



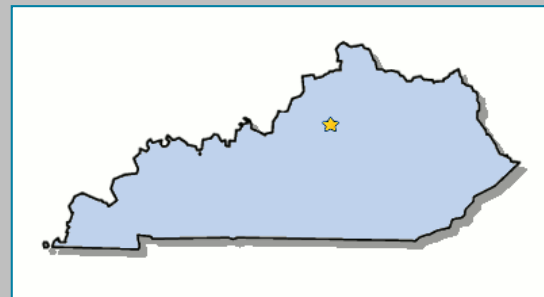
Pearson

# PearsonAccess<sup>next</sup> Navigational Instructions

Pearson Kentucky Program Team

January 2023

## Kentucky Summative Assessments (KSA)





# KSA PearsonAccess<sup>next</sup>

**05-10**      Getting Started

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**11-13**      Navigation Page

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**18-21**      Test Setup

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**22-26**      Additional Orders

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**27-30**      Test Results

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**31-35**      Available Resources

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# PearsonAccess<sup>next</sup> Overview

PearsonAccess<sup>next</sup>

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



Kentucky Department of  
**EDUCATION**

## Kentucky State Assessments

### ★ Program Information

PearsonAccess<sup>next</sup> is an online assessment management system for online and paper testing. With PearsonAccess<sup>next</sup> 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) 584-4384  
[dacinfo@education.ky.gov](mailto:dacinfo@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<sup>next</sup> User Guide](#)  
[TestNav 8 Online User Guide](#)  
[Practice Tests and TestNav 8 KY Tutorial](#)  
[Kentucky Portal](#)

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

# The PearsonAccess<sup>next</sup> Advantage

PearsonAccess<sup>next</sup> will be used to:

- View student data for Kentucky Assessments\*
- Order Accommodated testing materials (Braille and Large-Print) via Additional Orders only on PearsonAccess<sup>next</sup>
- 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).



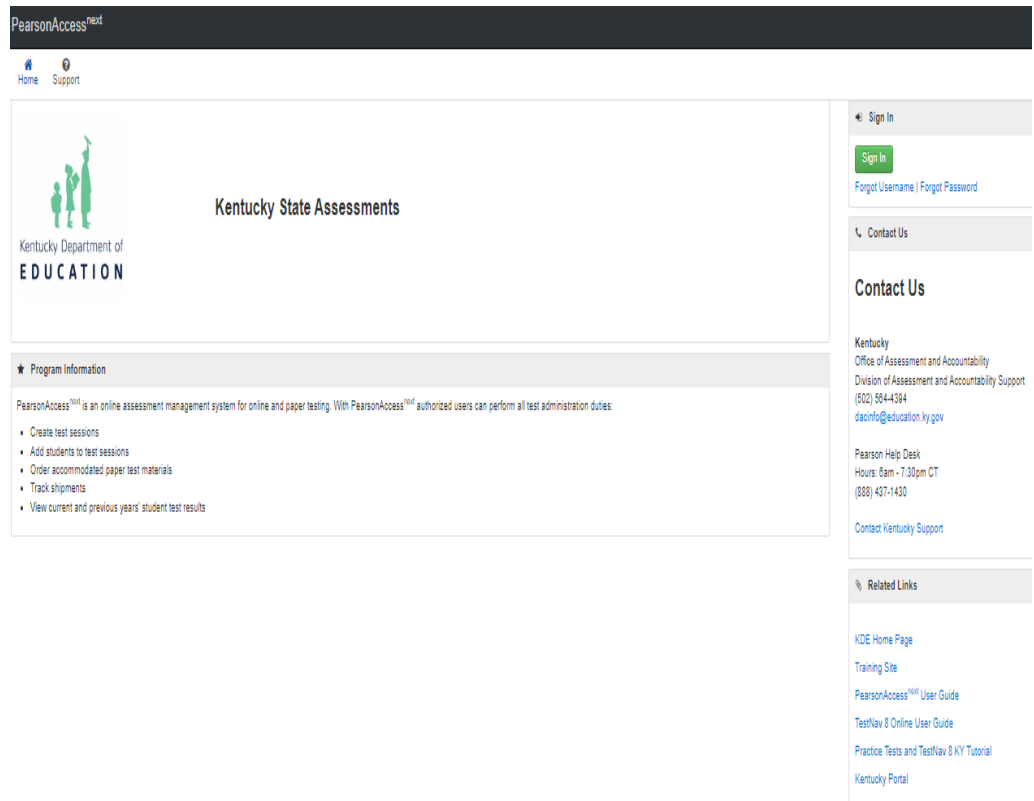
# Getting Started

# Getting Started on PearsonAccess<sup>next</sup>

## Logging Into PearsonAccess<sup>next</sup>:

- 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<sup>next</sup> 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<sup>next</sup>.



# PearsonAccess<sup>next</sup> Kentucky Homepage: Landing Page

Sign In Button

Home Tab

The screenshot shows the PearsonAccess<sup>next</sup> Kentucky homepage. At the top, a dark header bar contains the PearsonAccess<sup>next</sup> logo and navigation links for Home and Support. The Home link is highlighted with a red box and an arrow pointing to it. Below the header, the main content area features the Kentucky Department of Education logo and the text 'Kentucky State Assessments'. To the right, a sidebar contains a 'Sign In' section with a green 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below this is a 'Contact Us' section with contact information for the Kentucky Office of Assessment and Accountability Support, including a phone number, email address, and help desk hours. At the bottom of the sidebar is a 'Related Links' section with links to the KDE Home Page, Training Site, PearsonAccess<sup>next</sup> 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 in the sidebar.

PearsonAccess<sup>next</sup>

Home Support

Kentucky Department of  
EDUCATION

Kentucky State Assessments

★ Program Information

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- 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  
[dsinfo@education.ky.gov](mailto:dsinfo@education.ky.gov)

Pearson Help Desk  
Hours: 8am - 7:30pm CT  
(888) 437-1430

[Contact Kentucky Support](#)

Related Links

- [KDE Home Page](#)
- [Training Site](#)
- [PearsonAccess<sup>next</sup> User Guide](#)
- [TestNav 8 Online User Guide](#)
- [Practice Tests and TestNav 8 KY Tutorial](#)
- [Kentucky Portal](#)

Contact  
Information:  
KDE & Pearson

# How To Log Into PearsonAccess<sup>next</sup>

Step 1: Begin on the PAN Landing Page:


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

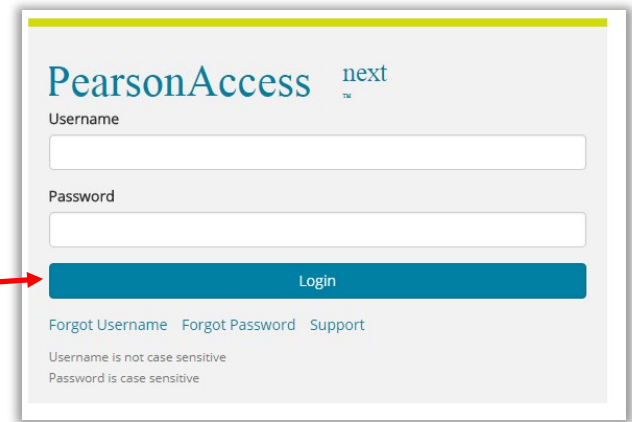
Step 2: Click on the “Sign In” button: 

Sign In

Step 3: Enter your Username and Password:

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

Step 4: Click on the “Login” button: 



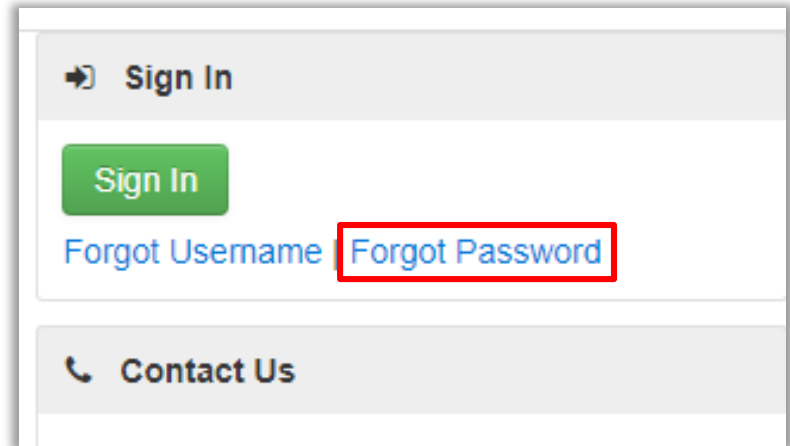
**Note:** Account will be locked after **5** unsuccessful log-in attempts and 30 minutes of inactivity will automatically log users out. If locked out, DACs should contact the Pearson Customer Service Center at 1-888-437-1430 or click on the Contact Kentucky Support on the home page in PearsonAccess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



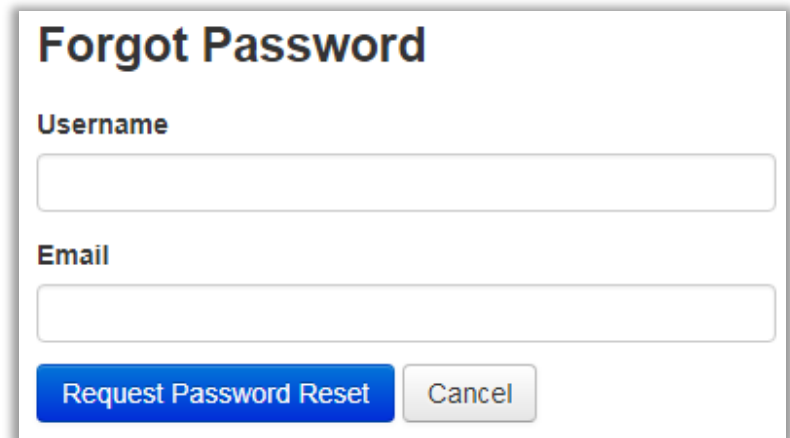
# Reset Your Password

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 [(].



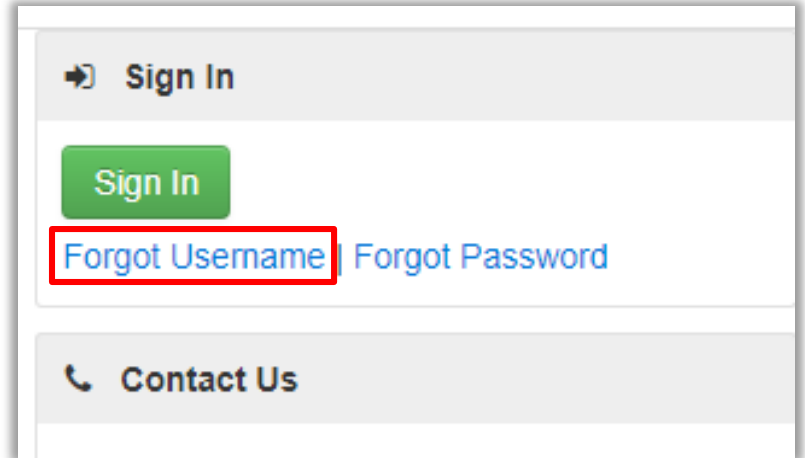
This screenshot shows a 'Sign In' interface. At the top, there is a 'Sign In' button. Below it, there are two links: 'Forgot Username' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red rectangular box. At the bottom, there is a 'Contact Us' link.



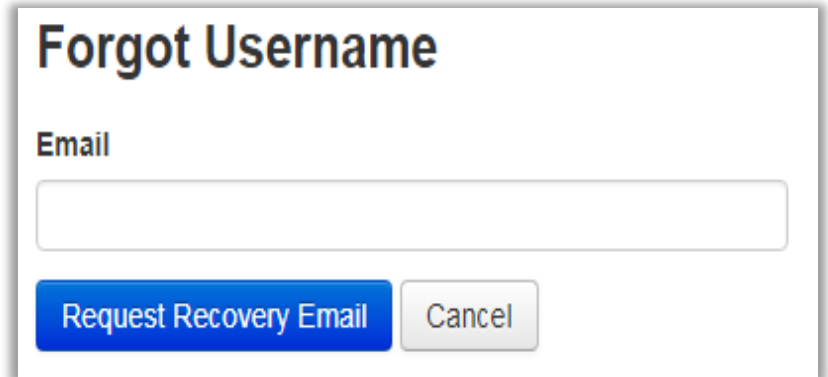
This screenshot shows the 'Forgot Password' form. It has a title 'Forgot Password' at the top. Below the title, there are two input fields: 'Username' and 'Email'. At the bottom, there are two buttons: 'Request Password Reset' (in blue) and 'Cancel' (in grey).

# 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<sup>next</sup> System with your Username.



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



A screenshot of a web form titled "Forgot Username". Below the title, there is a label "Email" followed by a text input field. At the bottom of the form, there are two buttons: a blue button with the text "Request Recovery Email" and a grey button with the text "Cancel".



# Navigation Page

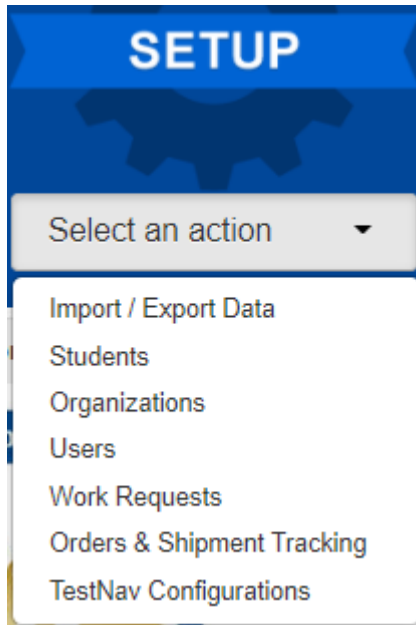
# PearsonAccess<sup>next</sup> Navigation Page: Things To Note

The screenshot displays the PearsonAccess<sup>next</sup> interface. On the left is a dark blue sidebar with navigation links: 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. Below the list, the "Transcend Study 2022-2023" link is visible. The top navigation bar shows the current path: Kentucky > 2022 - 2023 > Spring 2023 Summative.

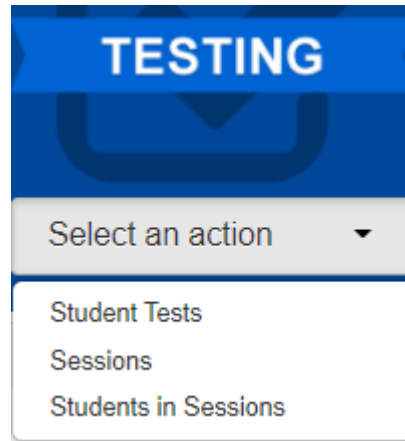
PearsonAccess<sup>next</sup> is an online assessment management system for online and paper test administration duties, from ordering accommodated paper test materials, creating student test session, to reporting on all test administration results and providing access to previous years' student test results.

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

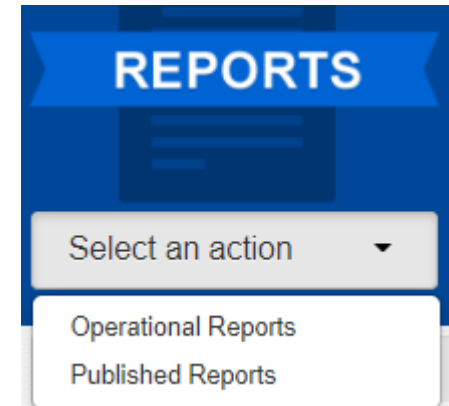
# PearsonAccess<sup>next</sup> Banners



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.

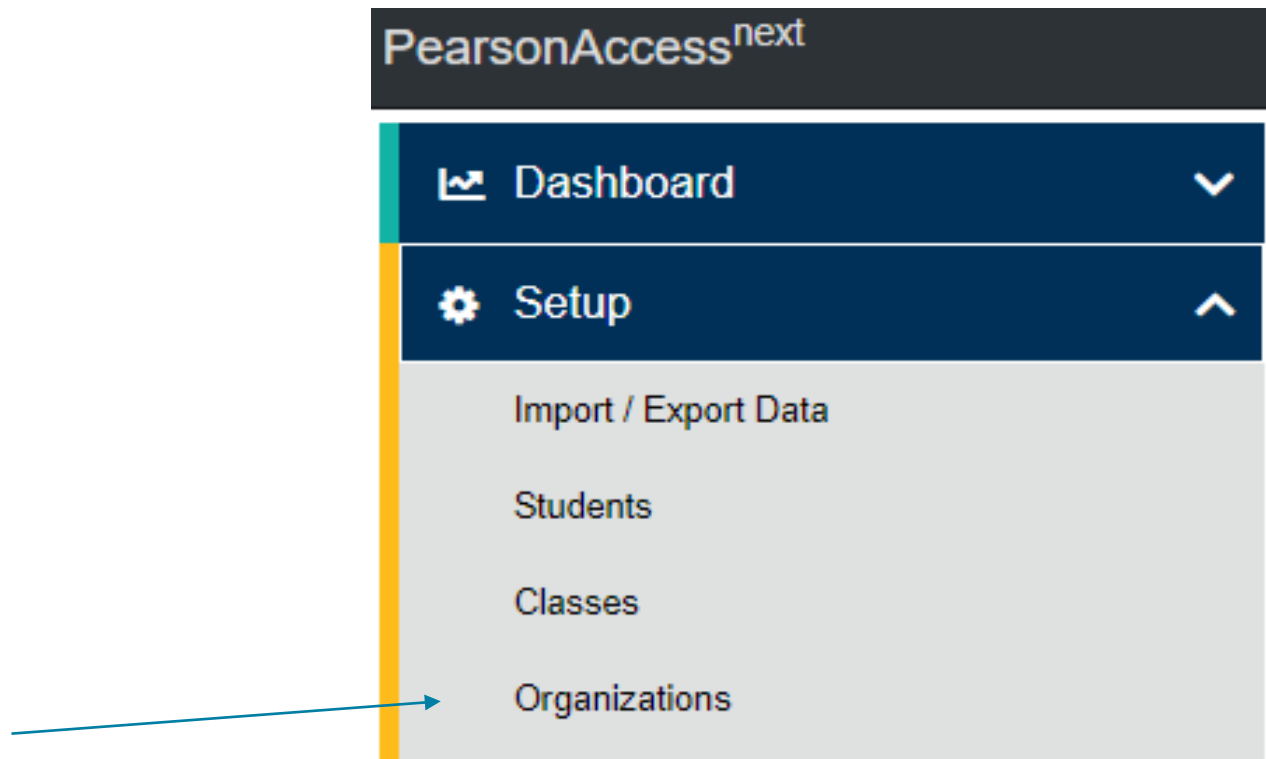


**Organizations**

# Understanding Organizations

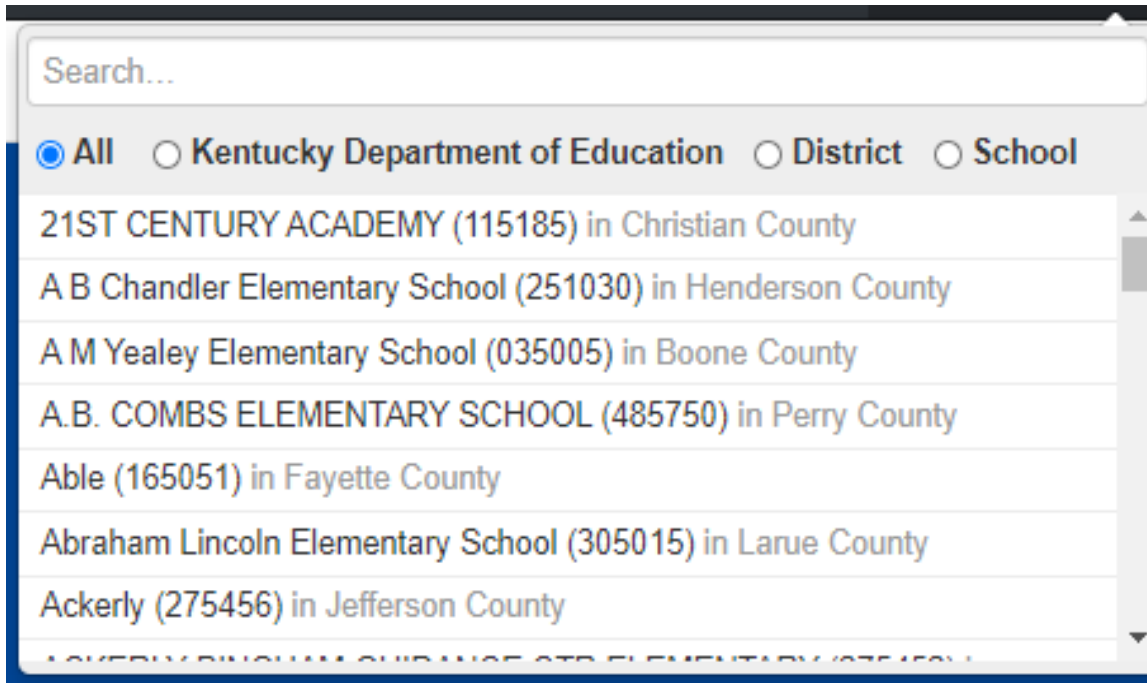
An **organization** is an entity in the organizational hierarchy, such as a district or school. For example, District 3 and Columbus High School each are an organization. An organization must "exist" in the PearsonAccess<sup>next</sup> system before that organization can participate in testing or test-related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



The screenshot shows a dropdown menu with a search bar at the top. Below the search bar are four radio buttons: "All" (selected), "Kentucky Department of Education", "District", and "School". Below the radio buttons is a list of schools, each with its name, ID number, and county. The list is scrollable, with a vertical scrollbar on the right side.

Search...
<input checked="" type="radio"/> All <input type="radio"/> Kentucky Department of Education <input type="radio"/> District <input type="radio"/> School
21ST CENTURY ACADEMY (115185) in Christian County
A B Chandler Elementary School (251030) in Henderson County
A M Yealey Elementary School (035005) in Boone County
A.B. COMBS ELEMENTARY SCHOOL (485750) in Perry County
Able (165051) in Fayette County
Abraham Lincoln Elementary School (305015) in Larue County
Ackerly (275456) in Jefferson County
LOVEDAY MIDDLE SCHOOL (035005) in Boone County



# 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' search interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below that is a 'Find Organizations' section with a search bar labeled 'Name or Code contains' and a 'Search' button. A dropdown menu is open from the 'Search' button, showing a checkbox labeled 'Show all results' and a message: 'This action clears the search and filters'. A red arrow points to this checkbox. To the left of the search bar are filters for 'Parent Organization', 'Name', and 'Code', each with a 'Starts with' input field. A 'Clear Hide' link is also present.

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 search results page. On the left, the 'Filters' section has 'Parent Organization' expanded, showing a list of schools: ACKERLY (275456), ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452), AHRENS EDUCATIONAL RESOURCE (275920), ATHERTON HIGH SCHOOL (275018), and ATKINSON ACADEMY (275185). The main table shows 173 results. The table has columns: Organization Name\*, Code\*, Type, Parent Organization, and Close. The results are listed in a table with alternating light and dark rows.

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

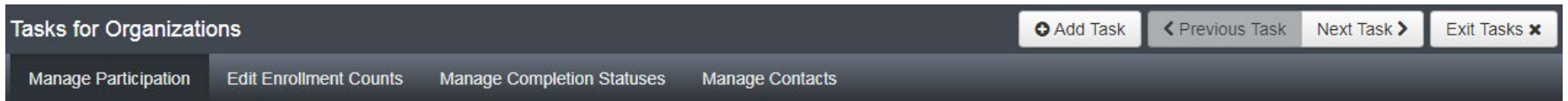


# Test Setup

# 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)

[Create Contacts](#)

PV FE TEST SCHOOL (111001)

Shipping

CONTACT DETAILS

Shipping

[Save](#) [Delete](#) [Reset](#)

[Show Organization Details](#)

Test Coordinator Name\*

abcdef

Address Line 1\*

1332 abcdef

Address Line 2

City\*

## District Level

CONTACTS (3)

[Create Contacts](#)

PVT BOONE COUNTY DISTRICT (035000)

Shipping

Mailing

CONTACT DETAILS

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.

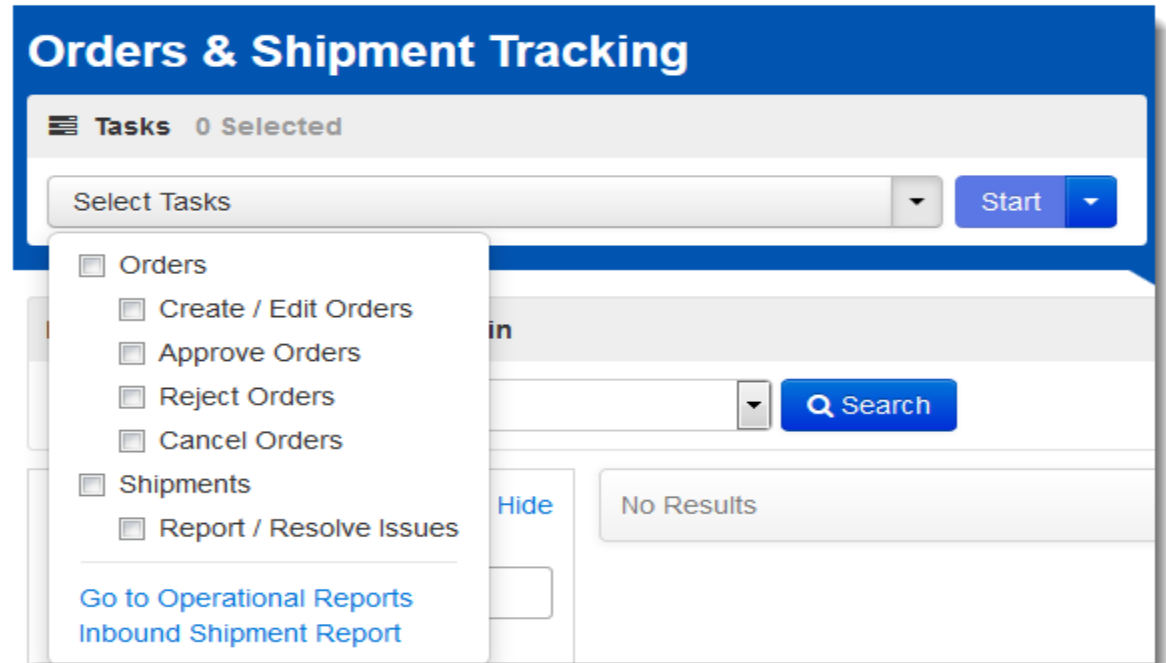


**Additional Orders**

# Orders & Shipment Tracking

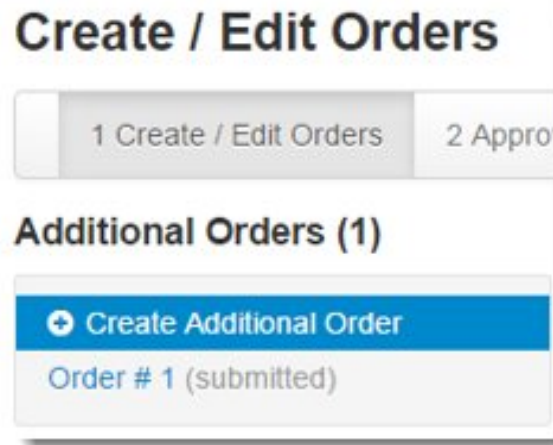
Use **Orders & Shipment Tracking** to order accommodated test materials. DACs will order additional test and return materials.

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 'DETAILS' tab. The form is divided into several sections: 'Organization (Code)' with a pre-filled value 'AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)', 'Reason' with a dropdown menu, 'Date Needed\*' with a calendar icon (annotated with a red arrow and '1'), 'Special Instruction' with a text area, 'Submitter Email\*' with 'no-reply@pearson.com', 'Submitter Phone\*' and 'Ext' fields, 'Ship To' with a 'Use a Stored Contact' dropdown (annotated with a red arrow and '2'), '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 '0 items' and an 'Add Items...' button (annotated with a red arrow and '3'). At the bottom, there is a '\* Required' label and a 'Create' button (annotated with a red arrow and '6'). A 'Reset' button is also present. The top left of the form has a tab labeled 'ADDITIONAL ORDERS' with a 'Create Additional Order' button and a note 'Order # 4 (submitted)'. The top right has a 'Create' button (annotated with a red arrow and '6') and a 'Reset' button.

## Orders & Shipment Tracking (slide 4)


**Edit Materials Order**

5  **Save** **Cancel**

Q Find Materials Filters (clear)

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

7 Results show all items show ordered items **Displaying** 25

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

Once the additional order has been entered, click Save.



# Test Results

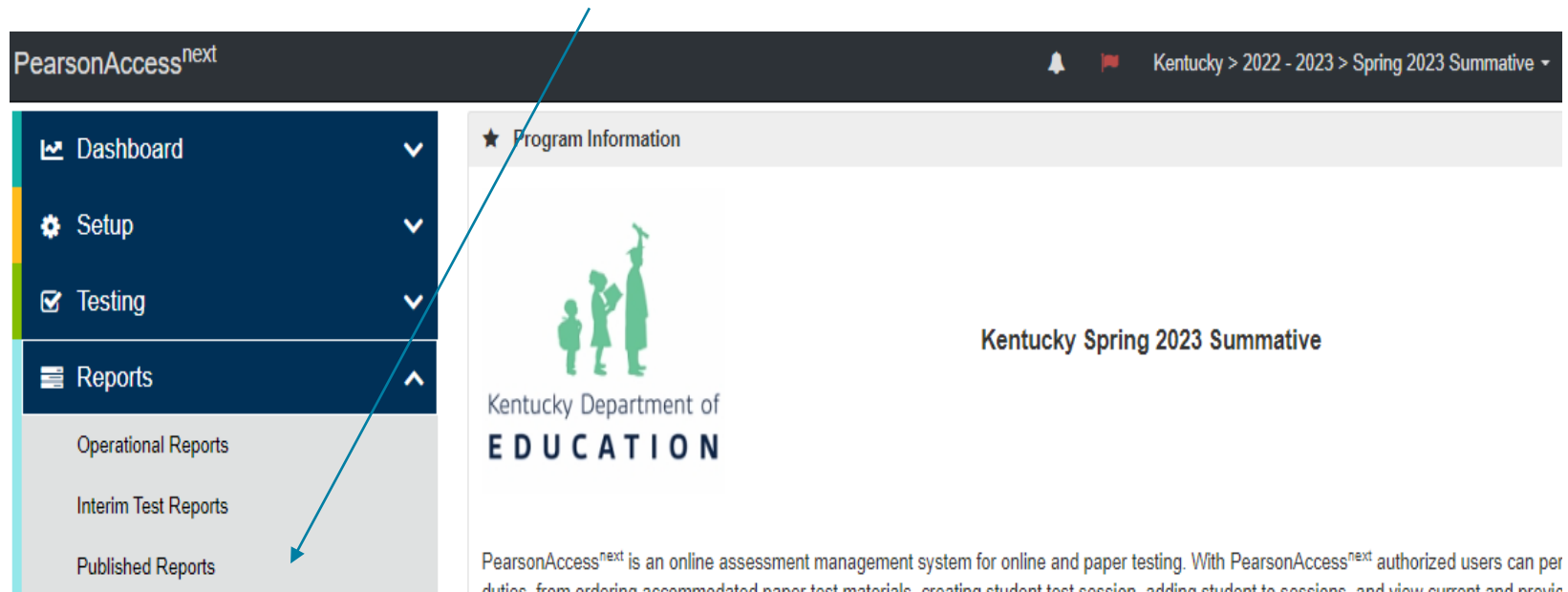
# Publishing Test Results

## Published Reports

Published reports are pre-generated reports and data extracts.

### To view a published report

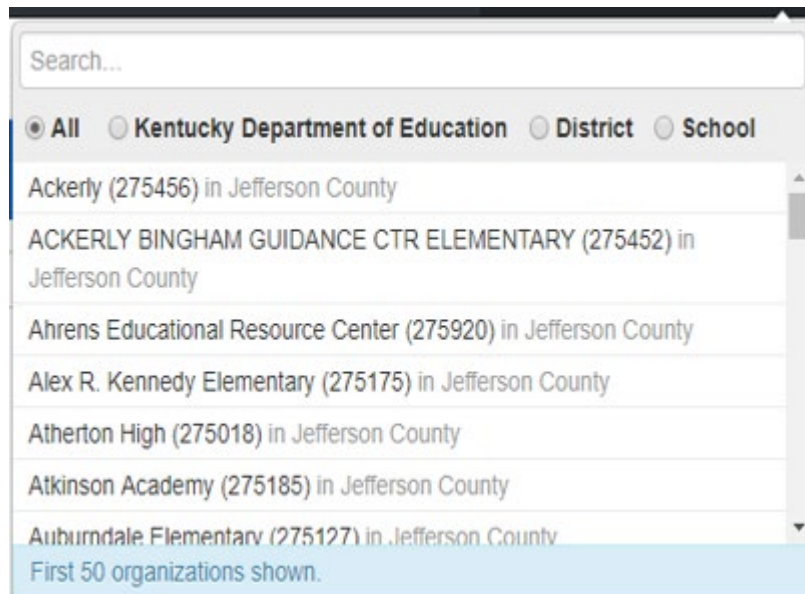
1. Click on “Select an Action”
2. Click on “Published Reports”.



The screenshot displays the PearsonAccess<sup>next</sup> web application interface. The top navigation bar is dark grey with the PearsonAccess<sup>next</sup> logo on the left and a breadcrumb trail 'Kentucky > 2022 - 2023 > Spring 2023 Summative' on the right. A left sidebar contains a menu with 'Dashboard', 'Setup', 'Testing', and 'Reports'. The 'Reports' menu is expanded, showing 'Operational Reports', 'Interim Test Reports', and 'Published Reports'. A blue arrow points from the 'Published Reports' option to the main content area. The main content area has a header 'Program Information' and a large graphic for the 'Kentucky Spring 2023 Summative' from the 'Kentucky Department of EDUCATION'. Below the graphic, a paragraph describes PearsonAccess<sup>next</sup> 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.

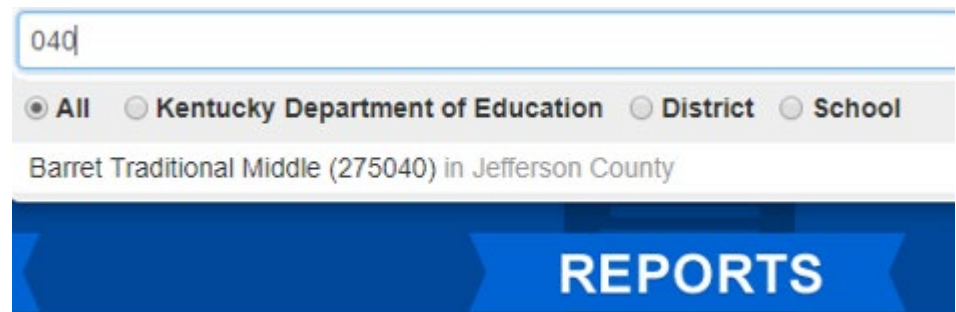


Search...

☒ All ☐ Kentucky Department of Education ☐ District ☐ School

- Ackerly (275456) in Jefferson County
- ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452) in Jefferson County
- Ahrens Educational Resource Center (275920) in Jefferson County
- Alex R. Kennedy Elementary (275175) in Jefferson County
- Atherton High (275018) in Jefferson County
- Atkinson Academy (275185) in Jefferson County
- Auburndale Elementary (275127) in Jefferson County

First 50 organizations shown.



040

☒ All ☐ Kentucky Department of Education ☐ District ☐ School

- Barret Traditional Middle (275040) in Jefferson County

**REPORTS**

# View by School cont'd

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Support](#)

## Published Reports

Tasks 0 Selected

No tasks available.

Published Reports 0 Selected [Clear](#)

Manage [Download](#)



### Find Reports

Enter File Name [Q 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)

 Pearson

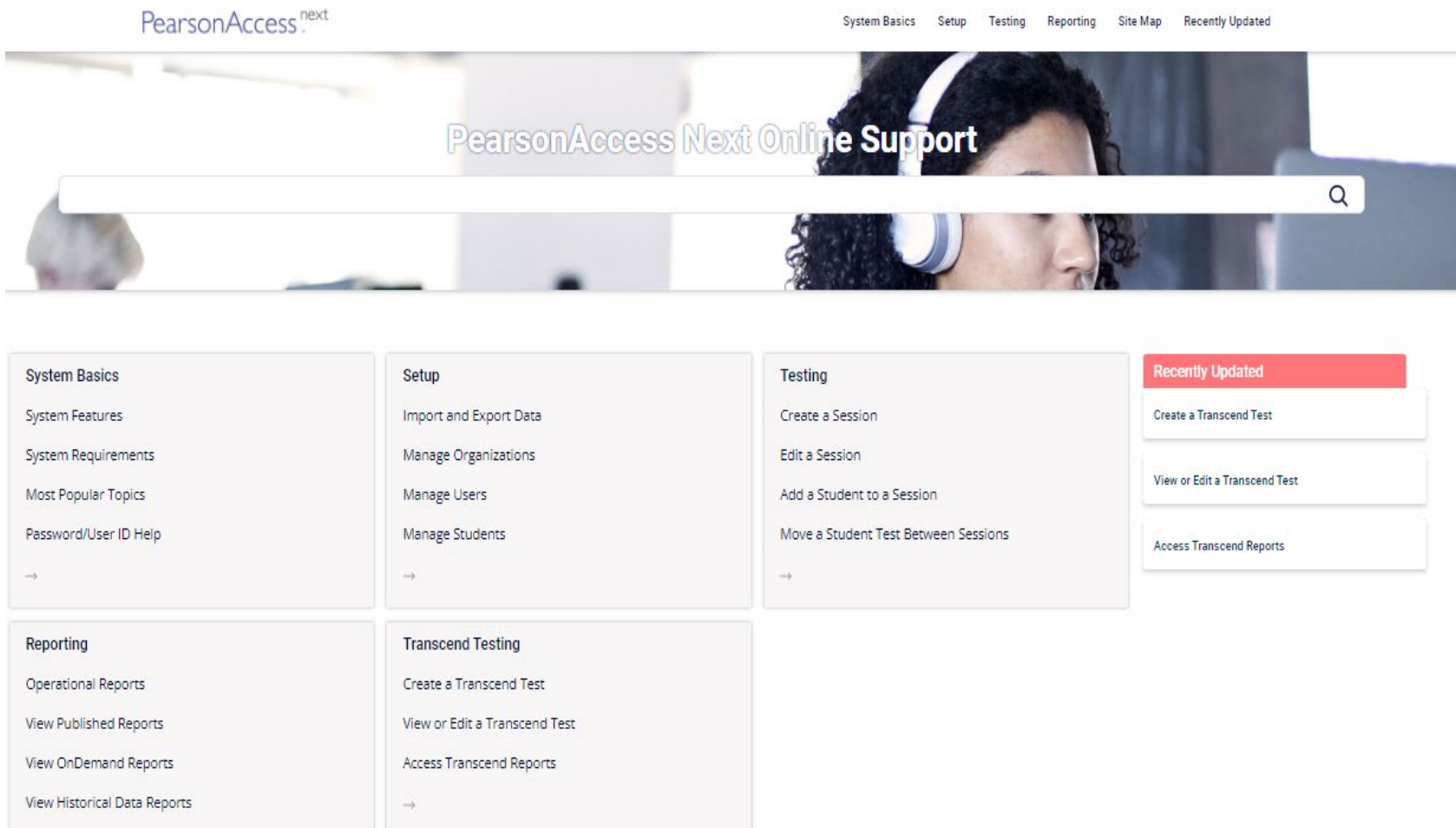
PearsonAccess<sup>next</sup> Training

| 30



# **Available Resources**

# PearsonAccess<sup>next</sup> Online User Guide



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



# Set Up - System Basics

**PearsonAccess<sup>next</sup>**


System BasicsSetupTestingReportingSite MapRecently Updated

**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<sup>next</sup>

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

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Division of Assessment and Accountability Support

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