



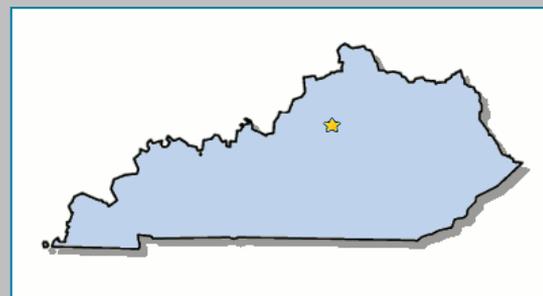
Pearson

PearsonAccess^{next} Navigational Instructions

Pearson Kentucky Program Team

January 2023

Kentucky Summative Assessments (KSA)





Kentucky Department of
E D U C A T I O N

KSA PearsonAccess^{next}

05-10 Getting Started

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PearsonAccess^{next} Overview

PearsonAccess^{next}

[Home](#) [Support](#)



Kentucky State Assessments

Kentucky Department of
EDUCATION

★ Program Information

PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized users can perform all test administration duties:

- Create test sessions
- Add students to test sessions
- Order accommodated paper test materials
- Track shipments
- View current and previous years' student test results

[Sign In](#)

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

[Contact Us](#)

Contact Us

Kentucky
Office of Assessment and Accountability
Division of Assessment and Accountability Support
(502) 584-4304
daoinfo@education.ky.gov

Pearson Help Desk
Hours: 6am - 7:30pm CT
(888) 437-1430

[Contact Kentucky Support](#)

[Related Links](#)

[KDE Home Page](#)
[Training Site](#)
[PearsonAccess^{next} User Guide](#)
[TestNav 8 Online User Guide](#)
[Practice Tests and TestNav 8 KY Tutorial](#)
[Kentucky Portal](#)

<https://ky.pearsonaccessnext.com/customer>

The PearsonAccess^{next} Advantage

PearsonAccess^{next} will be used to:

- View student data for Kentucky Assessments*
- Order Accommodated testing materials (Braille and Large-Print) via Additional Orders only on PearsonAccess^{next}
- Update district and school profiles/addresses
- Conduct online testing of the Kentucky State Assessments

* NOTE: Districts will be able to view student data once file received from KDE is loaded. Files from KDE are pulled from Infinite Campus (IC).



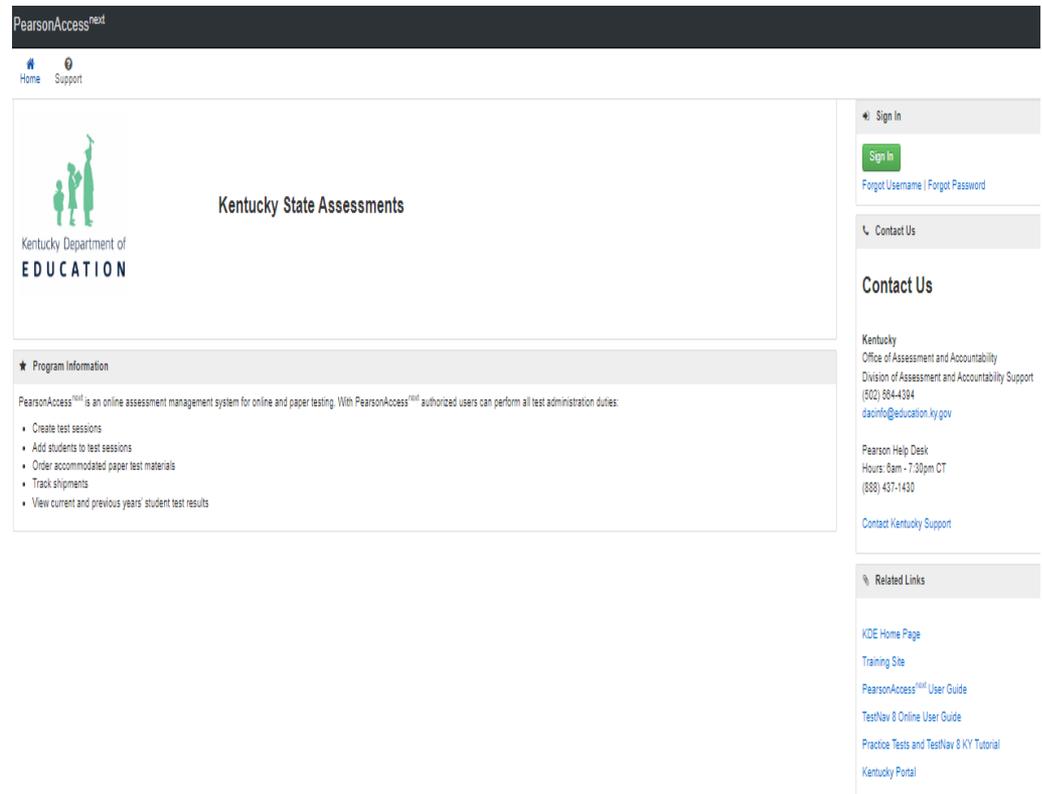
Getting Started

Getting Started on PearsonAccess^{next}

Logging Into PearsonAccess^{next}:

- Go to: <https://ky.pearsonaccessnext.com/customer>
- This will take you to the Kentucky Homepage:

All DACs should have a username and password; if not, please contact Kentucky Department of Education (KDE). Once KDE informs Pearson of a DAC update, an account will be created, and an auto generated E-mail will be sent from the PearsonAccess^{next} System. If a new DAC did not receive this E-mail, please contact the Pearson Kentucky Customer Service Center at 1-888-437-1430 or click on the Contact Kentucky Support on the home page in PearsonAccess^{next}.



The screenshot shows the PearsonAccess^{next} homepage for Kentucky State Assessments. The page features the Kentucky Department of Education logo on the left and the text "Kentucky State Assessments" in the center. Below the logo is a "Program Information" section with a list of tasks: "Create test sessions", "Add students to test sessions", "Order accommodated paper test materials", "Track shipments", and "View current and previous years' student test results". On the right side, there is a "Sign In" button, a "Forgot Username / Forgot Password" link, and a "Contact Us" section with contact information for the Kentucky Office of Assessment and Accountability, including a phone number (800) 664-4304 and an email address (daosinfo@education.ky.gov). There is also a "Contact Kentucky Support" link and a "Related Links" section with links to the KDE Home Page, Training Site, PearsonAccess^{next} User Guide, TestNav 8 Online User Guide, Practice Tests and TestNav 8 KY Tutorial, and Kentucky Portal.

PearsonAccess^{next} Kentucky Homepage: Landing Page

Sign In Button

Home Tab

The screenshot shows the PearsonAccess^{next} Kentucky homepage. At the top left, a navigation bar contains the PearsonAccess^{next} logo and two tabs: 'Home' and 'Support'. The 'Home' tab is highlighted with a red box and an arrow pointing to it. The main content area features the Kentucky State Assessments logo, which includes a green silhouette of a family and the text 'Kentucky State Assessments' and 'Kentucky Department of EDUCATION'. Below this is a 'Program Information' section with a star icon and a list of features: 'Create test sessions', 'Add students to test sessions', 'Order accommodated paper test materials', 'Track shipments', and 'View current and previous years' student test results'. On the right side, there is a 'Sign In' section with a green 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below that is a 'Contact Us' section with the text 'Contact Us' and 'Contact Kentucky Support'. At the bottom right, there is a 'Related Links' section with links to 'KDE Home Page', 'Training Site', 'PearsonAccess^{next} User Guide', 'TestNav 8 Online User Guide', 'Practice Tests and TestNav 8 KY Tutorial', and 'Kentucky Portal'. A red box with the text 'Contact Information: KDE & Pearson' has an arrow pointing to the 'Contact Us' section.

Contact
Information:
KDE & Pearson

How To Log Into PearsonAccess^{next}

Step 1: Begin on the PAN Landing Page:

<https://ky.pearsonaccessnext.com/customer>

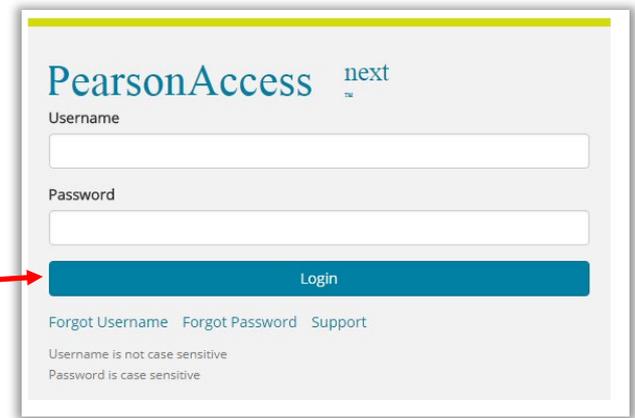
Step 2: Click on the “Sign In” button:



Step 3: Enter your Username and Password:

Note: [Forgot Username](#), [Forgot Password](#), and [Support](#) link

Step 4: Click on the “Login” button:

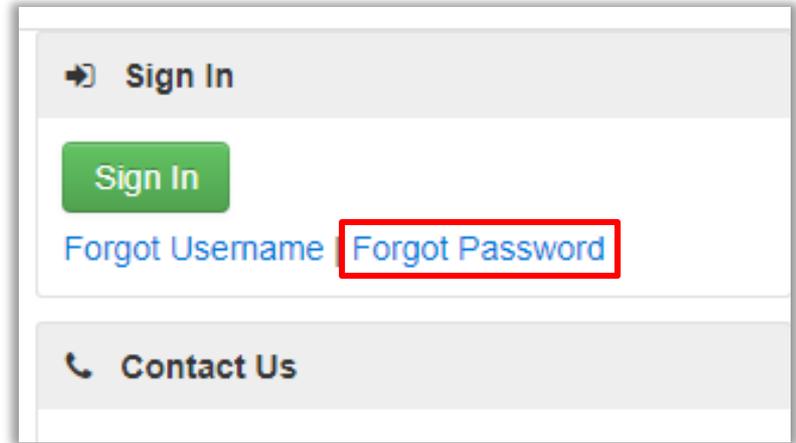


Note: Account will be locked after **5** unsuccessful log-in attempts and 30 minutes of inactivity will automatically log users out. If locked out, DACs should contact the Pearson Customer Service Center at 1-888-437-1430 or click on the Contact Kentucky Support on the home page in PearsonAccess^{next}. BACs should contact their DACs.

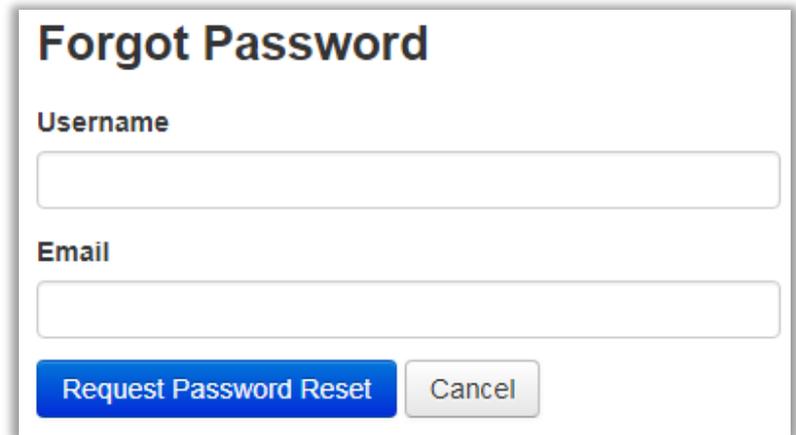
Reset Your Password

1. On the Login screen, click the Forgot Password link.
2. Enter your Username and E-mail address and click Request Password Reset button.
3. If both the Username and E-mail addresses entered exactly match your user account information, you will be sent an E-mail with instructions for resetting your password.
4. Follow the instructions and password requirements to reset your password and then log in.

Note: Passwords must be 8 to 32 characters in length and must not include the following special characters: carat [^], ampersand [&], asterisk [*], and begin paren [(].



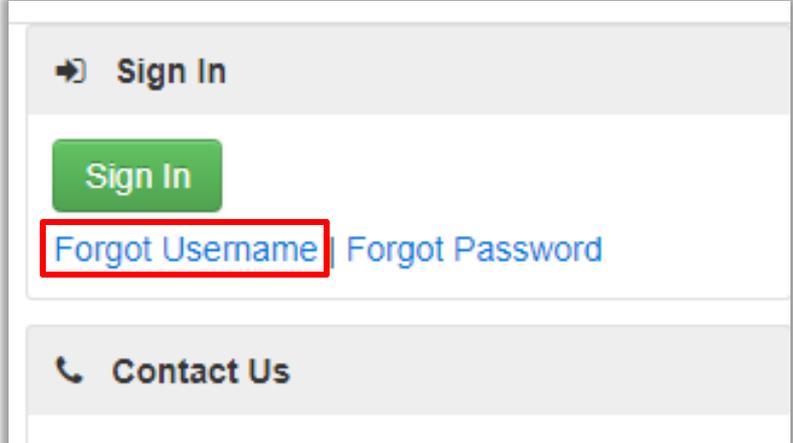
A screenshot of a web application's sign-in interface. At the top, there is a grey bar with a right-pointing arrow and the text "Sign In". Below this is a white area containing a green "Sign In" button. Underneath the button are two links: "Forgot Username" and "Forgot Password". The "Forgot Password" link is highlighted with a red rectangular border. At the bottom of the white area is a grey bar with a telephone icon and the text "Contact Us".



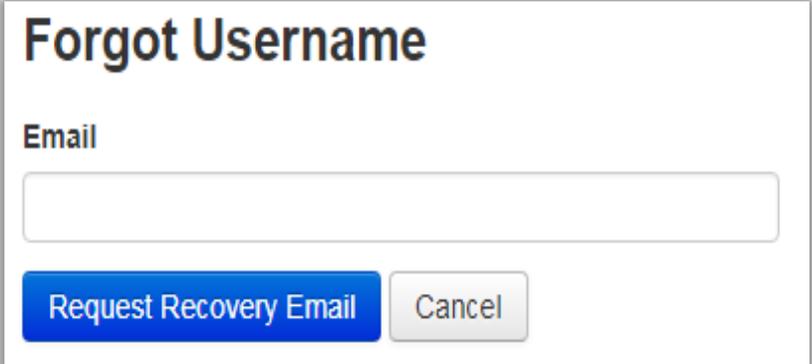
A screenshot of a "Forgot Password" form. The title "Forgot Password" is at the top in bold. Below the title are two input fields: "Username" and "Email". At the bottom of the form are two buttons: a blue "Request Password Reset" button and a grey "Cancel" button.

Forgot Your Username

1. On the Login screen, click the Forgot Username link to go to the Forgot Username screen.
2. Enter your E-mail address, and then click: Request Recovery E-mail.
3. You will receive an E-mail from the PearsonAccess^{next} System with your Username.



The screenshot shows a 'Sign In' interface. At the top, there is a 'Sign In' button. Below it, the 'Forgot Username' link is highlighted with a red rectangle. To its right is the 'Forgot Password' link. At the bottom, there is a 'Contact Us' link.



The screenshot shows the 'Forgot Username' screen. It features an 'Email' label above a text input field. Below the input field are two buttons: 'Request Recovery Email' (in blue) and 'Cancel' (in grey).



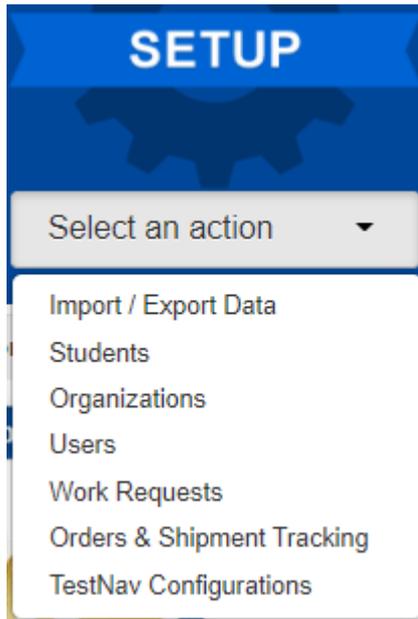
Navigation Page

PearsonAccess^{next} Navigation Page: Things To Note

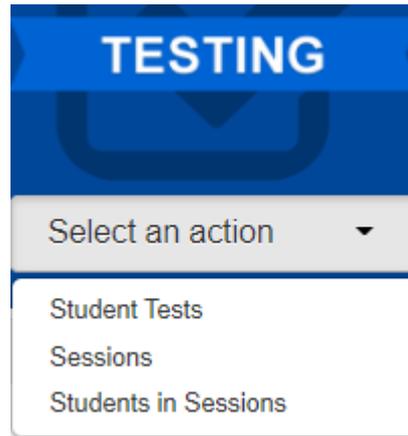
The screenshot displays the PearsonAccess^{next} interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and features the Kentucky Department of Education logo. A dropdown menu is open, showing a list of years from 2011-2012 to 2022-2023. The "Spring 2023 Summative" option is highlighted. The breadcrumb navigation at the top right shows "Kentucky > 2022 - 2023 > Spring 2023 Summative".

Before beginning next steps, choose the Kentucky Assessment administration year your students will be testing in from the drop down on the Navigation Page.

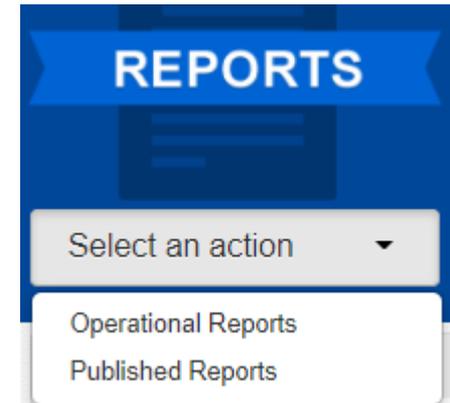
PearsonAccess^{next} Banners



SETUP - Access district and school organizations. Create/update user accounts. Orders & Shipment Tracking. Remote Test Settings.



TESTING – Access to student online tests.



REPORTS - Access Operational and Published* Reports.
***Published Reports are not available until reports have been approved by KDE.**

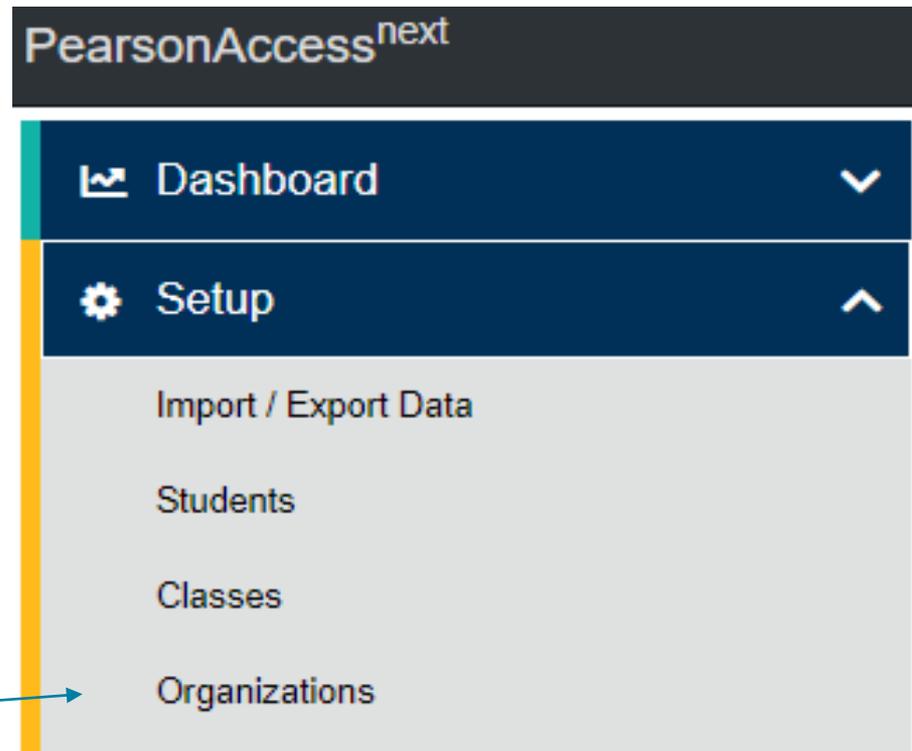


Organizations

Understanding Organizations

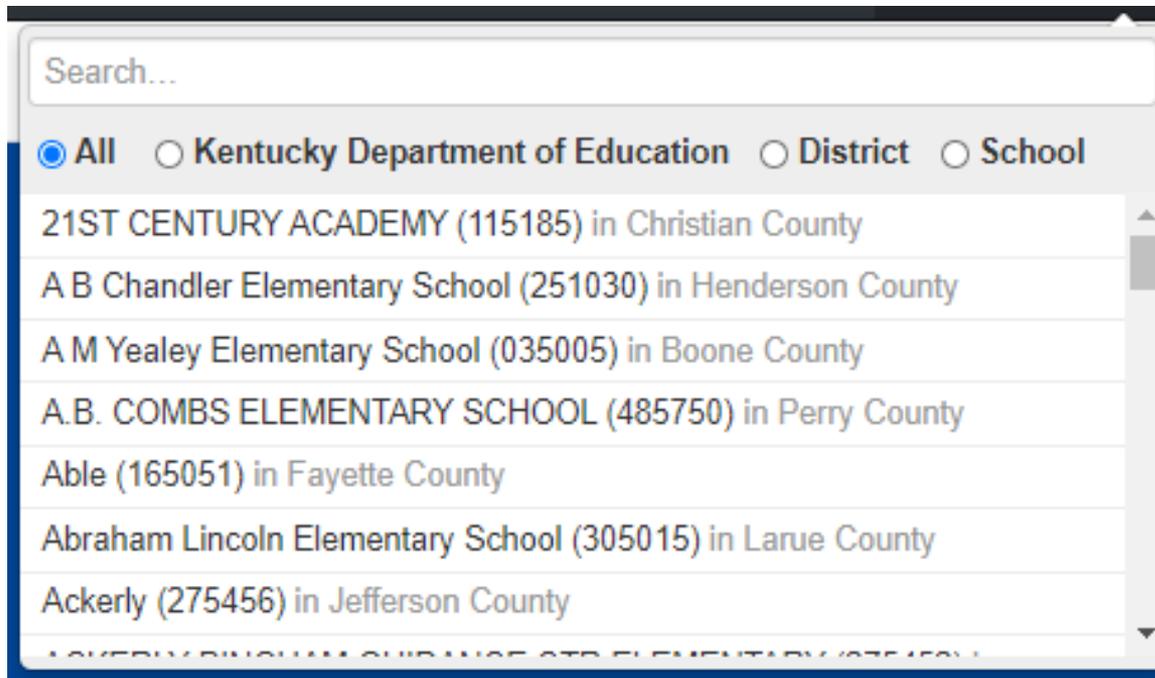
An **organization** is an entity in the organizational hierarchy, such as a district or school. For example, District 3 and Columbus High School each are an organization. An organization must "exist" in the PearsonAccess^{next} system before that organization can participate in testing or test-related activities, such as ordering materials.

To update, click **Organizations**.



View Organizations

There are two ways to view the organizations. On the upper right of the screen, click on the down arrow next to the district name, this will provide a list of schools in the district that can be selected from.



View Organizations cont'd

Click the arrow to the right of the Search button and click the check box “Show all results”.

The screenshot shows the 'Organizations' interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below that is a search bar with the text 'Find Organizations Participating in KY Spring 2017 Administration'. A search button with a magnifying glass icon and a dropdown arrow is visible. A red arrow points to the dropdown arrow. A tooltip box is open over the dropdown arrow, containing a checkbox labeled 'Show all results' and the text 'This action clears the search and filters'. Below the search bar are filter sections for 'Parent Organization', 'Name', and 'Code', each with a 'Starts with' input field.

From here, you can scroll through the schools to the right or type in the school's name in the “Parent Organization” field.

The screenshot shows the 'Organizations' interface with a list of 173 results. The 'Filters' section on the left is expanded, showing a list of schools under the 'Parent Organization' filter. The main area displays a table with columns: Organization Name*, Code*, Type, Parent Organization, and Close. The table lists various schools such as ACKERLY, ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY, AHRENS EDUCATIONAL RESOURCE, etc.

Organization Name*	Code*	Type	Parent Organization	Close
ACKERLY	275456	School	JEFFERSON COUNTY(275000)	false
ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY	275452	School	JEFFERSON COUNTY(275000)	true
AHRENS EDUCATIONAL RESOURCE	275920	School	JEFFERSON COUNTY(275000)	false
ATHERTON HIGH SCHOOL	275018	School	JEFFERSON COUNTY(275000)	false
ATKINSON ACADEMY	275185	School	JEFFERSON COUNTY(275000)	false
AUBURNDALE ELEMENTARY SCHOOL	275127	School	JEFFERSON COUNTY(275000)	false
AUDUBON TRADITIONAL ELEM	275044	School	JEFFERSON COUNTY(275000)	false
AUDUBON YOUTH DEVELOPMENT CENTER	275150	School	JEFFERSON COUNTY(275000)	false
BALLARD HIGH	275105	School	JEFFERSON COUNTY(275000)	false
BARRET TRADITIONAL MIDDLE	275040	School	JEFFERSON COUNTY(275000)	false
BATES ELEMENTARY	275055	School	JEFFERSON COUNTY(275000)	false
BELLEWOOD	275220	School	JEFFERSON COUNTY(275000)	false

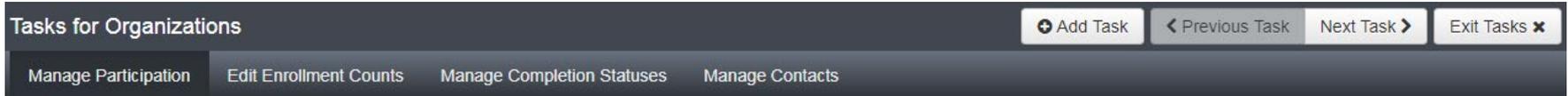


Test Setup

Understanding Test Setup

- Manage Contacts - Optional
- Additional Orders - Accommodated Test Materials Only

Organizational Task - All Task Bar



Manage Contacts - District/School Level-Optional

Contacts for both the district and school level can be edited on this screen.

Additional Orders - Accommodated Test Materials only

DACs will order Large Print and/or Braille Kits via additional orders once the window opens.

Manage Contacts - District/School Level

Tasks for Organizations Add Task Previous Task Next Task Exit Tasks

Manage Participation Edit Enrollment Counts Manage Completion Statuses **Manage Contacts**



School Level

CONTACTS (2) CONTACT DETAILS

Create Contacts

PV FE TEST SCHOOL (111001)

Shipping

Shipping

Save Delete Reset

Show Organization Details

Test Coordinator Name*

abcdef

Address Line 1*

1332 abcdef

Address Line 2

City*

District Level

CONTACTS (3) CONTACT DETAILS

Create Contacts

PVT BOONE COUNTY DISTRICT (035000)

Shipping

Mailing

New Contact

Save Reset

Organization*

Contact Type*

Test Coordinator Name*

Address Line 1*

Address Line 2

City*

Kentucky Summative Assessments test materials will ship to the district address. At the school level, the BAC can be updated on this screen. This is optional.

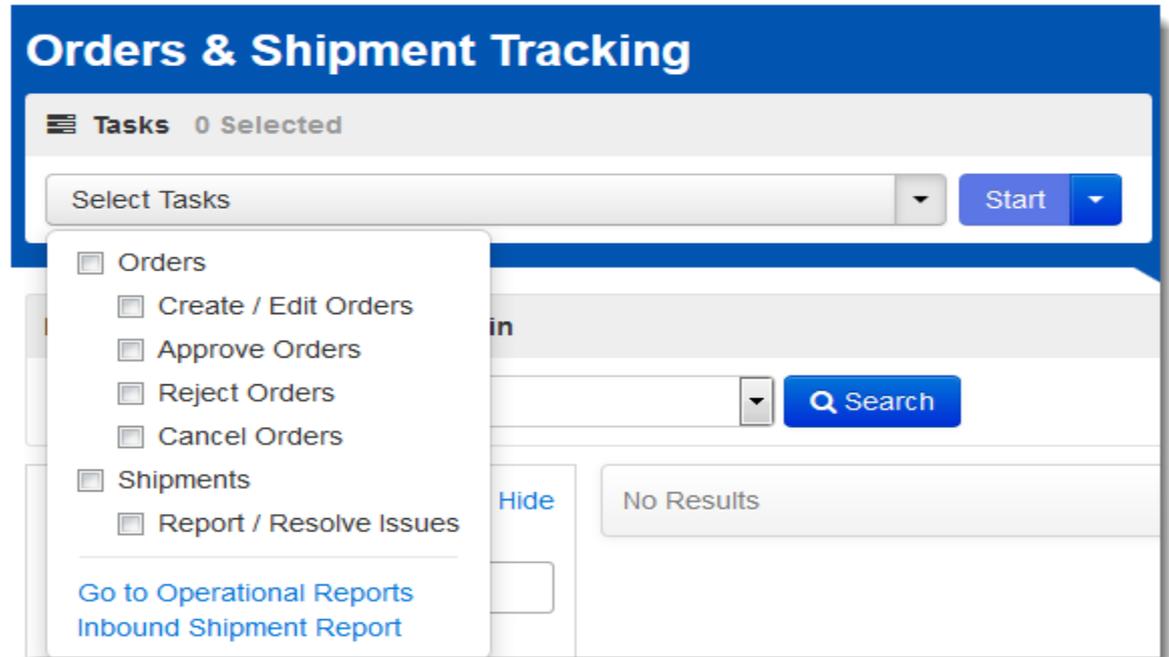


Additional Orders

Orders & Shipment Tracking

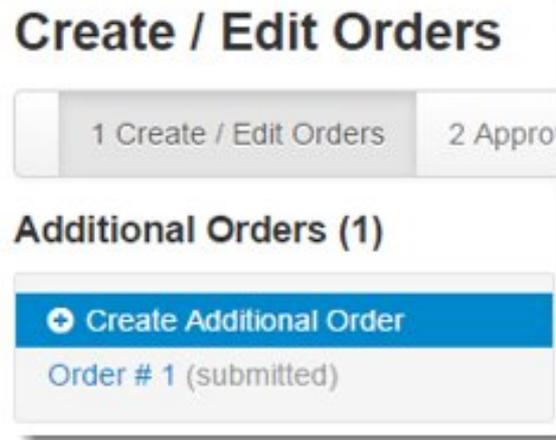
Use **Orders & Shipment Tracking** to order accommodated test materials. DACs will order additional test and return materials.

1. Click Setup
2. Click Orders & Shipment Tracking from drop down
3. Click the Select Tasks drop-down
4. Select Create/Edit Orders
5. Click Start.



Orders & Shipment Tracking (slide 2)

1. Select Create/Edit Orders
2. Next Page is a screen shot for the Additional Order



Orders & Shipment Tracking (slide 3)

1. Enter the Date Needed (**enter at least 2 days before testing**)
2. Click the drop-down arrow for Stored Contact
3. Click on Add Items at the bottom of the page
4. Enter items needed (next slide)
5. Click *Save* (next slide)
6. Click *Create*

The screenshot shows a web form titled 'New Order' under the 'ADDITIONAL ORDERS' section. The form is divided into several sections: 'Organization (Code)' with a text field containing 'AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)'; 'Reason' with a dropdown menu; 'Date Needed*' with a calendar icon; 'Special Instruction' with a large text area; 'Submitter Email*' with a text field containing 'no-reply@pearson.com'; 'Submitter Phone*' and 'Ext' with text fields; 'Ship To' section with a 'Use a Stored Contact' dropdown menu; 'Contact Information' with fields for 'Contact Name*', 'Job Title', 'Email', 'Phone', 'Ext', and 'Fax'; 'Shipping Address' with fields for 'Address Line 1*', 'Address Line 2', 'City*', 'State*', and 'Zipcode*'; and 'Materials Order' with a '0 items' indicator and an 'Add Items...' button. At the bottom, there are 'Create' and 'Reset' buttons. Red arrows with numbers 1 through 6 point to the following elements: 1. Date Needed* calendar icon; 2. Use a Stored Contact dropdown arrow; 3. Add Items... button; 4. Special Instruction text area; 5. Create button at the top right; 6. Create button at the bottom left.

Orders & Shipment Tracking (slide 4)

Edit Materials Order 5  

Q Find Materials Filters [\(clear\)](#)

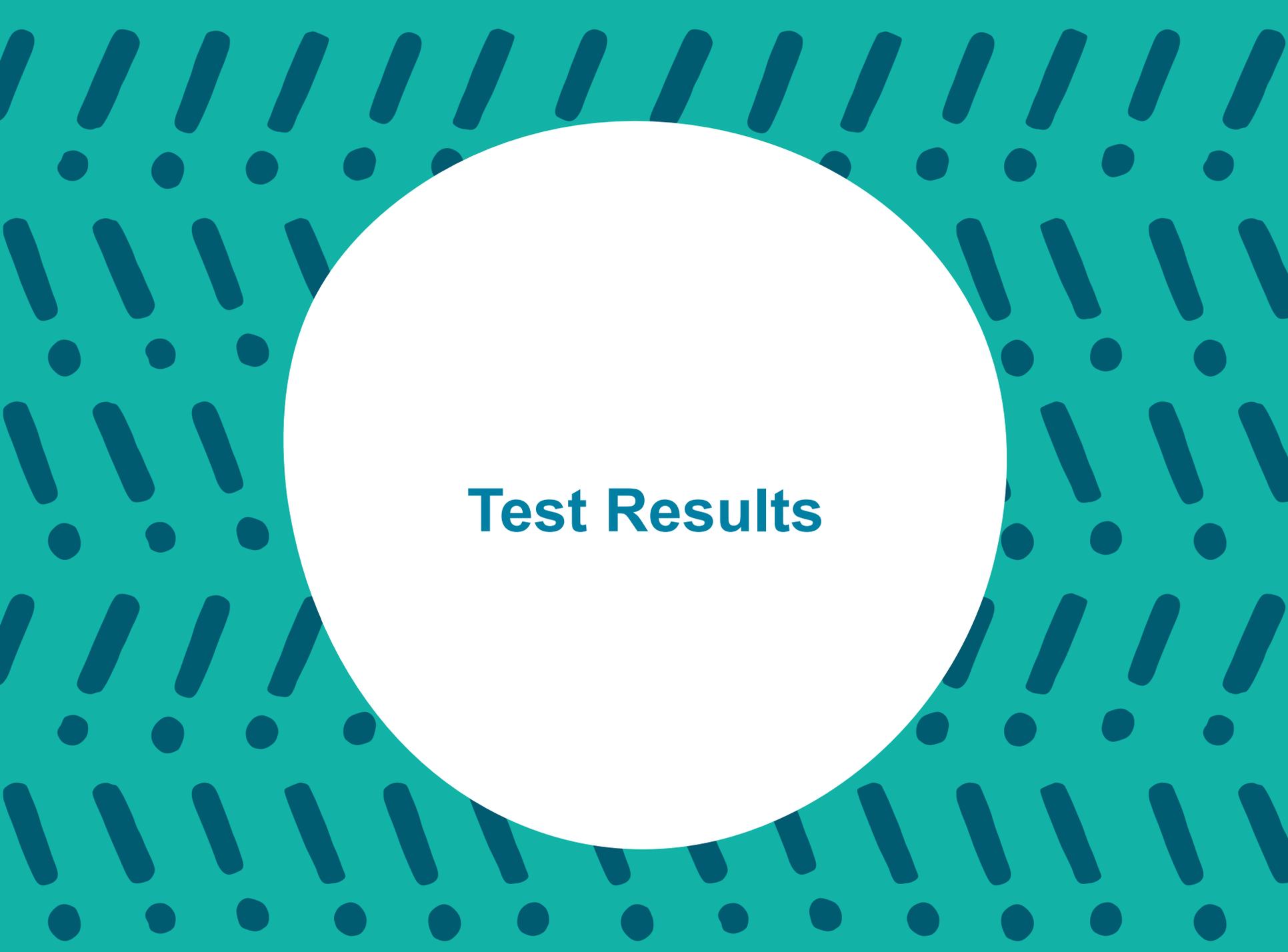
Description Item # Subject... Material Type... Grade...

7 Results   **Displaying** 25

Amount	Description	Item #	Subject	Type	Grade
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 3	00001	Not Grade Specific	Manuals	3
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 4	00002	ODW Only	Manuals, Scripts	4
<input type="text" value="2"/>	TEST ADMINISTRATORS MANUAL, GR 5	00003	M,R	Manuals, Scripts	5
<input type="text" value="0"/>	TEST ADMINISTRATORS MANUAL, GR 6	00004	M,R,SCI	Manuals, Scripts	6
<input type="text" value="4"/>	TEST ADMINISTRATORS MANUAL, GR 7	00005	SCI	Manuals, Scripts	7
<input type="text" value="0"/>	GRADE 4 SCRIPT	00006	M		
<input type="text" value="0"/>	MATH REFERENCE SHEETS, K-PREP, GR 7-8	00007	M	Miscellaneous	7,8

4 

Once the additional order has been entered, click Save.



Test Results

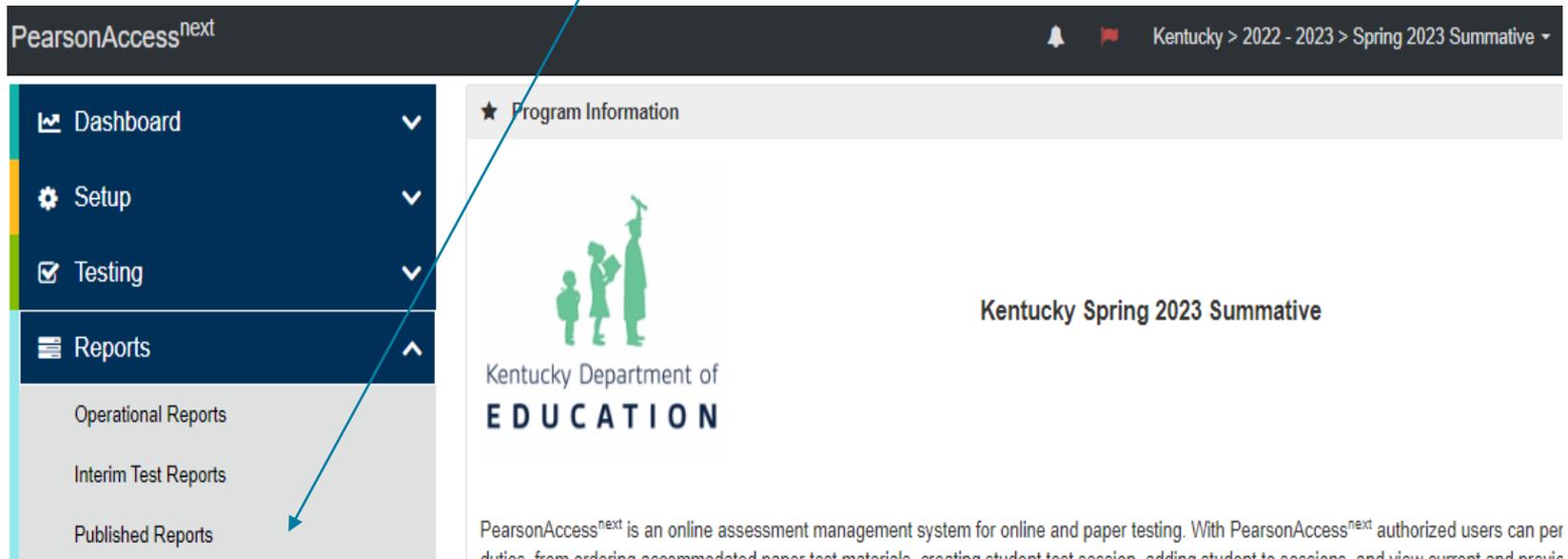
Publishing Test Results

Published Reports

Published reports are pre-generated reports and data extracts.

To view a published report

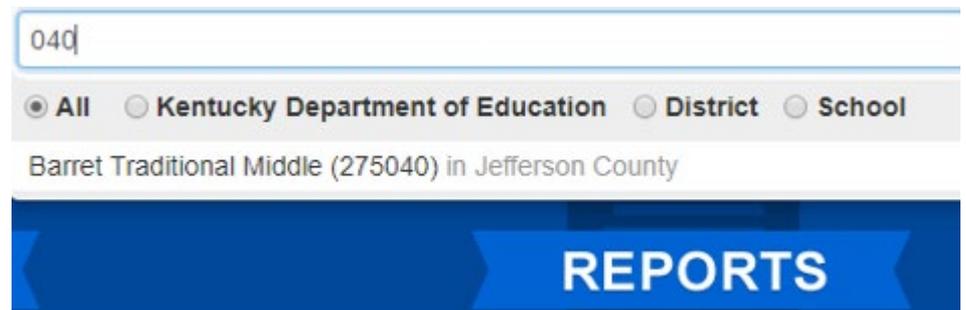
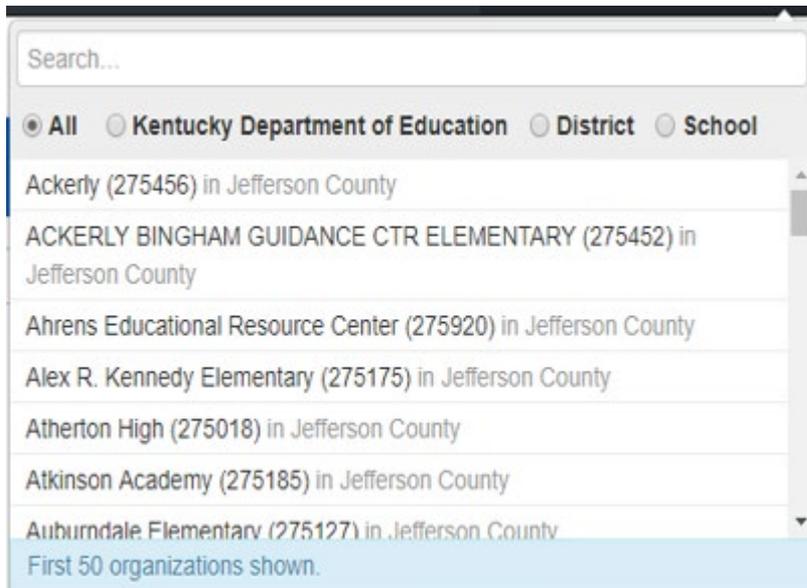
1. Click on “Select an Action”
2. Click on “Published Reports”.



The screenshot displays the PearsonAccess^{next} user interface. At the top, the header shows the PearsonAccess^{next} logo on the left and navigation breadcrumbs: "Kentucky > 2022 - 2023 > Spring 2023 Summative" on the right. A dark blue sidebar menu on the left contains the following items: "Dashboard", "Setup", "Testing", and "Reports". The "Reports" item is expanded, showing a sub-menu with "Operational Reports", "Interim Test Reports", and "Published Reports". A blue arrow points from the "Published Reports" option in the sub-menu to the right-hand content area. The content area is titled "Program Information" and features the Kentucky Department of Education logo, which includes a green silhouette of a family and a teacher. The text "Kentucky Spring 2023 Summative" is displayed to the right of the logo. Below the logo, a paragraph of text describes PearsonAccess^{next} as an online assessment management system.

View by School

When choosing a school to review from the drop down, make sure to click on the school's name in the "Organization Name" field in the far-left portion of the screen. This will add the school so you will be able to access the reports.



View by School cont'd

Published Reports

Tasks 0 Selected

No tasks available.

Published Reports 0 Selected Clear

Manage

Download

Find Reports

Enter File Name

Search

Filters

Clear Hide

Organization Type

Select one or more

Organization Name

x Jefferson County (275000)

Published Report Date Range

mm/dd/yyyy

to

6 Results

Displaying 25

Manage Columns

<input type="checkbox"/>	File Name	Size (KB)	Date Published	Organization Name
<input type="checkbox"/>	 Combined Alternate K-PREP School Listing - High School	245	08/30/2018 11:32:58 AM	Jefferson County (275000)
<input type="checkbox"/>	 Combined K-PREP School Listing	15,448	08/30/2018 11:33:05 AM	Jefferson County (275000)
<input type="checkbox"/>	 Combined K-PREP School Summary Report	3,647	08/30/2018 11:29:07 AM	Jefferson County (275000)
<input type="checkbox"/>	 K-PREP District School Listing Data File	13,454	10/01/2018 11:23:38 AM	Jefferson County (275000)
<input type="checkbox"/>	 K-PREP District Security Checklist	188	04/20/2018 03:59:48 PM	Jefferson County (275000)
<input type="checkbox"/>	 K-PREP District Summary Report	594	08/30/2018 11:29:11 AM	Jefferson County (275000)



Available Resources

PearsonAccess^{next} Online User Guide

PearsonAccess^{next}

[System Basics](#) [Setup](#) [Testing](#) [Reporting](#) [Site Map](#) [Recently Updated](#)

PearsonAccess Next Online Support



System Basics

[System Features](#)
[System Requirements](#)
[Most Popular Topics](#)
[Password/User ID Help](#)



Setup

[Import and Export Data](#)
[Manage Organizations](#)
[Manage Users](#)
[Manage Students](#)



Testing

[Create a Session](#)
[Edit a Session](#)
[Add a Student to a Session](#)
[Move a Student Test Between Sessions](#)



Recently Updated

[Create a Transcend Test](#)

[View or Edit a Transcend Test](#)

[Access Transcend Reports](#)

Reporting

[Operational Reports](#)
[View Published Reports](#)
[View OnDemand Reports](#)
[View Historical Data Reports](#)

Transcend Testing

[Create a Transcend Test](#)
[View or Edit a Transcend Test](#)
[Access Transcend Reports](#)



<https://support.assessment.pearson.com/x/BYDy>

Set Up - System Basics

- System Basics ▾
 - System Features
 - System Requirements
 - Most Popular Topics
 - Password/User ID Help
 - Change Your Organization and Test Administration
 - Search
 - Update Your Account Details
 - Edit Support Requests
 - Delete Support Requests
 - Manage Messages
 - Resources >
 - Troubleshooting >
 - View Dashboards
- Setup >
- Testing >
- Reporting >
- Recently Updated
- Site Map
- Transcend Testing >

PearsonAccess Next Online Support / System Basics

System Basics



System Basics pages provide system requirements and information and instructions regarding the system. For instruction on System Basics, use the menu on the left to navigate through the support site. System Basics pages apply to all user roles, regardless of permissions.

<https://support.assessment.pearson.com/PAsup/system-basics>

Testing

- Testing
- Create a Session
- Edit a Session
- Add a Student to a Session
- Move a Student Test Between Sessions
- Prepare a Session
- Start a Session and Unlock Tests/Sessions
- Monitor or Change Student Test Status
- Resume a Test
- Stop a Session
- Manage Student Tests
- Manage Sections
- Remove a Student from a Session
- Delete a Session
- Assign a Remote Testing Organization
- Approve/Reject Remote Testing
- Generate Test Tickets for Sessions
- Edit Student Test Details
- Override Resume Restriction

Testing



Testing pages detail steps and information for session management before, during, and after testing. Testing pages apply to all user roles, regardless of permissions. For instruction on Testing topics, use the menu on the left to navigate through the support site.

<https://support.assessment.pearson.com/PAsup/testing>

Resources

PearsonAccess^{next}

System Basics Setup Testing Reporting Site Map

PearsonAccess Next Online Support / System Basics / Resources

Resources



Resource pages provide valuable information for specific topics within the support site. Use the menu on the left to navigate through the support site resources.

- Resources
- Terminology
- Checklist for Testing
- Session Management Tasks
- Program-Specific Documents
- Data Field Descriptions
- Data File Descriptions
- Generate Sample Students
- Operational Report Types
- PNP Accommodations
- Retrieve Resources for an Online Test
- Student Test Statuses
- Session Details
- Session Statuses
- Test Types
- Training Modules
- User Account Data Fields
- Troubleshooting
- View Dashboards
- etup
- esting

<https://support.assessment.pearson.com/PAsup/system-basics/resources>

Questions?

Kentucky Program Team

Pearson Client Services

Phone: 1-888-437-1430

Fax: (319) 339-6525

Hours: 7am – 8:30pm EST

Kentucky Department of Education

Office of Assessment and Accountability

Division of Assessment and Accountability Support

Phone: (502) 564-4394

dacinfo@education.gov.ky