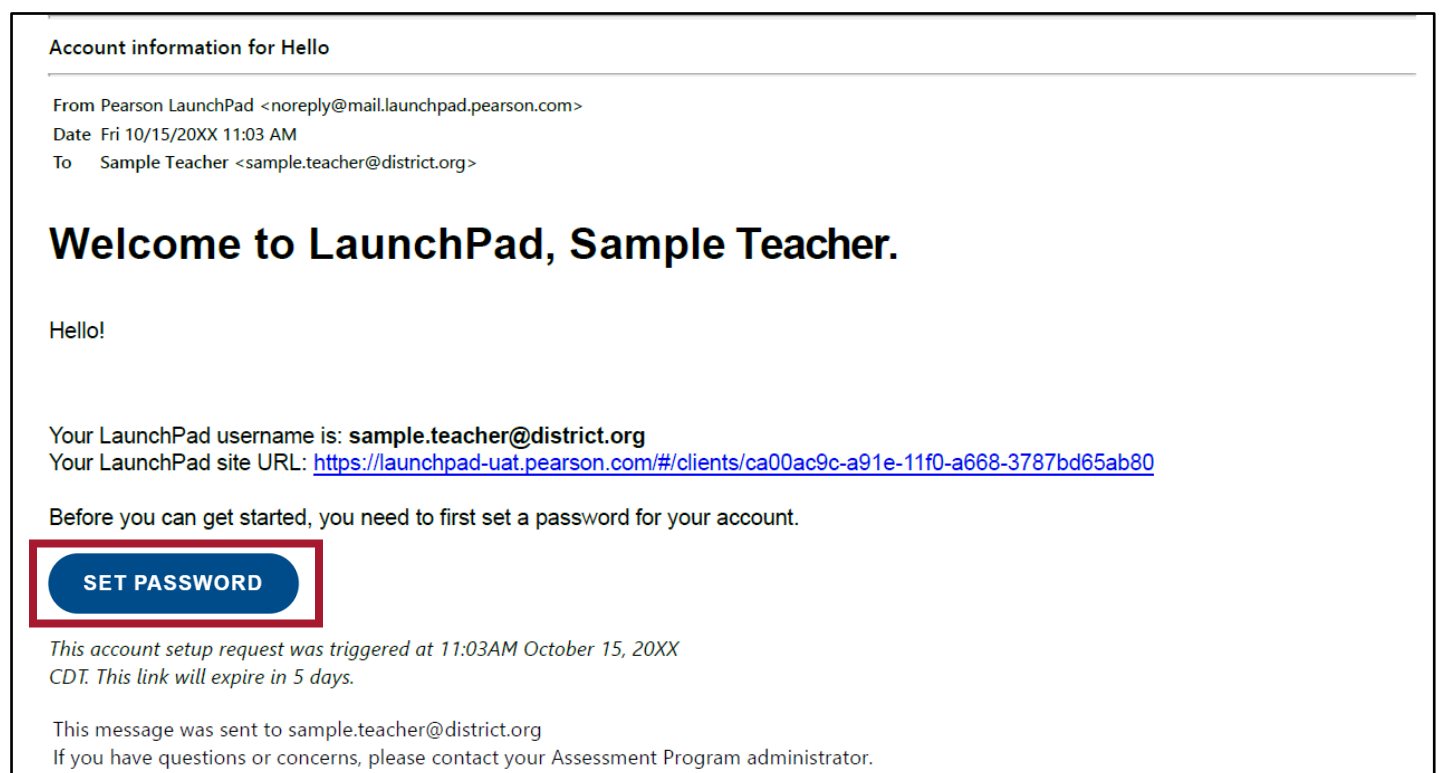
Log in to LaunchPad

When a user account is created in LaunchPad, if the “Send Welcome Email” button is enabled the user will automatically receive an email from Pearson LaunchPad (noreply@mail.launchpad.pearson.com) with the subject line “Account information for LaunchPad.”

Create Initial LaunchPad Password

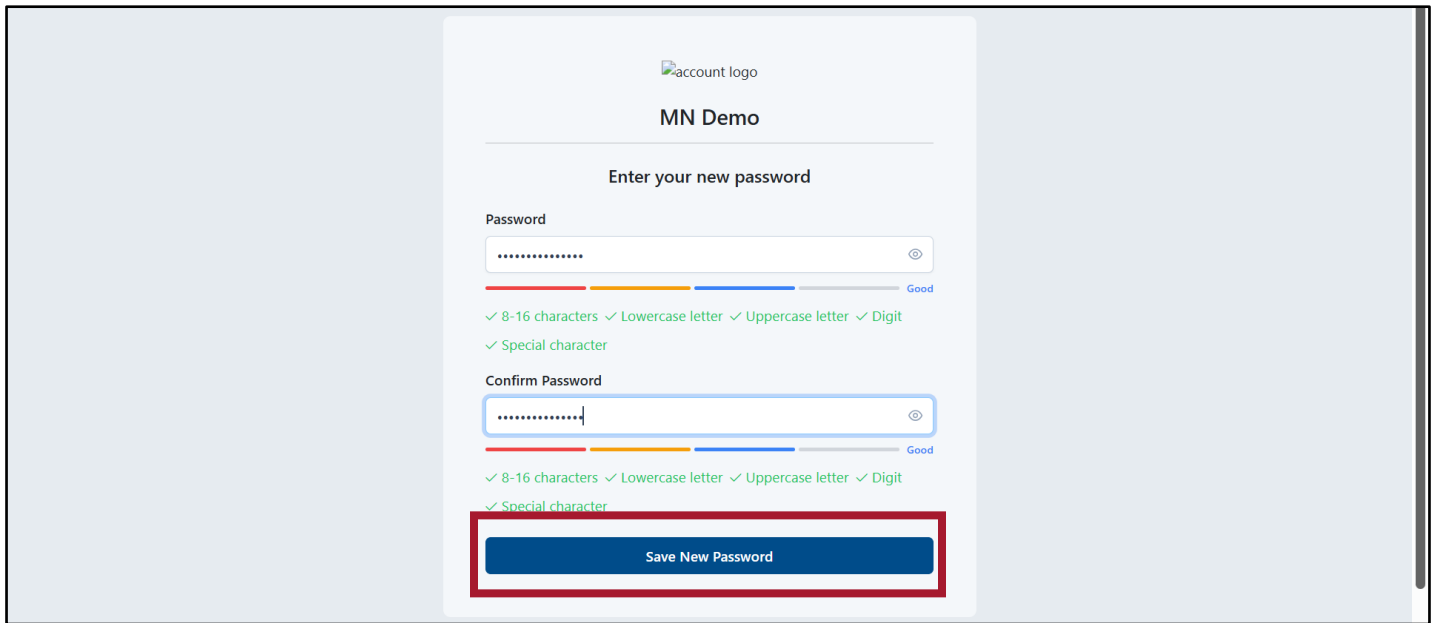
Before accessing LaunchPad for the first time, users will need to set a password for their account:

1. Locate the “Welcome” email and read the instructions. The email includes the user’s LaunchPad username (district email address) and link to the LaunchPad login page.
2. Select **Set Password**.



Note: The Set Password link expires if not accessed within **five days**. If the set password link has expired, refer to the *Forgotten Username or Password* section of this guide. If you are the DAC and have issues with your LaunchPad account, contact Pearson customer support for assistance.

3. Create a password and select **Save New Password**.



account logo

MN Demo

Enter your new password

Password

.....

Good

✓ 8-16 characters ✓ Lowercase letter ✓ Uppercase letter ✓ Digit
✓ Special character

Confirm Password

.....

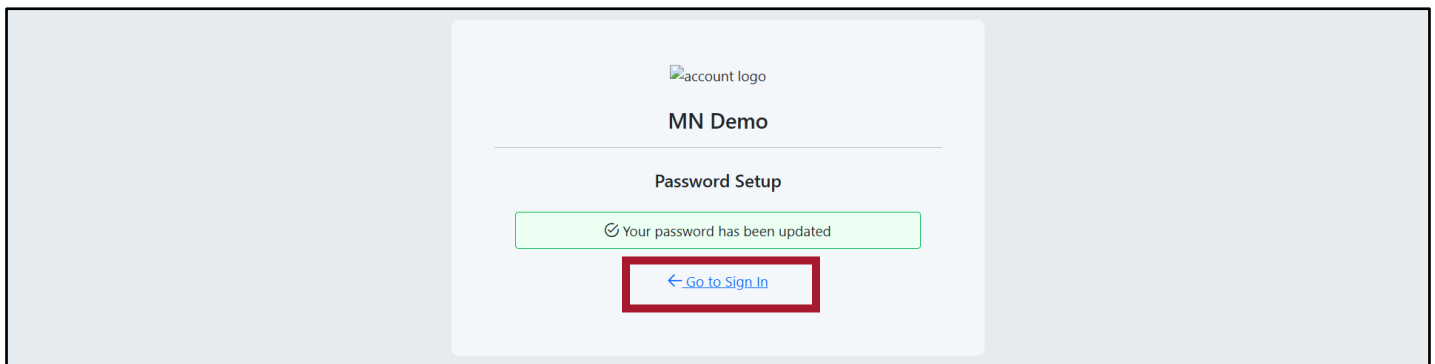
Good

✓ 8-16 characters ✓ Lowercase letter ✓ Uppercase letter ✓ Digit
✓ Special character

Save New Password

Note: The password requirements are listed on screen.

4. After saving the new password, a confirmation message, “Your password has been updated,” confirms success. Select **Go to Sign In** to log in to LaunchPad.



account logo

MN Demo

Password Setup

✓ Your password has been updated

← Go to Sign In

Log in to LaunchPad After Setting Up Password

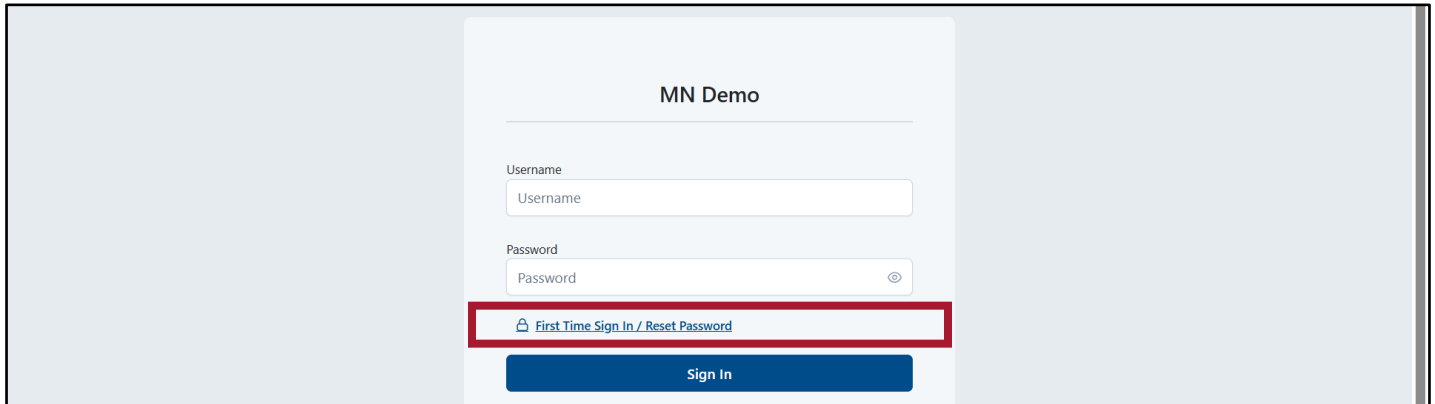
1. To log in to LaunchPad, go to the [LaunchPad](#) page of the Minnesota Assessment Hub.
Tip: Bookmark the login page for quick future access.
2. Select **Sign in to LaunchPad**. Enter your username and password and select **Sign In**. After logging in, you will be directed to the LaunchPad Home page.

Forgotten Username or Password

1. To reset a forgotten password, go to the [LaunchPad](#) page of the Minnesota Assessment Hub.

Note: Passwords do not expire for user accounts.

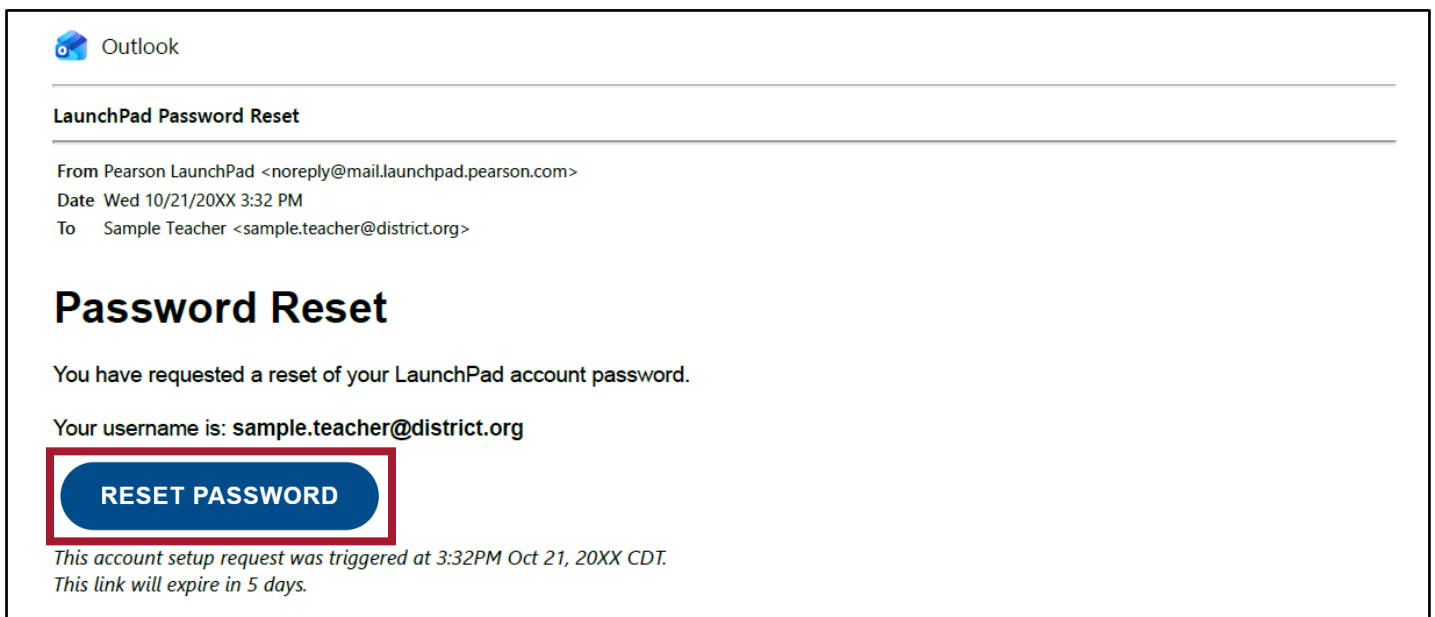
2. Select **Sign in to LaunchPad** and then select **First Time Sign In / Reset Password**.



3. Enter your Username and select **Send Email**. If a valid, matching account was found, an email will be sent to the email address associated with the username.

Note: To recover a forgotten username, locate it in the “Welcome” email. If unable to locate the email, contact your District or School Assessment Coordinator to resend it.

4. The user will receive an email from Pearson LaunchPad (noreply@mail.launchpad.pearson.com) with the subject line ‘LaunchPad Password Reset’. Select **Reset Password**.



5. Enter and confirm a new password and select **Save New Password**. The password requirements are listed on the screen.

Send a Welcome Email to a Single User

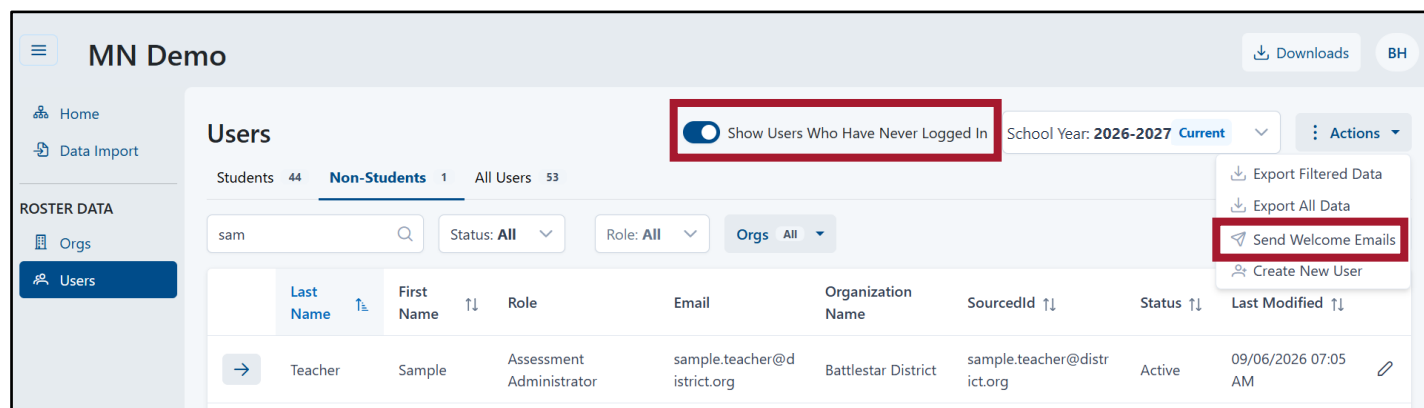
DAC and AA users can send a “Welcome” email to new users, users whose “Set Password” link has expired, or users who need to reset their password.

Note: When creating a new user, either manually or through a file upload, the “Send Welcome Emails” toggle button is enabled by default. Unless toggled off, new users will receive the “Welcome” email when their account is created. If a user has already received the email and logged into LaunchPad, resending the “Welcome” email will result in the user receiving a “Password Reset” email.

1. From the LaunchPad Home page, under Roster Data, select **Users**.
2. Select the **Non-Students** tab.
3. Locate the existing user using the search field and filter options. Select the user.

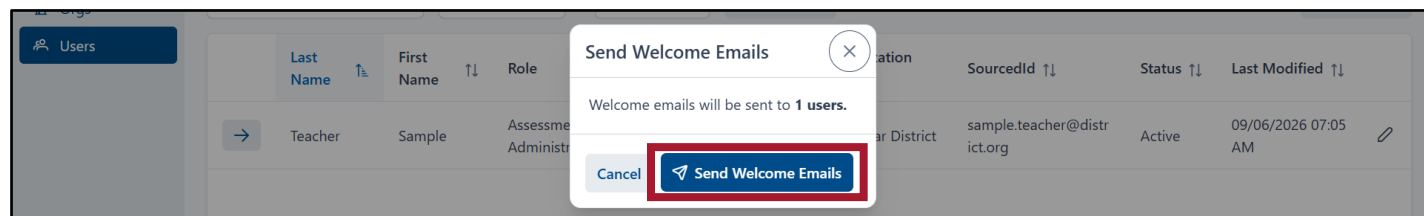
Tip: To resend a “Welcome” email to users whose password link expired or cannot locate the email, select the **Show Users Who Have Never Logged In** toggle button to see users who have not created a password and logged in to LaunchPad.

4. Under Actions, select **Send Welcome Emails**.



The screenshot shows the 'Users' management page in the 'MN Demo' environment. The 'Non-Students' tab is selected, showing a list of users. A search bar contains 'sam'. Filters for 'Status: All', 'Role: All', and 'Orgs: All' are visible. A toggle switch for 'Show Users Who Have Never Logged In' is highlighted with a red box. The 'Actions' menu is open, and the 'Send Welcome Emails' option is highlighted with a red box. The user list includes a user named 'Teacher Sample' with the role 'Assessment Administrator' and email 'sample.teacher@district.org'.

5. On the Send Welcome Email pop-up window, select **Send Welcome Email**. A confirmation message will appear confirming the email has been sent.



The screenshot shows a 'Send Welcome Emails' pop-up window. The message states: 'Welcome emails will be sent to 1 users.' There are two buttons: 'Cancel' and 'Send Welcome Emails'. The 'Send Welcome Emails' button is highlighted with a red box.

Send the Welcome Email to Multiple Users by User Role

To send the “Welcome” email to multiple users:

1. From the LaunchPad Home page, under Roster Data, select **Users**.
2. Select the **Non-Students** tab.
3. In the Role filter, select the user role(s) to include in the Welcome email.

Tip: Select the toggle button **Show Users who Have Never Logged In** to avoid sending emails to users who have already logged in to LaunchPad.

4. Under Actions, select **Send Welcome Emails**.

The screenshot shows the 'MN Demo' Users interface. The 'Non-Students' tab is selected, showing 3 users. The 'Role' filter is set to '3 Selected'. The 'Actions' menu is open, and 'Send Welcome Emails' is highlighted. The table below shows the selected users.

Last Name	First Name	Role	Email	Organization Name	SourcedId	Status	Last Modified
Marienkafer	Norman	Test Monitor/Administrator	norman@adam.com	Battlestar District	norman@adam.com	Active	06/29/2026 01:28 PM
TA	FCP	Test	elizabeth.pennington@pearson.com	Battlestar High	erpta	Active	04/16/2026

5. The “Send Welcome Emails” pop-up window shows the number of “Welcome” emails that will be sent. Select **Send Welcome Emails**.

The screenshot shows the 'Send Welcome Emails' pop-up window. It displays the message 'Welcome emails will be sent to 4 users.' and has two buttons: 'Cancel' and 'Send Welcome Emails'.

Troubleshooting User Account Issues

DAC LaunchPad Username

DAC usernames are automatically generated using a combination of organization identifier and district email address (for example, 9123400000_sample.dac@district.org). To find a DAC username, locate the “Welcome” email sent when your DAC account was created. DACs assigned to multiple organizations will receive multiple “Welcome” emails, each with an organization specific username for that organization. DACs will need to log into LaunchPad with the organization specific username to access LaunchPad, ADAM, and LMS for that organization. For any issues with your DAC account, contact Pearson customer support at (888) 817-8659 or [submit a Pearson help desk request](#) online.

Missing Username

Locate the “Welcome” email which contains your username. If you cannot locate the email, contact your DAC or AA to resend it. DACs should contact Pearson for issues with their username.

Expired Set Password Link

The “Set Password” link in the “Welcome” email expires after five days. Contact your DAC or AA to resend the email to receive a new link. DACs should contact Pearson for issues with setting their password.

Locked User Accounts

As a security feature, LaunchPad automatically locks user accounts after five consecutive invalid login attempts. Locked user accounts can be unlocked by resetting the user’s password.

Deactivated User Accounts

When logging in to LaunchPad with a deactivated account, the user will receive a message, “Invalid username or password. Please try again.” To activate a deactivated user account, refer to the *Manually Deactivate or Reactivate User Accounts* section of this guide.

Can’t Access ADAM

Users with DAC, AA, Test Administrator, and Technology Staff user roles have access to the ADAM tile on the LaunchPad Home page. Select the tile to be signed in to ADAM. If you do not have access to the ADAM tile, contact your DAC or AA and confirm you do not have the LMS Learner role in LaunchPad. If you have one of the user roles with ADAM access and do not see the ADAM tile, contact Pearson.

Can't Access the LMS

All LaunchPad users have access to the LMS tile on the LaunchPad Home page to access the LMS. If you need access to the LMS, contact your DAC or AA to create a LaunchPad account. After setting a password and logging in to LaunchPad, select the LMS tile from the LaunchPad Home page. If your LaunchPad account is deactivated, you will lose access to the LMS. Contact your DAC or AA to re-activate your LaunchPad account. If you have a LaunchPad account and do not see the LMS tile, contact Pearson.

Get Support

Pearson customer support is available during the school year (Sept.–May) Monday–Friday from 7 a.m.–6 p.m. (CT) via telephone, webform, and chat. June–Aug. hours are 7 a.m.–4:30 p.m. (CT).

- **Phone:** (888) 817-8659
- **Support webform:** Include your name, district email address, subject, and brief description of why you are contacting customer support. Note: Please do not include any personally identifiable information.
- **Chat:** From the Minnesota Assessment Hub, select the **Chat** icon on the bottom right of the screen. In the Chatbot window, include the following information:
 - Your name
 - District email
 - Phone number
 - Brief description of why you are contacting customer support
 - School/district name.

Select **Start Conversation** to initiate chat support. Users are initially connected to a virtual assistant that creates the case and connects the user to a live agent. Please do not include any personally identifiable information.

Appendix A – LaunchPad User Role Matrix

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
LaunchPad					
Home					
ADAM Tile	•	•	•	•	
LMS Tile	•	•	•	•	•
Data Import					
Single File Upload (Non-Student Users)	•	•			
Orgs					
View Orgs Details (Including Contact Info, Shipping Address, District Shipping Override, Ship MTAS Automatically, Print Labels, Print Reports)	•	•			
Export All Data/Export Filtered Data	•	•			

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
Users					
Export All Data/Export Filtered Data	•	•			
View and Export Student Details/Demographics	•	•			
Create New User (Non-Students only)	•	•			
Edit User Info, Edit Roles, Deactivate Users (Non-Students only)	•	•			
Send Welcome Emails (Non-Student only)	•	•			
ADAM					
Dashboard					
Announcements (View Only)	•	•	•	•	

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
Test Management					
Administrations					
Create, Edit, Delete Proctor Group	•	•	•	•	
Print student print cards (test tickets) and rosters	•	•	•	•	
Print Proctor Ticket	•	•	•	•	
Export Proctor Group	•	•			
View Proctor Dashboard	•	•	•	•	
Apply/Update Accountability Code	•				
Submit Test Sessions	•	•			
Training Administration					
Create, Edit, Delete Proctor Group	•	•	•	•	
Print student print cards (test tickets)	•	•	•	•	

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
Export Proctor Group	•	•		•	
View Proctor Dashboard	•	•	•	•	
Apply/Update Accountability Code	•				
Submit Test Session	•	•		•	
Rostering					
Users (View Only) (View student accommodations and staff information)	•	•			
Reporting					
Progress	•	•			
Results Explorer	•	•			
Report Assets	•	•			

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
Operations					
Session Explorer					
Apply/Update Accountability Code	•				
Print student print cards (test tickets)	•	•			
Submit Test Session	•	•			
Orders					
Manage Orders	•	•			
Shipment Tracking	•	•			
Order Reports	•	•			

Task	District Assessment Coordinator (DAC)	Assessment Administrator (AA)	Test Administrator	Technology Staff (Tech)	LMS Learner
Learning Management System (LMS)					
Learner Accounts (Users with a LaunchPad account are automatically loaded into the LMS)					
Learner	•	•	•	•	•
Manager Functions (Users with a DAC or AA account are automatically loaded as Managers in the LMS. Managers can view/download reports of completed trainings, enroll Learners in trainings, and mark trainings completed as a group.)					
Manager	•	•			

Appendix B – LaunchPad User Account File Layouts

Import Users by Role Column Letter	Import Multiple Users by Role Column Letter	Field Name*	Required Y/N	Description/Notes	Example
A	A	sourcedId	Y	Unique identifier for the user. Tip: Use the user's district email. Once created, this field is not editable	first.last@district.org
B	B	orgSourcedIds	Y	User's organization assignment. Can be comma-separated for multiple organizations. The organization's SourcedId is a unique identifier assigned to each district and school. Tip: The organization's SourcedId can be found under Orgs in LaunchPad. Editable	7d88fc2d-60e9-4a3a-89e1-a9303797d6e9
N/A	C	role	Y	User's role. Tip: Only assign one role to each user. If a user has multiple roles, their permissions defaults to the higher role.	Assessment Administrator Test Administrator Technology Staff LMS Learner

Import Users by Role Column Letter	Import Multiple Users by Role Column Letter	Field Name*	Required Y/N	Description/Notes	Example
C	D	username	Y	Used to log in to LaunchPad. Tip: Use the user's district email. Editable	first.last@district.org
D	E	firstName	Y	User's first name Editable	First
E	F	lastName	Y	User's last name Editable	Last
F	G	identifier	Y	Unique identifier for the user. Tip: Use the user's district email. Once created, this field is not editable.	first.last@district.org
G	H	email	Y	User's email. Required to access LaunchPad and receive password updates. Editable	first.last@district.org

Import Users by Role Column Letter	Import Multiple Users by Role Column Letter	Field Name*	Required Y/N	Description/Notes	Example
H	I	status	N	Valid values are Active, Inactive, or Blank. If left blank, will default to Active status. To deactivate an active user account, enter "Inactive". To activate an inactive account, enter "Active". Editable	Active Inactive

*Note: Column Field Names, whether required or optional, must be included in the file when importing into LaunchPad

Appendix C –User Account Management Timeline

Season	Task
Fall	Log in to LaunchPad Note: All DAC accounts are created after receiving DAC information from MDE-ORG. Contact Pearson customer support for issues with a DAC account.
	Create AA user accounts. AA users can: • Manage user accounts at their school(s). • AAs must contact their DAC with questions about their LaunchPad account.
	Create Test Administrator, Technology Staff, and LMS Learner user accounts for staff to access the Learning Management System (LMS). • Required trainings are posted to the LMS in late fall. • All users will log in to LaunchPad to access the LMS.
Winter	Manage training completions in the LMS. • LMS Managers can track training completions, enroll Learners in courses, and mark trainings completed as a group. • Contact Pearson customer support if you have a DAC or AA user account but are not listed as an LMS Manager. Updates to LaunchPad accounts are reflected in the LMS after logging in to the LMS from the LaunchPad Home page.
	Verify Test Administrator and Technology Staff user accounts. • New user accounts can be created manually or through a file upload. • Existing user accounts (for example, users with an LMS Learner account in LaunchPad), can be updated manually or through a file upload.

Season	Task
Spring	Maintain user accounts during testing (for example, resetting passwords, creating new accounts, editing existing accounts). Note: LaunchPad user passwords do not expire. If a user no longer needs access to LaunchPad, follow steps to deactivate the user.
Summer	Export a file of all LaunchPad users. In the fall, LaunchPad access is disabled and user accounts are removed when LaunchPad is updated in preparation for the next spring's test administration. Tip: Consider using the file export as the starting point for creating new user accounts in the fall.