Pearson
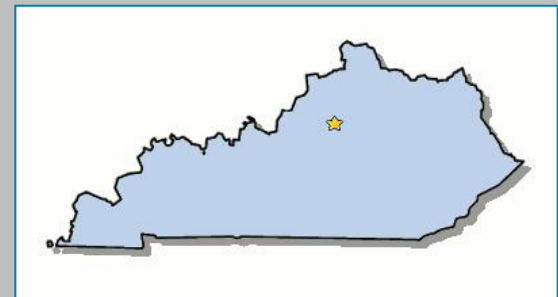
PearsonAccess^next Navigational Instructions

Pearson Kentucky Program Team

Kentucky Summative Assessments (KSA)

KSA PearsonAccess^{next}

PearsonAccess^next Overview

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).
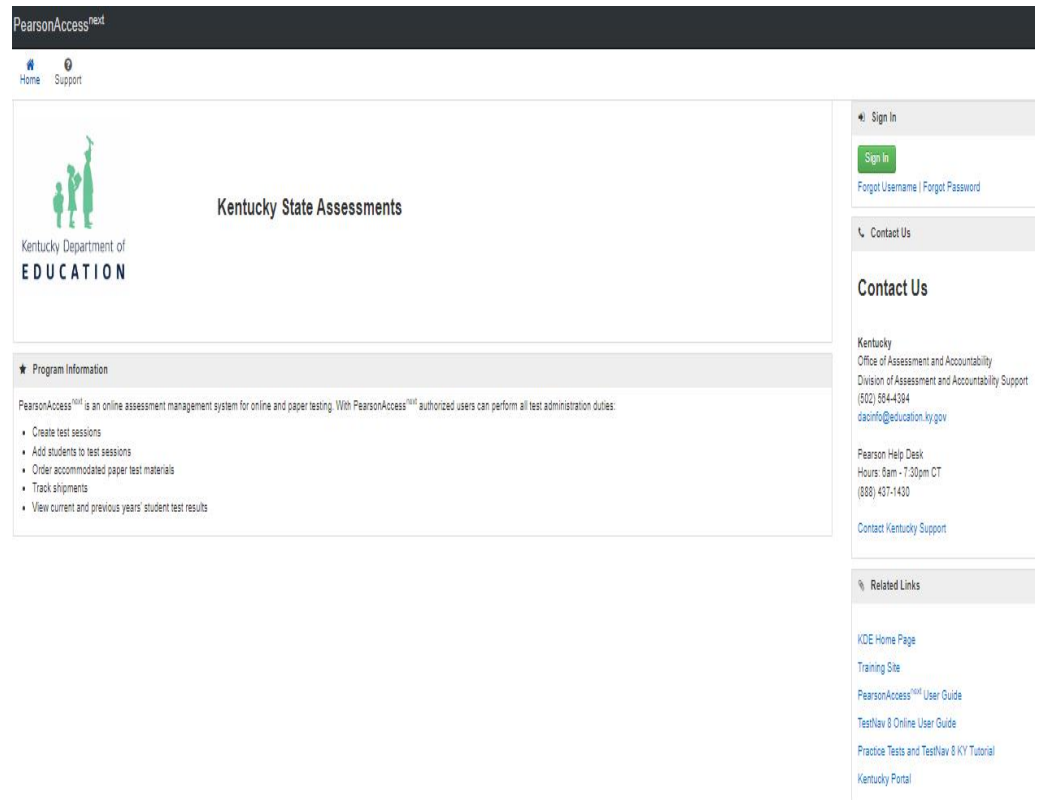
Getting Started

Getting Started on PearsonAccess^{next}

Logging Into PearsonAccess^{next}:

- Go to: https://ky.pearsonaccessnext.com/customer

- This will take you to the Kentucky Homepage:

KDE will inform Pearson of new DACs, an account will be created by Pearson, 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}.

PearsonAccess^next Kentucky Homepage: Landing Page

Sign In Button

Home Tab

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

Contact Information: KDE & Pearson

◄) 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) 564-4394
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^next User Guide

TestNav 8 Online User Guide

Practice Tests and TestNav 8 KY Tutorial

Kentucky Portal

P Pearson

How To Log Into PearsonAccess^{next}

Step 1: Begin on the PAN Landing Page:
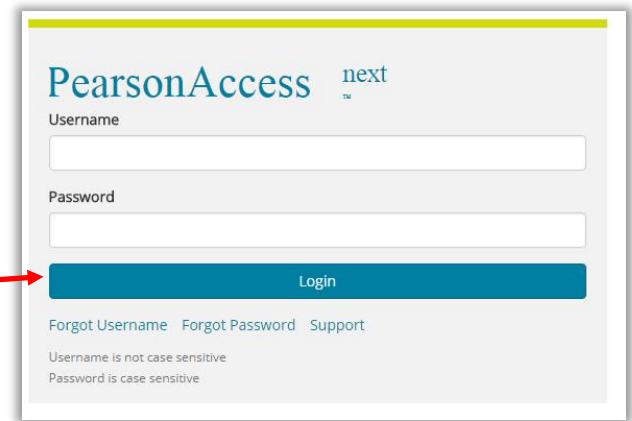https://ky.pearsonaccessnext.com/customer

Step 2: Click on the "Sign In" button: ⟶ 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^{next}. BACs should contact their DACs.
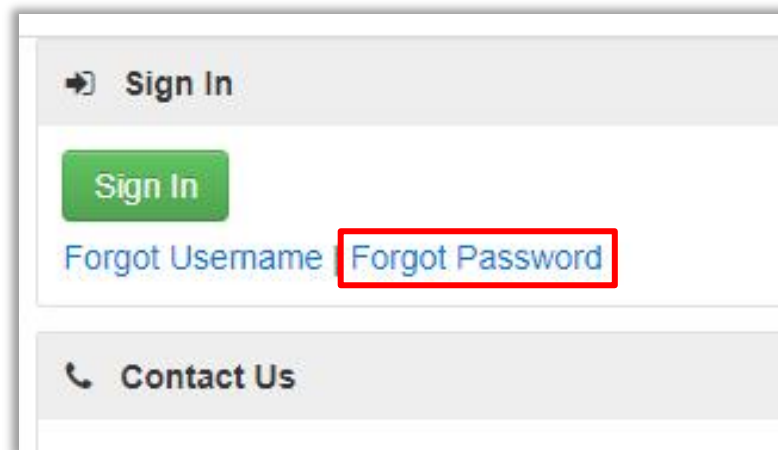
PearsonAccess next

Username

Password

Login

Forgot Username   Forgot Password   Support

Username is not case sensitive
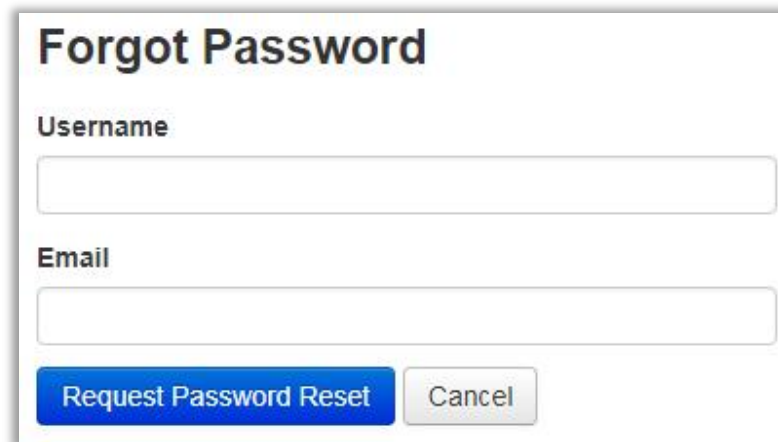Password is case sensitive

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 [(].

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.

Navigation Page

PearsonAccess^{next} Navigation Page: Things To Note

Before beginning next steps, choose the Kentucky Assessment administration year your students will be testing in from the drop down on the Navigation Page.
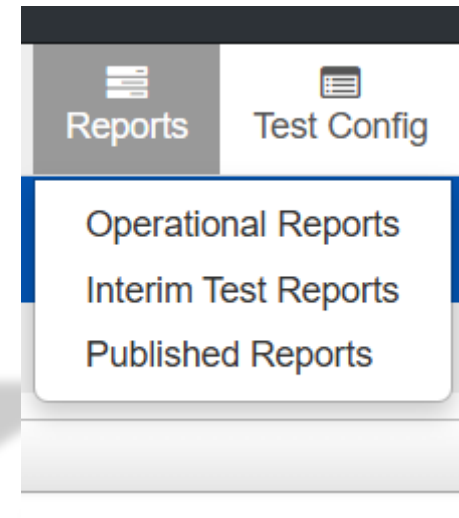
PearsonAccess^next Banners
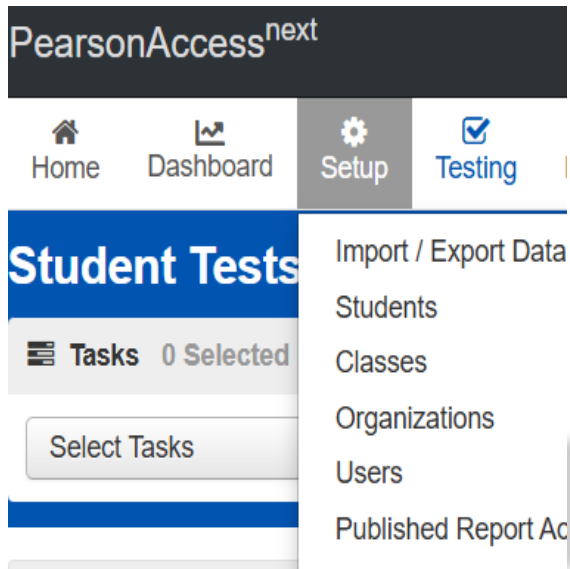
SETUP - Access district and school organizations. Create/update user accounts. Orders & Shipment Tracking. Remote Test Settings.
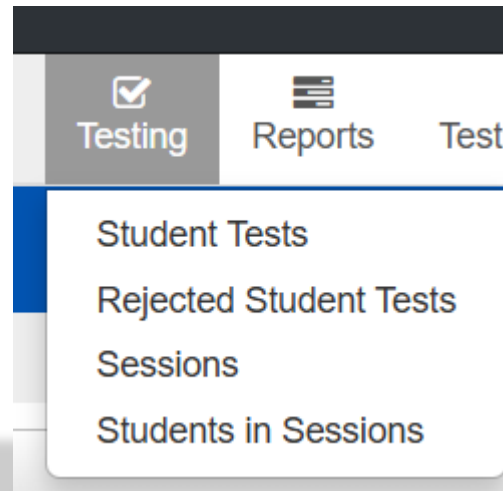
TESTING – Access to student online tests.

REPORTS - Access Operational and Published* Reports.

*Published Reports are not available until reports have been approved by KDE.
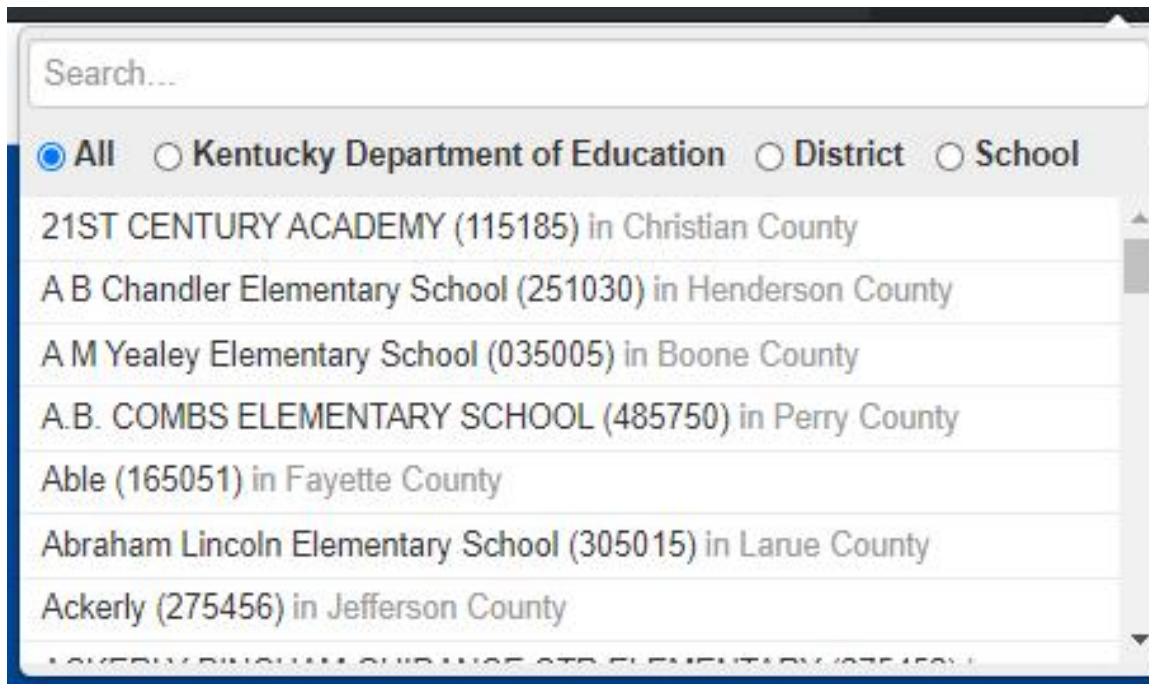
Organizations

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**.
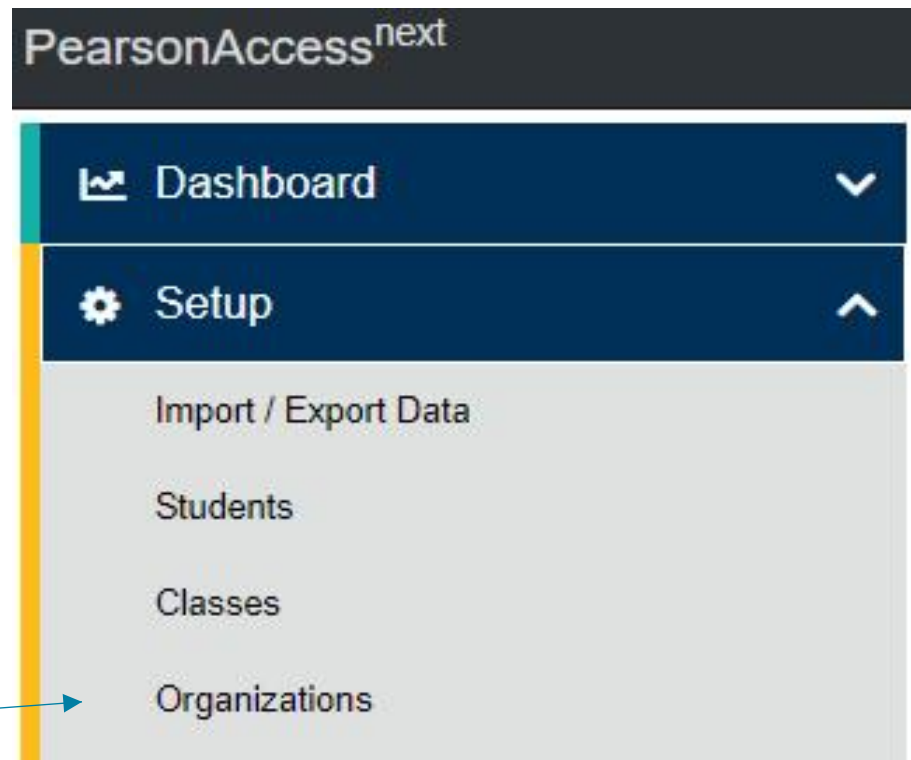
View Organizations

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".

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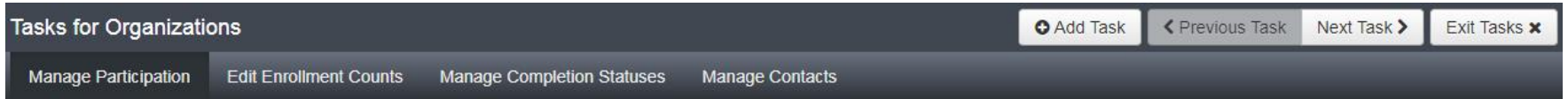
Test Setup

Understanding Test Setup

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

Organizational Task - All Task Bar

Tasks for Organizations | ⊕ Add Task | ‹ Previous Task | Next Task › | Exit Tasks ✖

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

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

Manage Contacts - District/School Level

School Level

District Level

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.
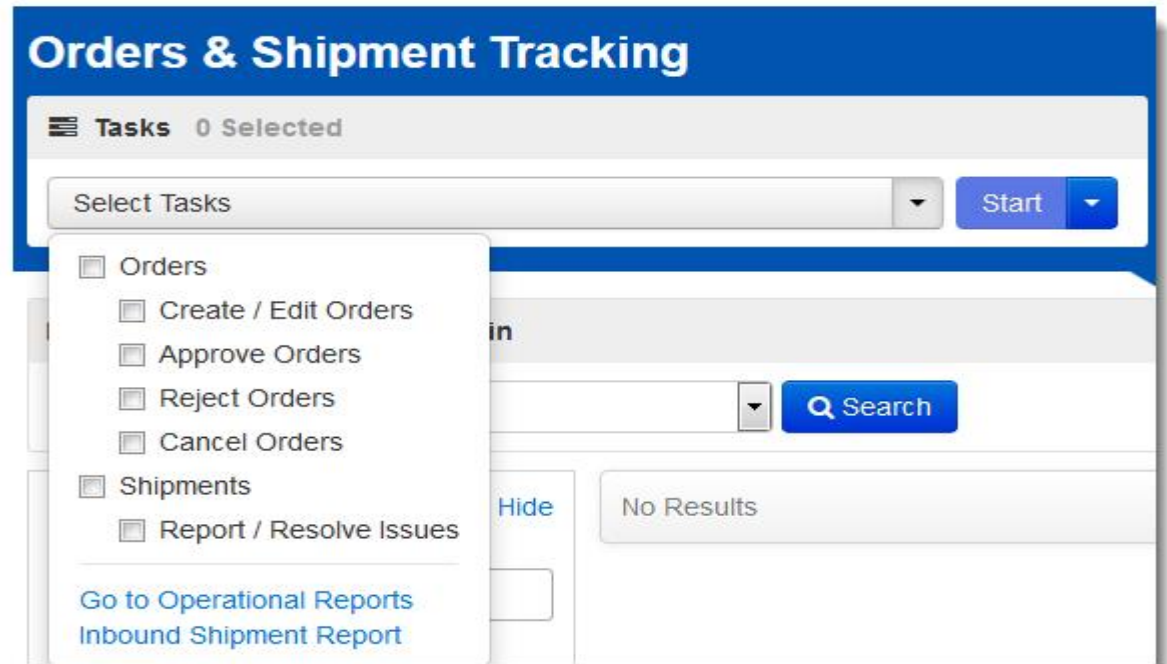
Additional Orders

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
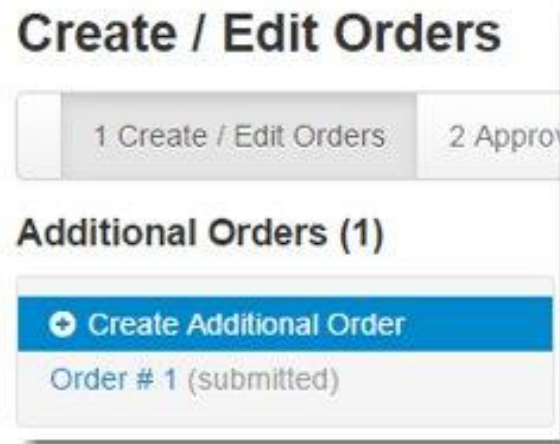
Orders & Shipment Tracking (slide 3)

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*

Orders & Shipment Tracking (slide 4)

Once the additional order has been entered, click Save.

Test Results
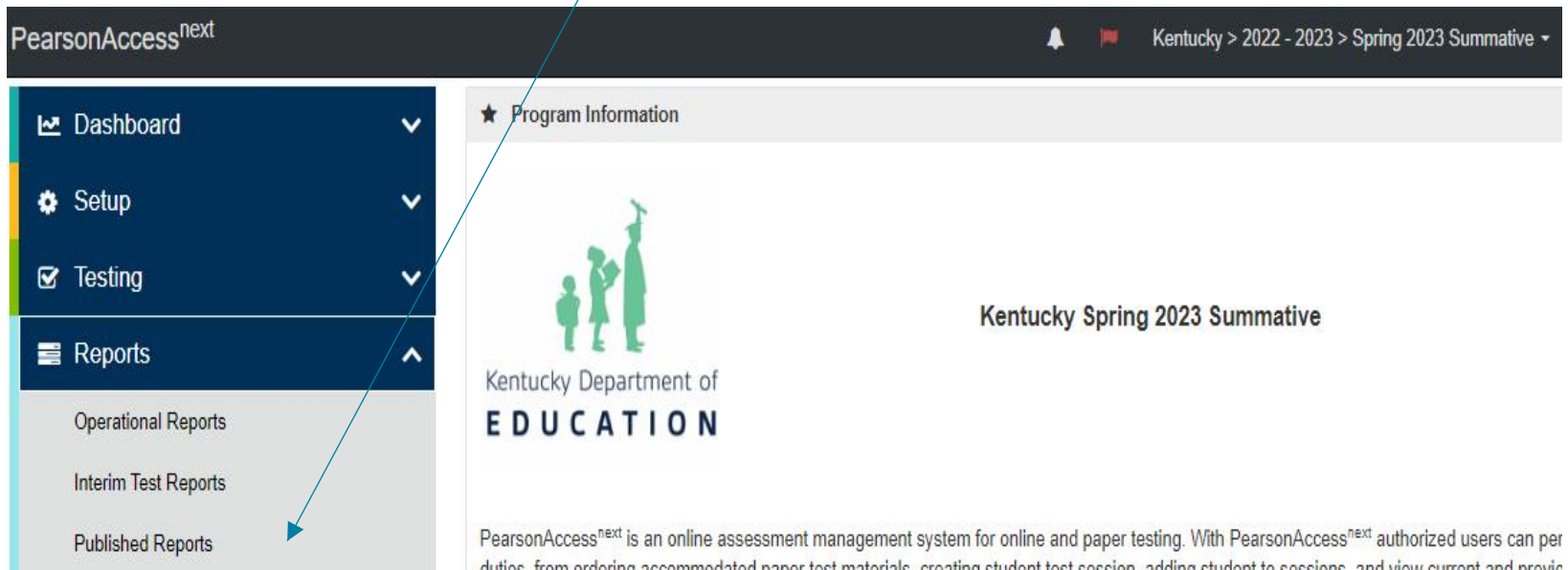
Publishing Test Results

Published Reports

Published reports are pre-generated reports and data extracts.

To view a published report
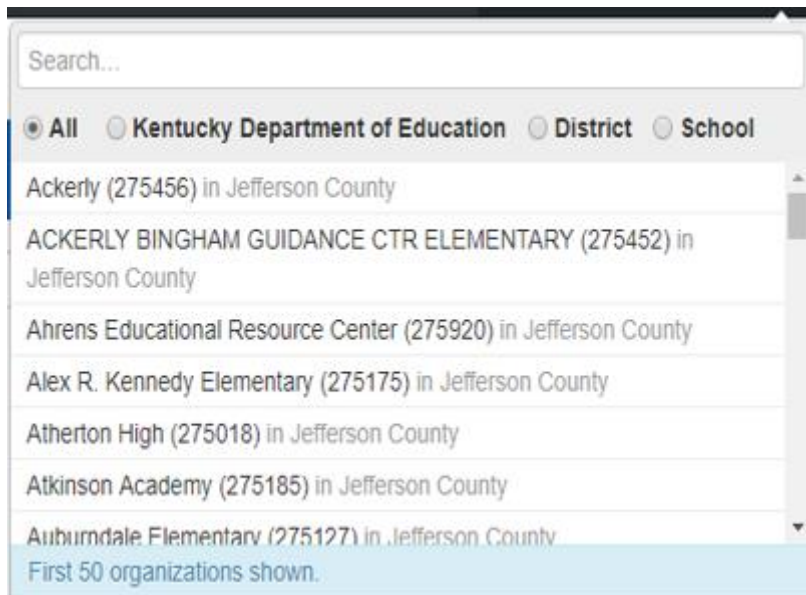
1. Click on "Select an Action"
2. Click on "Published Reports".

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

Available Resources

[PearsonAccess^next Online User Guide](#)

PearsonAccess.^next   System Basics   Setup   Testing   Reporting   Site Map   Recently Updated

PearsonAccess Next Online Support

System Basics	Setup	Testing	Recently Updated
System Features	Import and Export Data	Create a Session	Create a Transcend Test
System Requirements	Manage Organizations	Edit a Session	View or Edit a Transcend Test
Most Popular Topics	Manage Users	Add a Student to a Session	Access Transcend Reports
Password/User ID Help	Manage Students	Move a Student Test Between Sessions	
→	→	→	

Reporting	Transcend Testing
Operational Reports	Create a Transcend Test
View Published Reports	View or Edit a Transcend Test
View OnDemand Reports	Access Transcend Reports
View Historical Data Reports	→

Set Up - <u>System Basics</u>

PearsonAccess.^{next}

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.

Testing

PearsonAccess.^{next}

PearsonAccess Next Online Support / **Testing**

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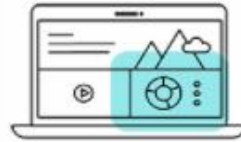
Testing pages detail steps and information for session management before, during, and after testing. Testing pages apply to all user roles, regardless of permissions.
For instruction on Testing topics, use the **menu on the left** to navigate through the support site.

Pearson

Resources

Questions?

Kentucky Program Team

Pearson Client Services
Phone: 1-888-437-1430
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