



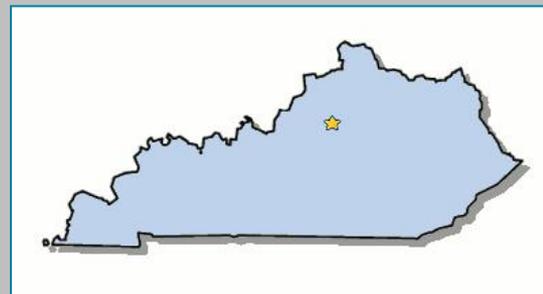
Pearson

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

Pearson Kentucky Program Team

February 2024

# Kentucky Summative Assessments (KSA)





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

# KSA PearsonAccess<sup>next</sup>

**05-10** Getting Started

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**11-13** Navigation Page

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# PearsonAccess<sup>next</sup> Overview

PearsonAccess<sup>next</sup>

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



## Kentucky State Assessments

Kentucky Department of  
**EDUCATION**

### ★ 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) 564-4394  
[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).



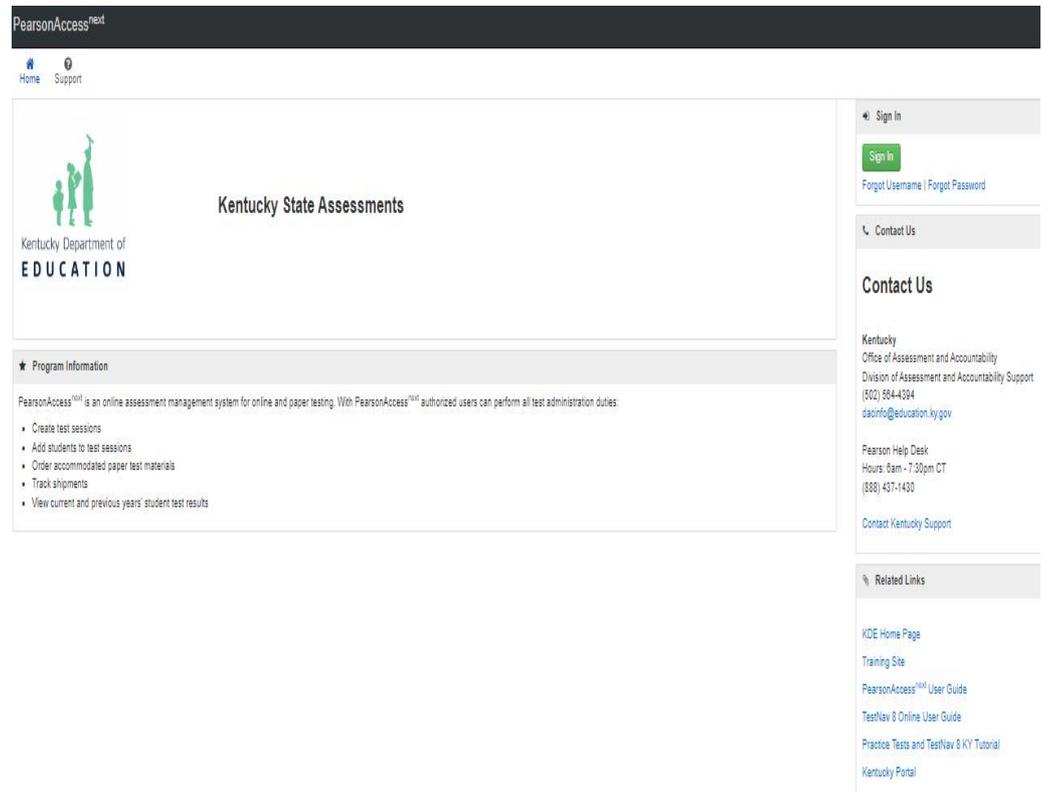
# Getting Started

# 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:

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<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>.



The screenshot shows the PearsonAccess<sup>next</sup> homepage for Kentucky State Assessments. The page features a dark header with the PearsonAccess<sup>next</sup> logo and navigation links for Home and Support. The main content area includes the Kentucky Department of Education logo and the text "Kentucky State Assessments". A "Sign In" button is prominently displayed. Below the main content, there is a "Program Information" section with a list of actions: "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 "Contact Us" section with a "Sign In" button, a "Forgot Username / Forgot Password" link, and contact information for the Kentucky Office of Assessment and Accountability, including a phone number (888) 437-1430 and an email address (daosinfo@education.ky.gov). At the bottom right, there 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.

# 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 left, a 'Home Tab' callout points to the 'Home' link in the navigation bar. At the top right, a 'Sign In Button' callout points to the 'Sign In' button in the right-hand sidebar. In the bottom right, a 'Contact Information: KDE & Pearson' callout points to the 'Contact Us' section in the sidebar. The main content area features the Kentucky Department of Education logo and the text 'Kentucky State Assessments'. Below this 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'. The right-hand sidebar contains 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 contact details 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.

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>

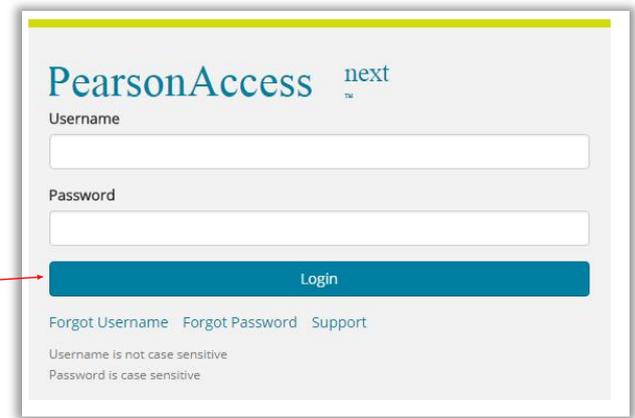
Step 2: Click on the “Sign In” button: 

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.



PearsonAccess<sup>next</sup>

Username

Password

Login

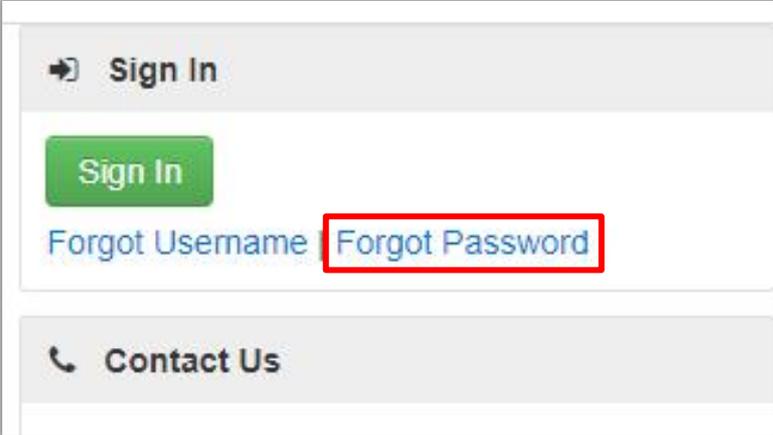
[Forgot Username](#) [Forgot Password](#) [Support](#)

Username is not case sensitive  
Password is case sensitive

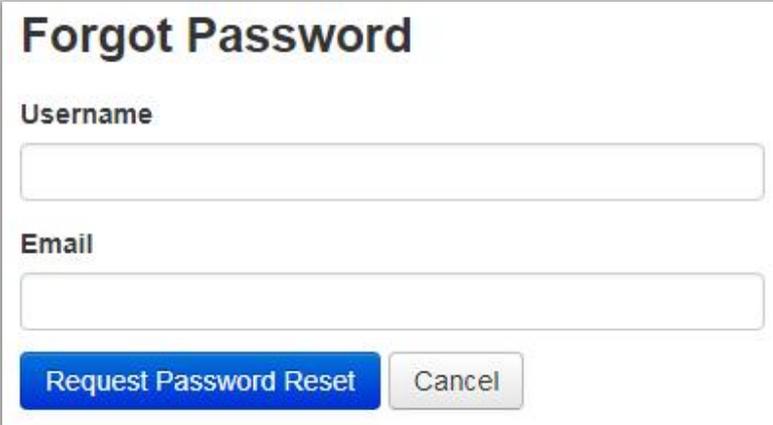
# Reset Your Password

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 [(].



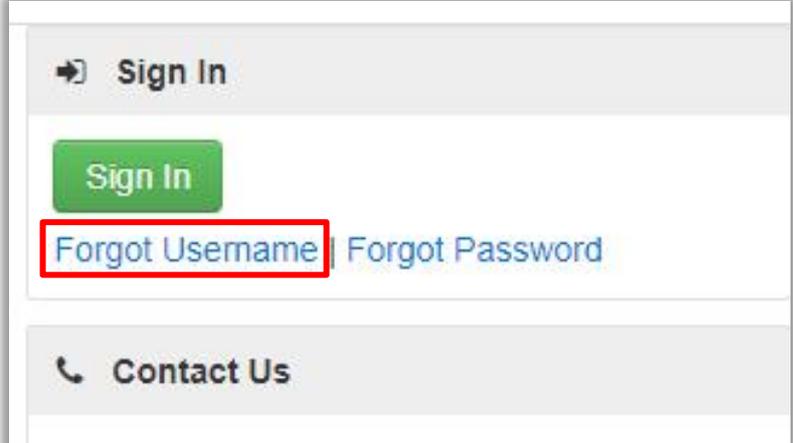
The screenshot shows a 'Sign In' interface. At the top, there is a 'Sign In' button. Below it, there are two links: 'Forgot Username' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red rectangular box. At the bottom, there is a 'Contact Us' link.



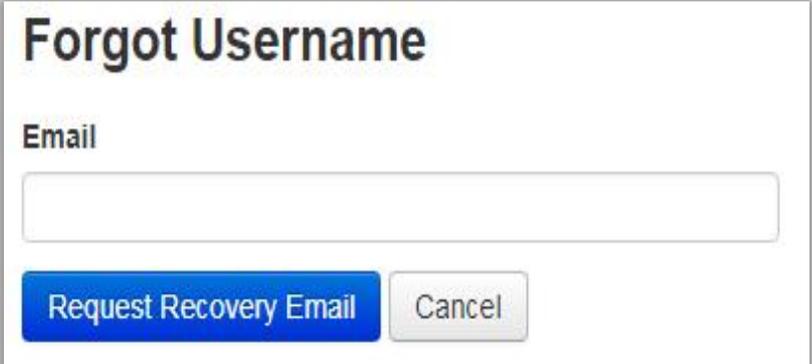
The screenshot shows the 'Forgot Password' form. It has a title 'Forgot Password' at the top. Below the title, there are two input fields: 'Username' and 'Email'. At the bottom, there are two buttons: 'Request Password Reset' (in blue) and 'Cancel' (in grey).

# 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.



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).



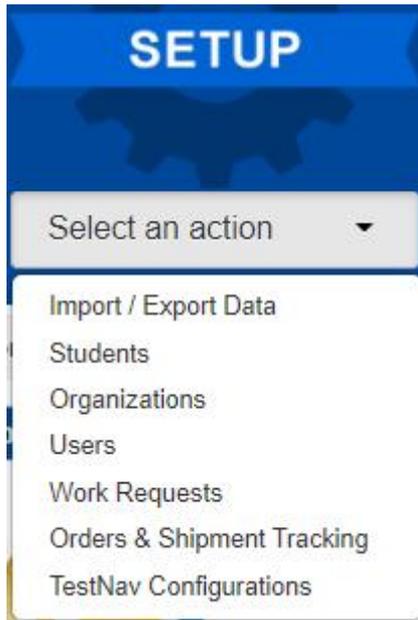
# Navigation Page

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

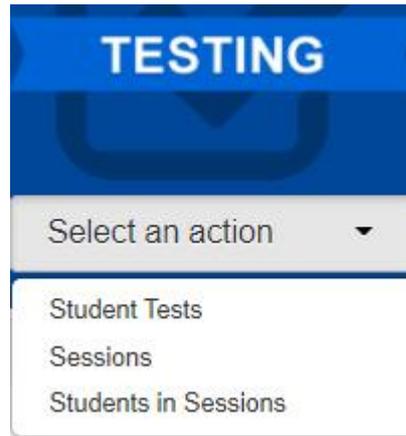
The screenshot shows the PearsonAccess<sup>next</sup> navigation page. The top header includes the PearsonAccess<sup>next</sup> logo, a notification bell, a flag icon, and a breadcrumb trail: "Kentucky > 2023 - 2024 > Spring 2024 Summative". On the left is a dark blue sidebar with menu items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support, each with a dropdown arrow. The main content area is titled "Program Information" and features a green silhouette of a family (two children and an adult) next to the text "Kentucky Department of EDUCATION". Below this is the text "Kentucky Spring 2024 Summative" and a paragraph describing PearsonAccess<sup>next</sup> as an online assessment management system. On the right side of the page, a dropdown menu is open, showing a list of years from "2011 - 2012" to "2023 - 2024", with "Spring 2024 Summative" highlighted at the bottom.

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.

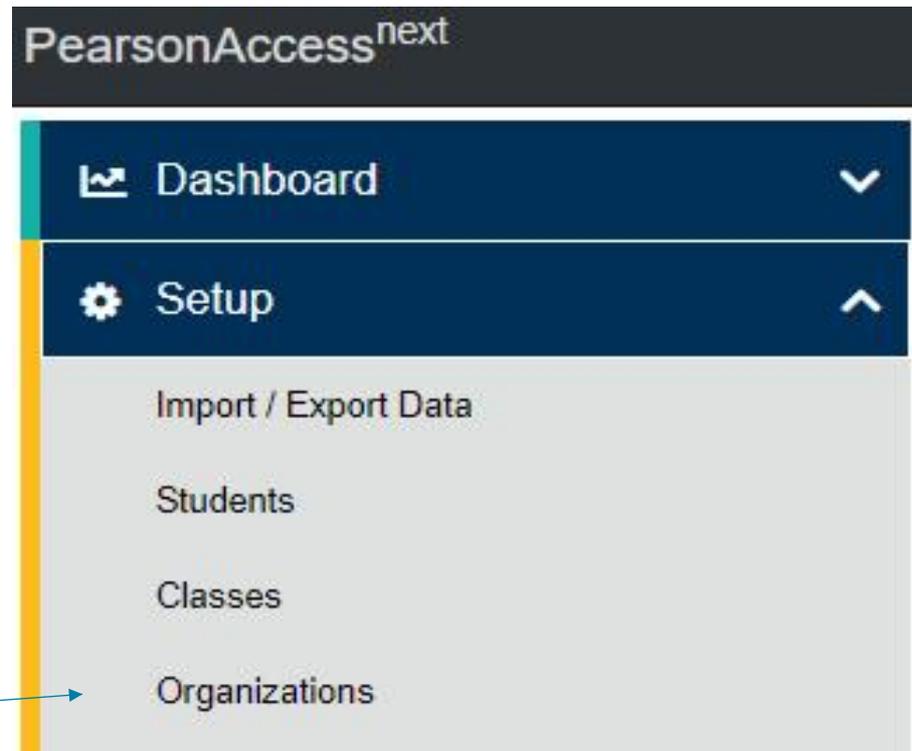


# Organizations

# Understanding Organizations

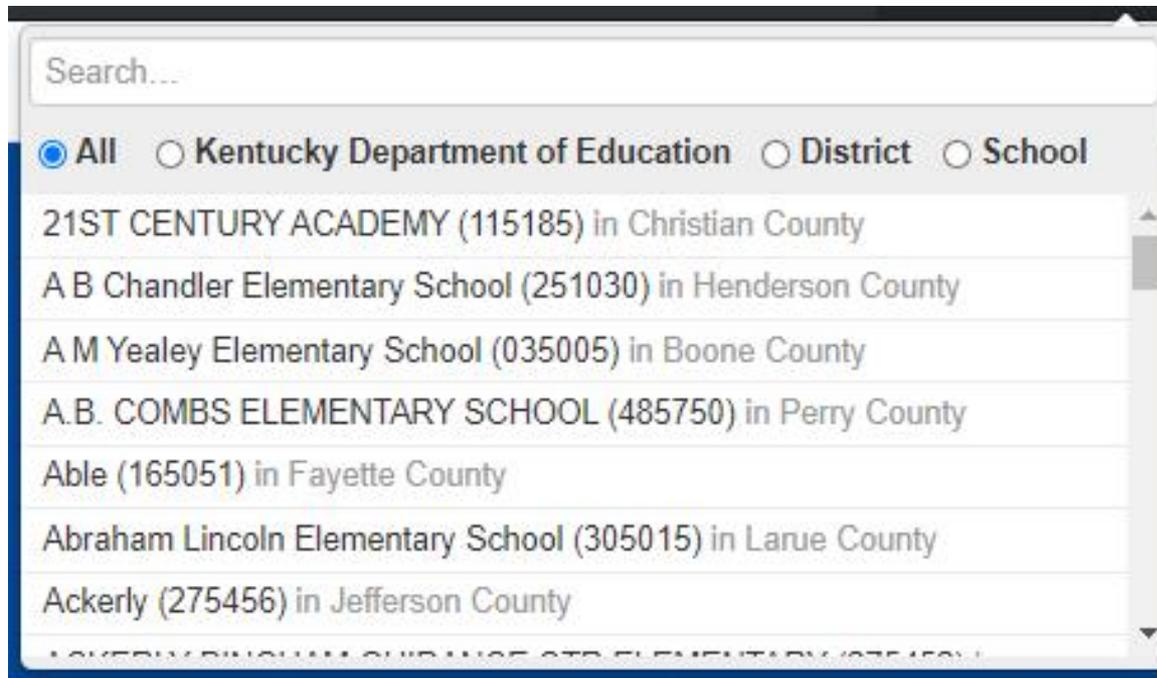
An **organization** is an entity in the organizational hierarchy, such as a district or school. For example, District 3 and Columbus High School each are an organization. An organization must “exist” in the PearsonAccess<sup>next</sup> system before that organization can participate in testing or test-related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



# View Organizations cont'd

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

Organizations

Tasks 0 Selected

Select Tasks Start

Organizations Manage

Find Organizations Participating in KY Spring 2017 Administration

Name or Code contains Search

Filters Clear Hide

Parent Organization Select one or more

Name Starts with

Code Starts with

No Results

Show all results

This action clears the search and filters

Search or select a filter to view results.

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

Filters Clear Hide

Parent Organization

173 Results

Displaying 25 Manage Co

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
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

Parent Organization

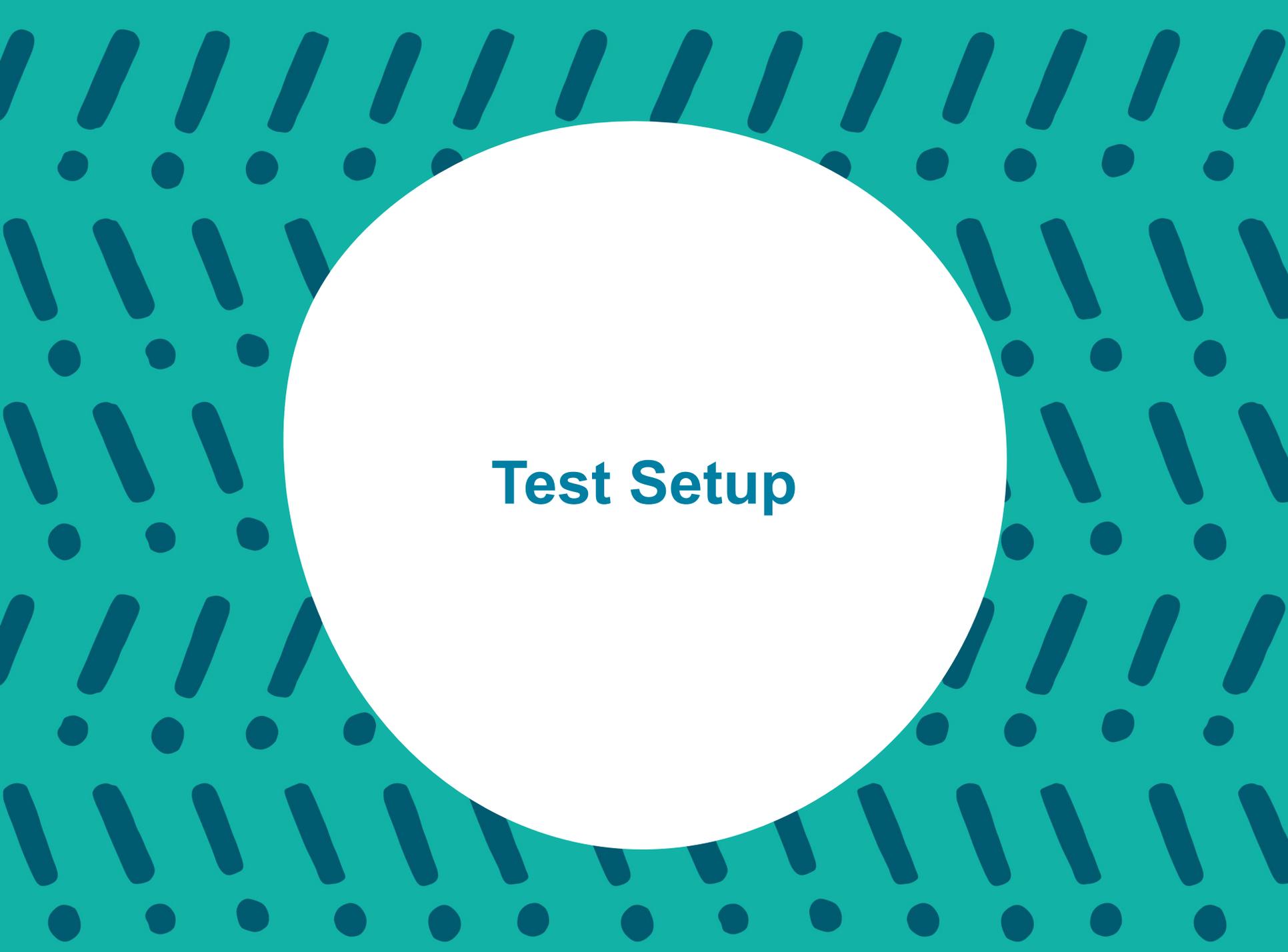
ACKERLY (275456)

ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452)

AHRENS EDUCATIONAL RESOURCE (275920)

ATHERTON HIGH SCHOOL (275018)

ATKINSON ACADEMY (275185)

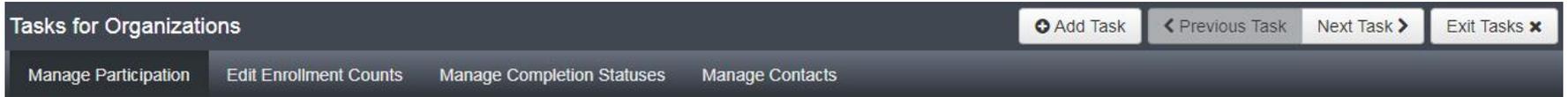


# Test Setup

# Understanding Test Setup

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

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.

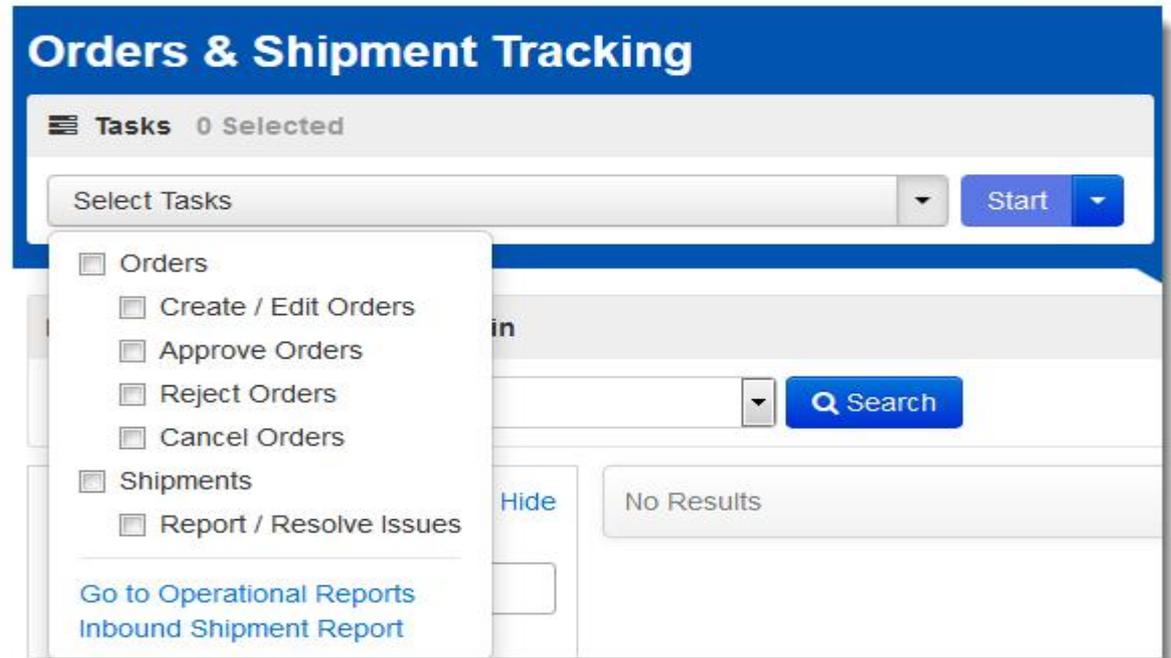


**Additional Orders**

# Orders & Shipment Tracking

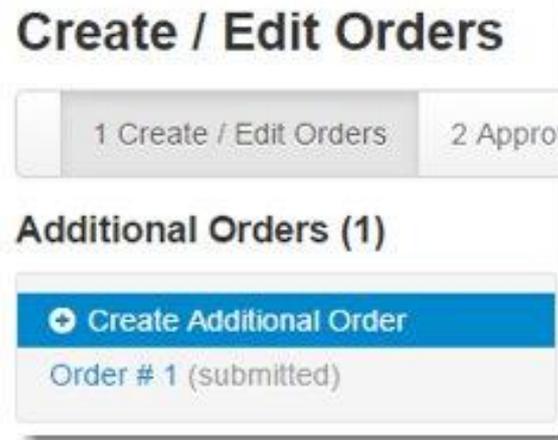
Use **Orders & Shipment Tracking** to order accommodated test materials. DACs will order additional test and return materials.

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 application interface for creating a new order. The form is titled 'New Order' and is divided into several sections. Red arrows and numbers 1 through 6 point to specific elements:

- 1:** Points to the 'Date Needed\*' field, which has a calendar icon.
- 2:** Points to the 'Use a Stored Contact' dropdown menu.
- 3:** Points to the 'Add Items...' button in the 'Materials Order' section.
- 4:** Points to the 'Special Instruction' text area.
- 5:** Points to the 'Create' button at the top right of the form.
- 6:** Points to the 'Create' button at the bottom of the form.

The form includes the following fields and sections:

- Organization (Code):** AIO CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)
- Reason:** A dropdown menu.
- Submitter Email\*:** no-reply@pearson.com
- Submitter Phone\*:** Two input fields for phone number and extension.
- Ship To:** A dropdown menu for selecting a stored contact.
- Contact Information:** Fields for Contact Name\*, Job Title, Email, Phone, Ext, and Fax.
- Shipping Address:** Fields for Address Line 1\*, Address Line 2, City\*, State\*, and Zipcode\*.
- Materials Order:** A section with '0 items' and an 'Add Items...' button.
- Buttons:** 'Create' and 'Reset' buttons are located at the top right and bottom of the form.

# Orders & Shipment Tracking (slide 4)

**Edit Materials Order** 5 →

**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

4 →

Once the additional order has been entered, click Save.



# Test Results

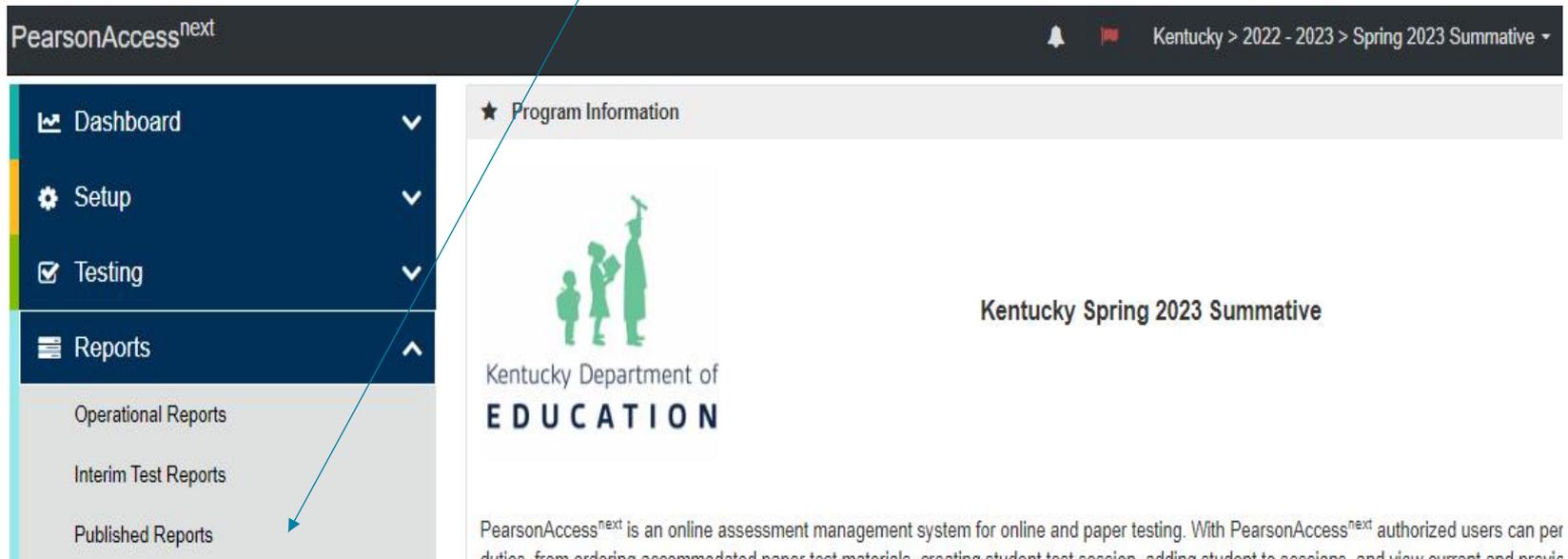
# Publishing Test Results

## Published Reports

Published reports are pre-generated reports and data extracts.

### To view a published report

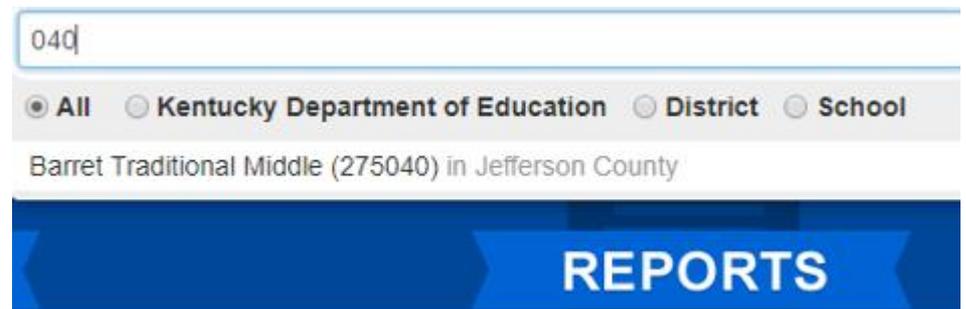
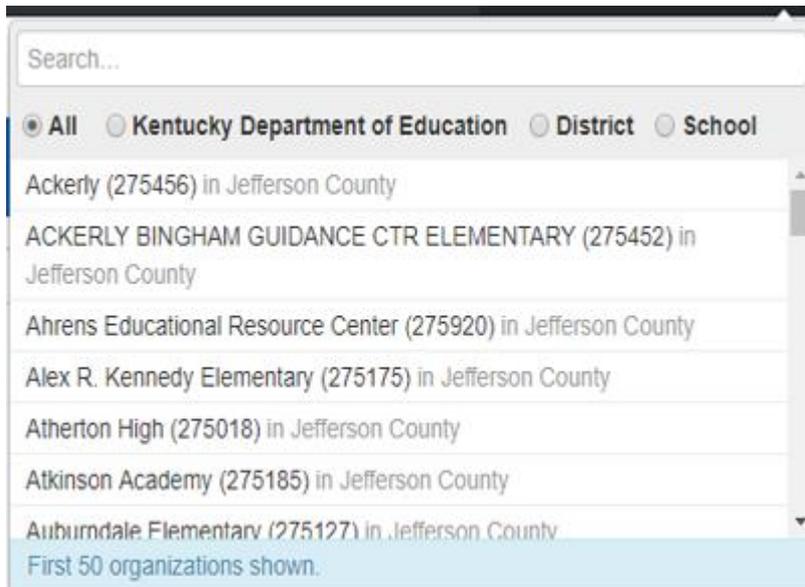
1. Click on “Select an Action”
2. Click on “Published Reports”.



The screenshot displays the PearsonAccess<sup>next</sup> user interface. At the top, the header shows the PearsonAccess<sup>next</sup> logo on the left and the navigation path "Kentucky > 2022 - 2023 > Spring 2023 Summative" on the right. A left-hand navigation menu is visible, with the "Reports" section expanded to show three options: "Operational Reports", "Interim Test Reports", and "Published Reports". A blue arrow points from the "Published Reports" option in the menu to the "Published Reports" text in the main content area. The main content area is titled "Program Information" and features the Kentucky Department of Education logo and the text "Kentucky Spring 2023 Summative". Below this, a paragraph of text describes the system: "PearsonAccess<sup>next</sup> is an online assessment management system for online and paper testing. With PearsonAccess<sup>next</sup> authorized users can perform duties, from ordering accommodated paper test materials, creating student test session, adding student to sessions, and view current and previous..."

# 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

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



# **Available Resources**

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

PearsonAccess<sup>next</sup>

[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](#)

→

# 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 >

## 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

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

PearsonAccess Next Online Support / Testing

## 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.

# 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 >

## 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.

**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](mailto:dacinfo@education.gov.ky)