



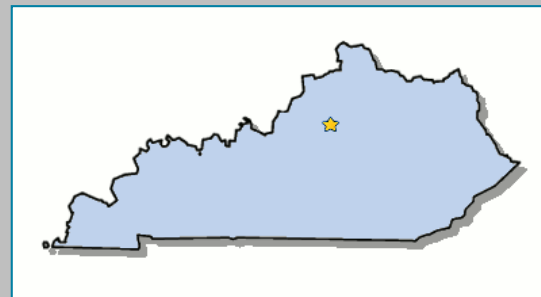
Pearson

PearsonAccess^{next} Navigational Instructions

Pearson Kentucky Program Team

February 2022

Kentucky Summative Assessments (KSA)





KSA PearsonAccess^{next}

05-10 Getting Started

11-14 Navigation Page

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PearsonAccess^{next} Overview

PearsonAccess^{next}



Home



Support



Kentucky State Assessments

★ 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
(602) 564-4394
dainfo@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^{next} User Guide](#)

[TestNav 8 Online User Guide](#)

[Practice Tests and TestNav 8 KY Tutorial](#)

[Answer Keys/Rubrics for Practice Tests](#)

[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).



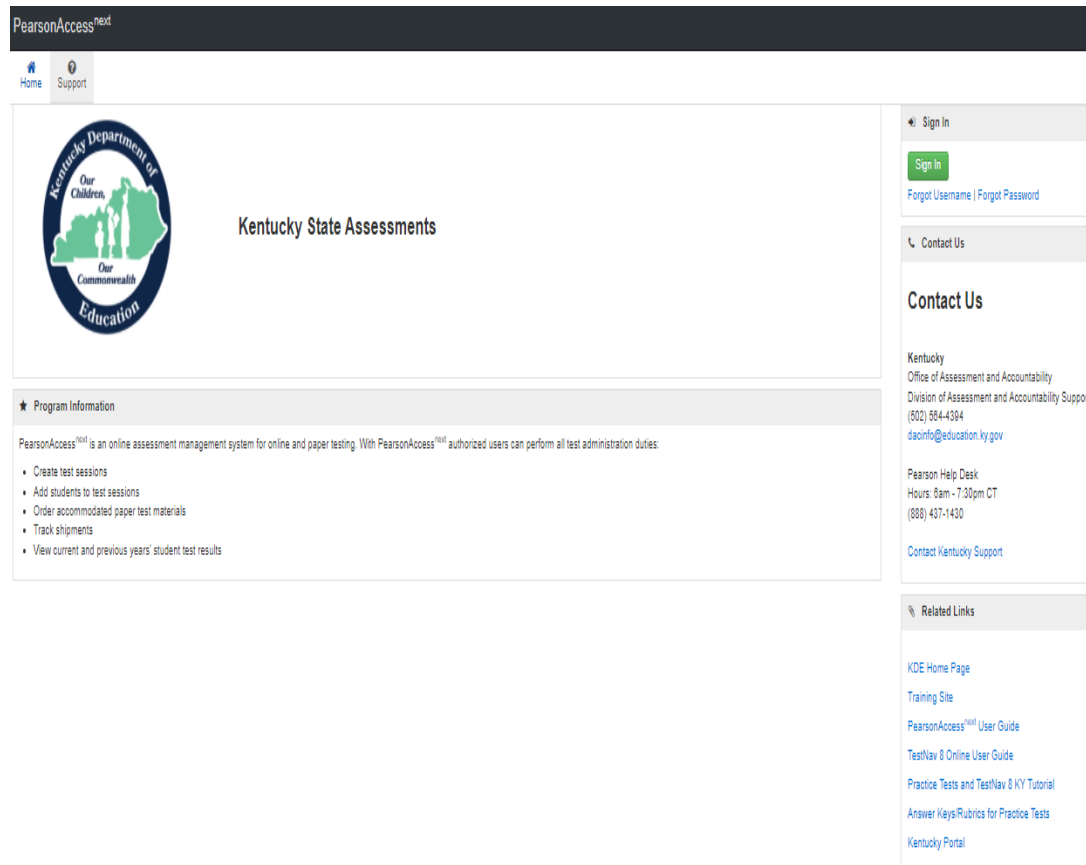
Getting Started

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 E-mail will be sent from the PearsonAccess^{next} System. If a new DAC did not receive this E-mail, please 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}.



The screenshot shows the PearsonAccess^{next} homepage for Kentucky State Assessments. The page features the Kentucky Department of Education logo on the left, which includes the text "Our Children" and "Our Commonwealth". To the right of the logo is the text "Kentucky State Assessments". 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 of the page, there is a "Sign In" button, a "Forgot Username" link, and a "Forgot Password" link. Below these is a "Contact Us" section with contact information for the Kentucky Office of Assessment and Accountability Support, including a phone number (502) 504-4394 and an email address daoinfo@education.ky.gov. There is also a "Contact Kentucky Support" link. 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", "Answer Keys/Rubrics for Practice Tests", 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, there are navigation links for 'Home' and 'Support'. The main header features the Kentucky Department of Education logo on the left and the text 'Kentucky State Assessments' in the center. 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 a phone icon and the heading 'Contact Us'. The bottom section is titled 'Program Information' and contains a paragraph about the system and a bulleted list of user duties.

Home Support

Kentucky Department of Education
Our Children,
Our Commonwealth
Education

Kentucky State Assessments

Sign In
Sign In
Forgot Username | Forgot Password

Contact Us

Contact Us

Kentucky
Office of Standards, 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

★ 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

How To Log Into PearsonAccess^{next}


Step 1: Begin on the PAN Landing Page:

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

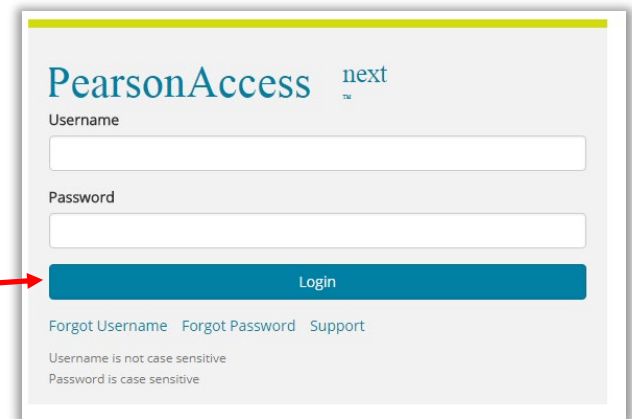
Step 2: Click on the “Sign In” button: 

Step 3: Enter your Username and Password:

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

Step 4: Click on the “Login” button: 

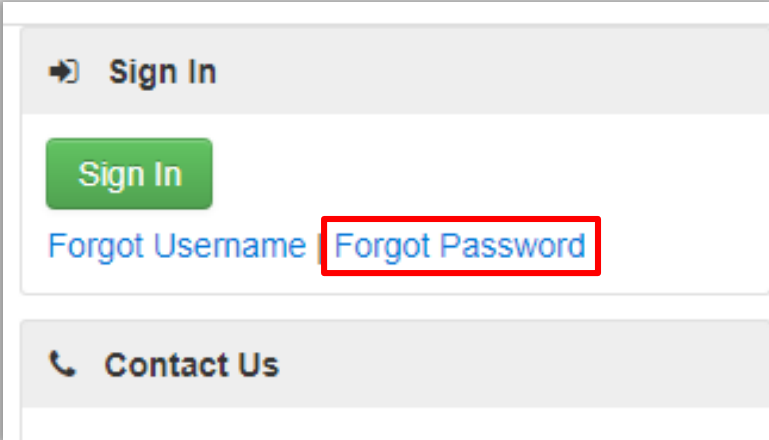
Note: Account will be locked after **5** unsuccessful log-in attempts and 30 minutes of inactivity will automatically log users out. If locked out, DACs should contact contact the Pearson Customer Service Center at 1-888-437-1430 or click on the Contact Kentucky Support on the home page in PearsonAccess^{next}.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



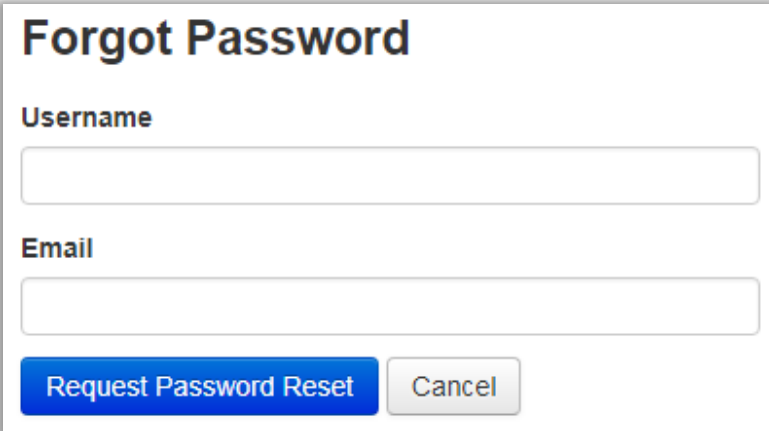
Reset Your Password

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 [(].



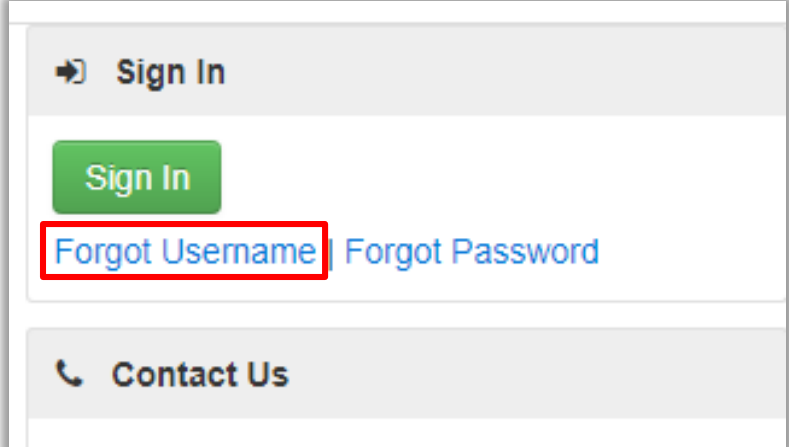
The screenshot shows a 'Sign In' section with a green 'Sign In' button. Below the button are two links: 'Forgot Username' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red rectangular box. Below the links is a 'Contact Us' section with a phone icon.



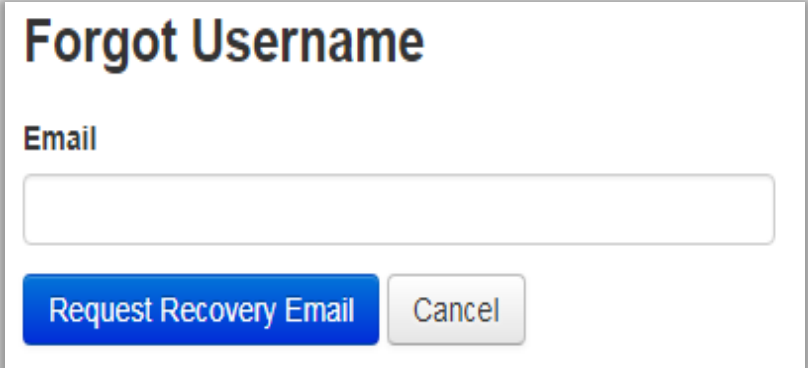
The screenshot shows a 'Forgot Password' form. It has two input fields: 'Username' and 'Email'. Below the input fields are two buttons: 'Request Password Reset' (in blue) and 'Cancel' (in grey).

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 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, there are two buttons: 'Request Recovery Email' (a blue button) and 'Cancel' (a grey button).



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 icons and labels for Setup, Testing, Reports, and Support. Below this is a 'Contact Us' section for Kentucky. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo with the text 'Our Children, Our Commonwealth' and 'Education'. To the right of the logo, the text 'Kentucky Spring' is partially visible. A dropdown menu is open, showing a list of years from 2011-2012 to 2021-2022. The 'Spring 2022 Summative' and 'Transcend Study 2021-2022' options are highlighted in blue. The breadcrumb trail at the top right reads 'Kentucky > 2021 - 2022 > Spring 2022 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.

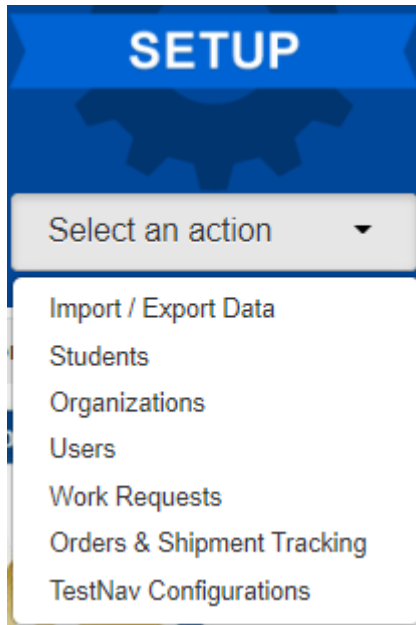
PearsonAccess^{next} Navigation Page: Things To Note cont'd

Banners are positioned to the side of the screen in 2022.

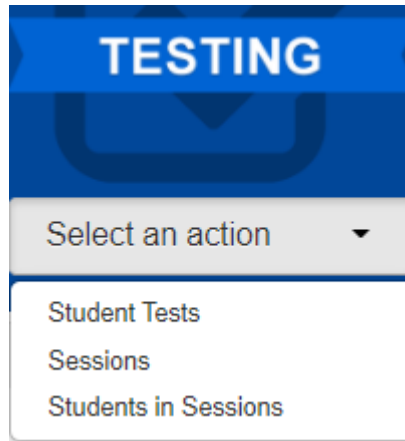
Clicking on each banner will provide the available actions.

The screenshot shows the PearsonAccess^{next} navigation interface. At the top left, the PearsonAccess^{next} logo is displayed. At the top right, a notification bell icon and the breadcrumb path "Kentucky > 2021 - 2022 > Spring 2022 Sum" are visible. On the left side, there is a dark blue navigation menu with four items: "Setup" (gear icon), "Testing" (checkmark icon), "Reports" (list icon), and "Support" (question mark icon). Each item has a white downward-pointing chevron. Below the menu is a "Contact Us" section with a telephone icon and the text "Contact Us". The main content area features a "Program Information" banner with a star icon. Below the banner is the Kentucky Department of Education logo, which includes the text "Kentucky Department of Education", "Our Children," and "Our Commonwealth". To the right of the logo is the text "Kentucky Spring 2022 Summative". At the bottom of the page, a partial line of text reads: "PearsonAccess^{next} is an online assessment management system for online and paper testing. With De:".

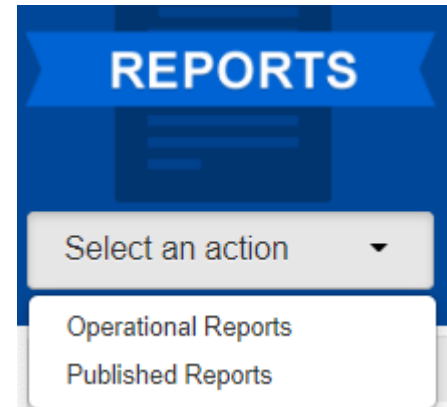
PearsonAccess^{next} Banners



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.**

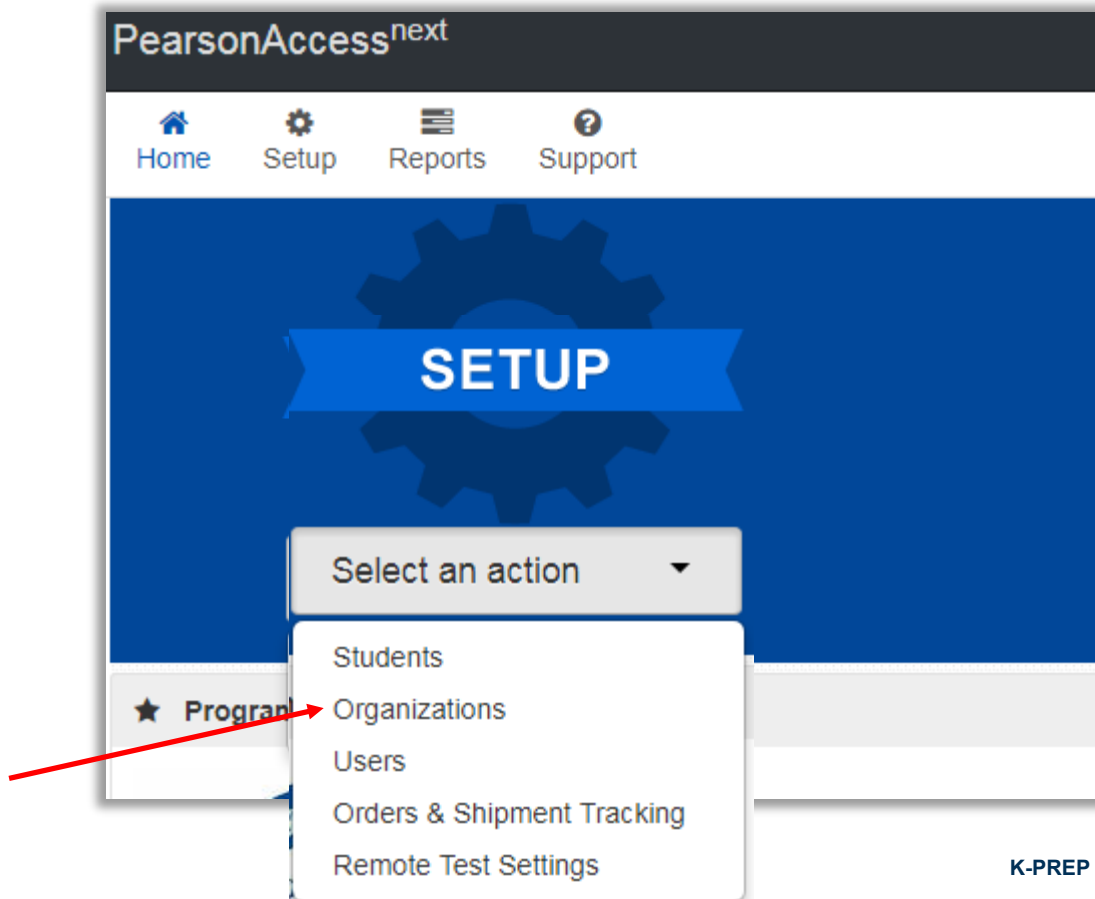


Organizations

Understanding Organizations

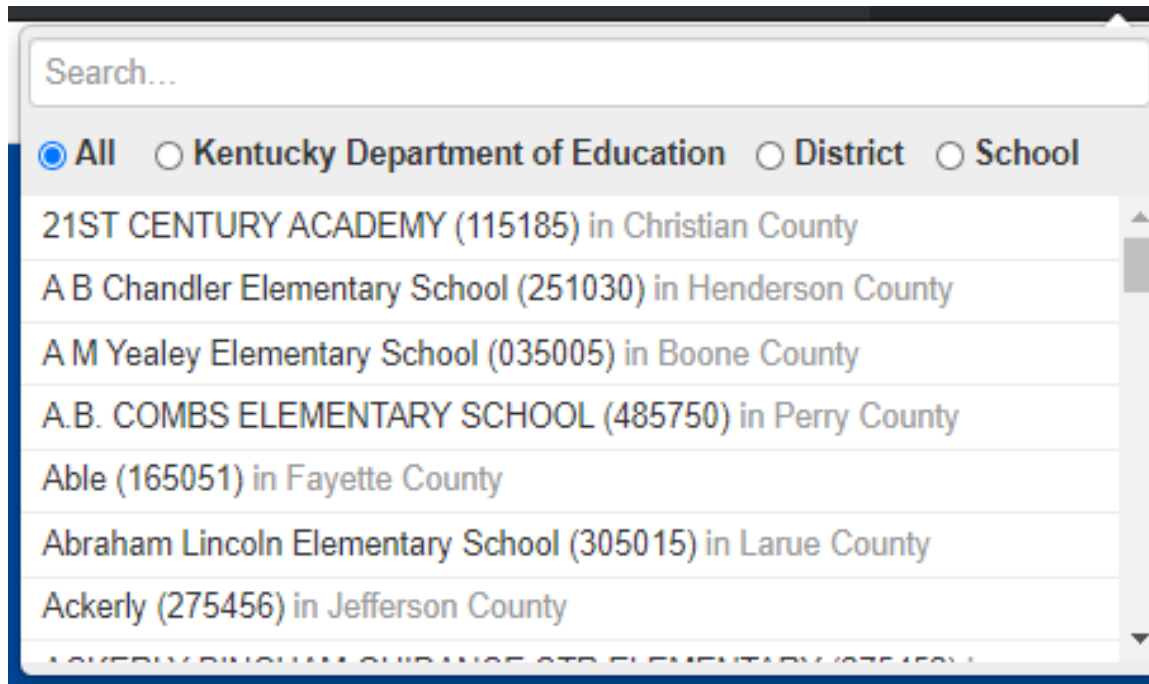
An **organization** is an entity in the organizational hierarchy, such as a district or school. For example, District 3 and Columbus High School each are an organization. An organization must "exist" in the PearsonAccess^{next} system before that organization can participate in testing or test-related 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 radial 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'. The search bar contains a text input field 'Name or Code contains', a search button with a magnifying glass icon, and a dropdown arrow. To the right of the search bar is a 'Manage' button. Below the search bar is a 'Filters' section with a 'Clear Hide' link. The filters include 'Parent Organization' (a dropdown menu), 'Name' (a 'Starts with' input field), and 'Code' (a 'Starts with' input field). A red arrow points to the search button's dropdown arrow, which has opened a menu with a 'Show all results' option. A yellow tooltip box next to it says 'This action clears the search and filters'. Below the search bar, there's a 'No Results' message and a 'Search or select a filter to view results.' prompt.

From here, you can scroll through the school 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 results. The 'Filters' section on the left is expanded, showing a list of schools under the 'Parent Organization' filter. The list includes: ACKERLY (275456), ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452), AHRENS EDUCATIONAL RESOURCE (275920), ATHERTON HIGH SCHOOL (275018), and ATKINSON ACADEMY (275185). The main area shows a table with 173 results. The table has columns for 'Organization Name*', 'Code*', 'Type', 'Parent Organization', and 'Close In'. The table lists various schools and their details.

Organization Name*	Code*	Type	Parent Organization	Close In
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
AUBURDALE 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

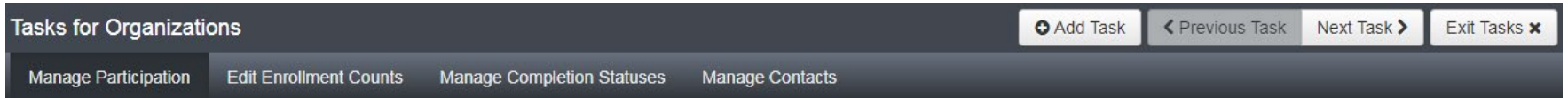


Test Setup

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 either 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.

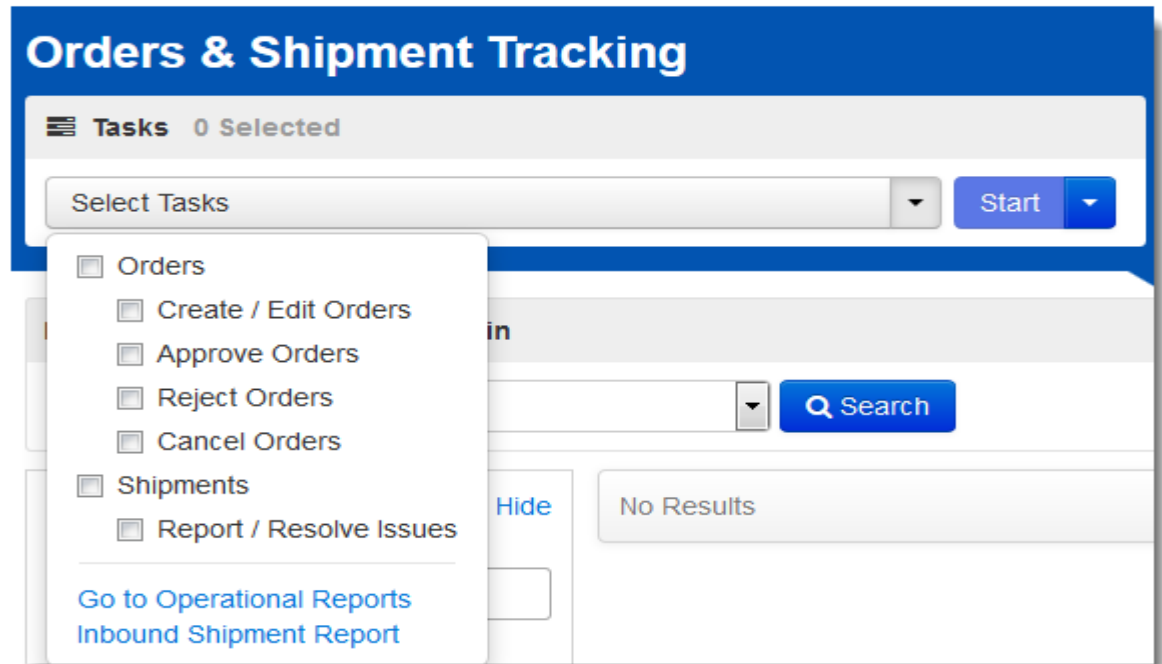


Additional Orders

Orders & Shipment Tracking

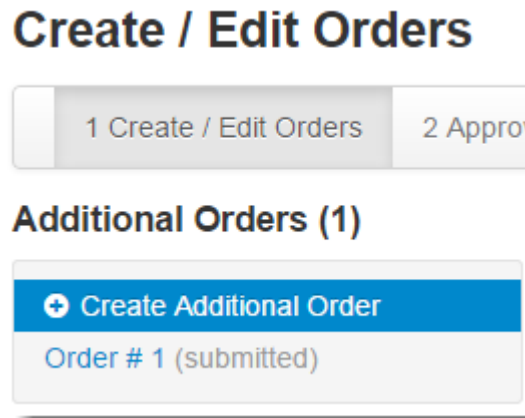
Use **Orders & Shipment Tracking** to order accommodated test materials.

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 (cont'd)

1. Select Create/Edit Orders
2. Enter date in Date Needed **(add 2 days before test materials are needed)**
3. Click the drop-down arrow for Stored Contact
4. Click on Add Items at the bottom of the page
5. Enter items needed
6. Click Save
7. Click Create



Orders & Shipment Tracking (cont'd)

ADDITIONAL ORDERS

- Create Additional Order
- Order # 4 (submitted)

DETAILS

New Order

Organization (Code)
AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)

Date Needed*

Reason

Special Instruction

Submitter Email*
no-reply@pearson.com

Submitter Phone* **Ext**

Ship To

Use a Stored Contact
Select...

Contact Information

Shipping Address

Materials Order

0 items * **Add Items...**

* Required

Create **Reset**

Orders & Shipment Tracking (cont'd)

Edit Materials Order [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
<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

Once you have entered the additional order, click Save.



Test Results

Publishing Test Results

Published Reports

Published reports are pre-generated reports and data extracts.

To view a published report

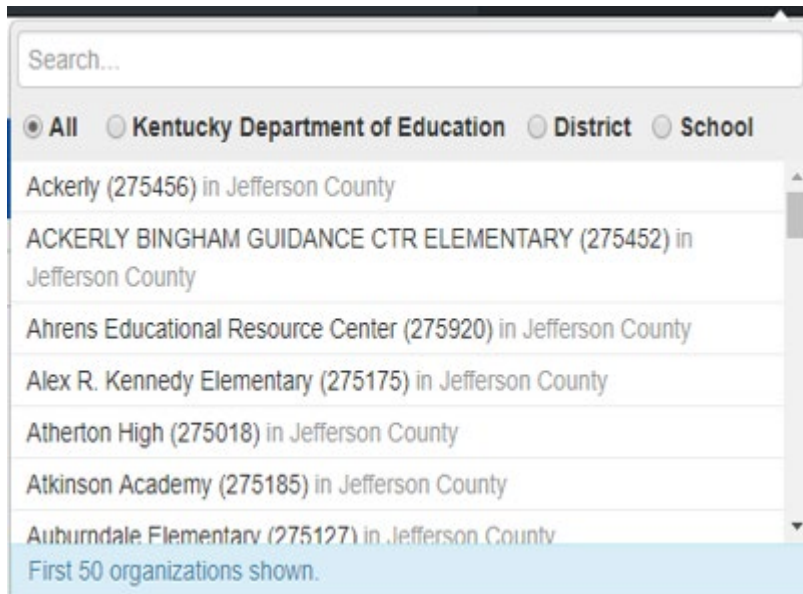
1. Click on “Select an Action”
2. Click on “Published Reports”.

Home Setup Testing Reports Test Config Tools Support

The screenshot shows a navigation bar with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. Below the navigation bar is a large blue banner with three main sections: SETUP (gear icon), TESTING (checkmark icon), and REPORTS (clipboard icon). Each section has a 'Select an action' dropdown menu. The 'REPORTS' dropdown menu is open, showing two options: 'Operational Reports' and 'Published Reports'. A red arrow points to the 'Published Reports' option. Below the banner is a grey bar with a star icon and the text 'Program Information'.

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.



A screenshot of a search dropdown menu. At the top is a search input field with the placeholder text "Search...". Below it are radio buttons for "All", "Kentucky Department of Education", "District", and "School", with "All" selected. A list of school names follows, including "Ackerty (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", and "Auburndale Elementary (275127) in Jefferson County". A blue bar at the bottom of the list says "First 50 organizations shown." A red arrow points from the search input field to the right.



A screenshot of a search input field containing the text "040". Below the input field are radio buttons for "All", "Kentucky Department of Education", "District", and "School", with "All" selected. Below the radio buttons is the text "Barret Traditional Middle (275040) in Jefferson County". At the bottom is a blue button with the word "REPORTS" in white capital letters.

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 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