

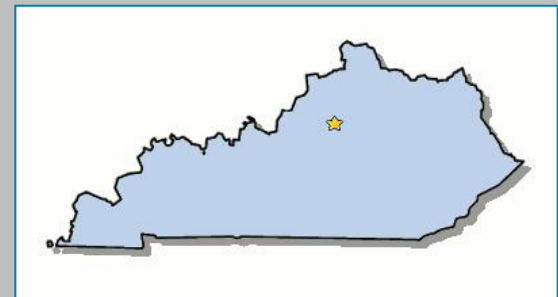


Pearson

PearsonAccess^{next} Navigational Instructions

Pearson Kentucky Program Team

Kentucky Summative Assessments (KSA)





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

KSA PearsonAccess^{next}

05-10 Getting Started

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PearsonAccess^{next} Overview

PearsonAccess^{next}

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



Kentucky State Assessments

Kentucky Department of
EDUCATION

★ Program Information

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

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

Sign In

Sign In

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

Contact Us

Contact Us

Kentucky
Office of Assessment and Accountability
Division of Assessment and Accountability Support
(502) 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](#)

<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).



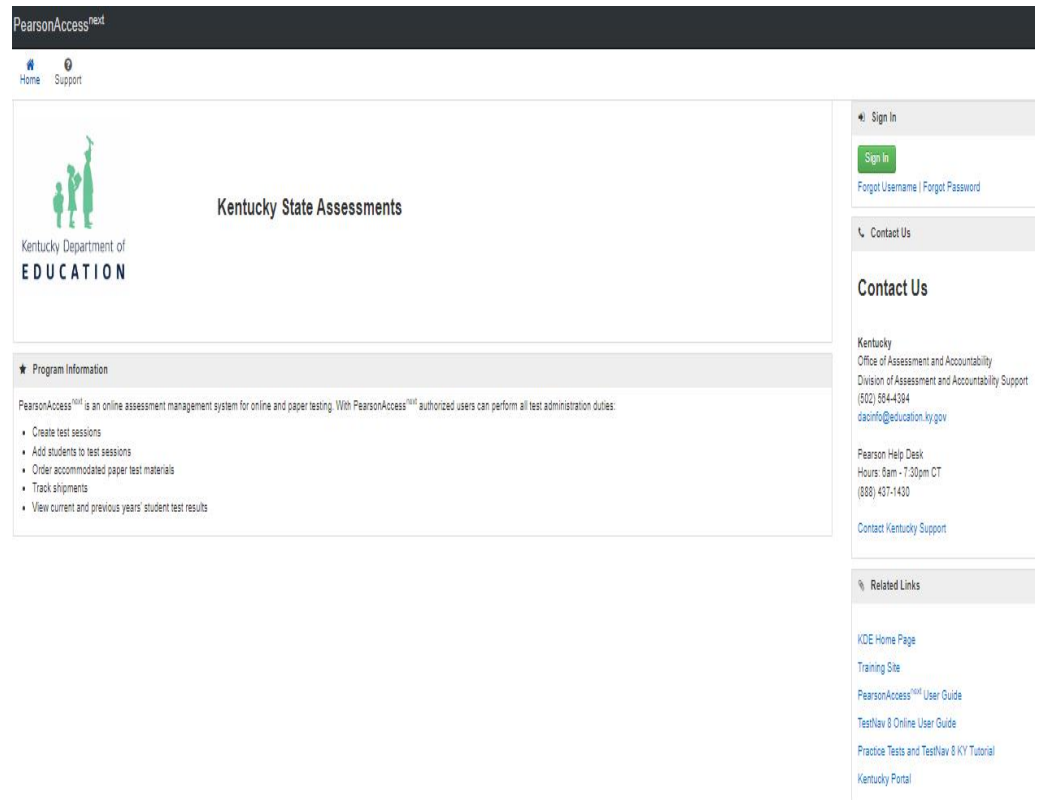
Getting Started

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}.



The screenshot shows the PearsonAccess^{next} Kentucky State Assessments homepage. The page features the PearsonAccess^{next} logo in the top left corner, navigation links for Home and Support, and the Kentucky Department of Education logo. The main content area displays "Kentucky State Assessments" and a "Program Information" section. The "Program Information" section states: "PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized users can perform all test administration duties:" followed by a list of tasks: "Create test sessions", "Add students to test sessions", "Order accommodated paper test materials", "Track shipments", and "View current and previous years' student test results". On the right side, there is a "Sign In" section with a "Sign In" button and links for "Forgot Username" and "Forgot Password". Below that is a "Contact Us" section with the text: "Kentucky Office of Assessment and Accountability Division of Assessment and Accountability Support (502) 564-4394 dacinfo@education.ky.gov". Further down, there is a "Pearson Help Desk" section with the text: "Hours: 8am - 7:00pm CT (888) 437-1430" and a "Contact Kentucky Support" link. At the bottom, there is a "Related Links" section with links to "KDE Home Page", "Training Site", "PearsonAccess^{next} User Guide", "TestNav 8 Online User Guide", "Practice Tests and TestNav 8 KY Tutorial", and "Kentucky Portal".

PearsonAccess^{next} Kentucky Homepage: Landing Page

Sign In Button

Home Tab

The screenshot shows the PearsonAccess^{next} Kentucky homepage. At the top left, there is a navigation bar with a 'Home' tab and a 'Support' link. The main content area features the Kentucky State Assessments logo and the text 'Kentucky State Assessments' and 'Kentucky Department of EDUCATION'. 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'. On the right side, there is a 'Sign In' section with a 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below that is a 'Contact Us' section with contact information for the Kentucky Office of Assessment and Accountability Support, including a phone number, email address, and hours. At the bottom right, there is a 'Related Links' section with links to 'KDE Home Page', 'Training Site', 'PearsonAccess^{next} User Guide', 'TestNav 8 Online User Guide', 'Practice Tests and TestNav 8 KY Tutorial', and 'Kentucky Portal'.

Contact
Information:
KDE & Pearson

How To Log Into PearsonAccess^{next}


Step 1: Begin on the PAN Landing Page:

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

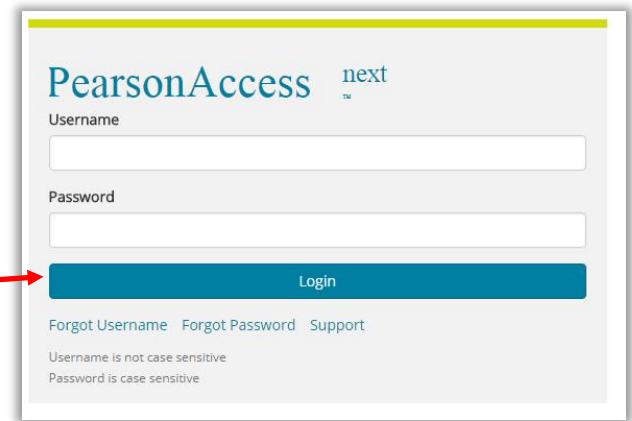
Step 2: Click on the “Sign In” button: 

Step 3: Enter your Username and Password:

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

Step 4: Click on the “Login” button: 

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

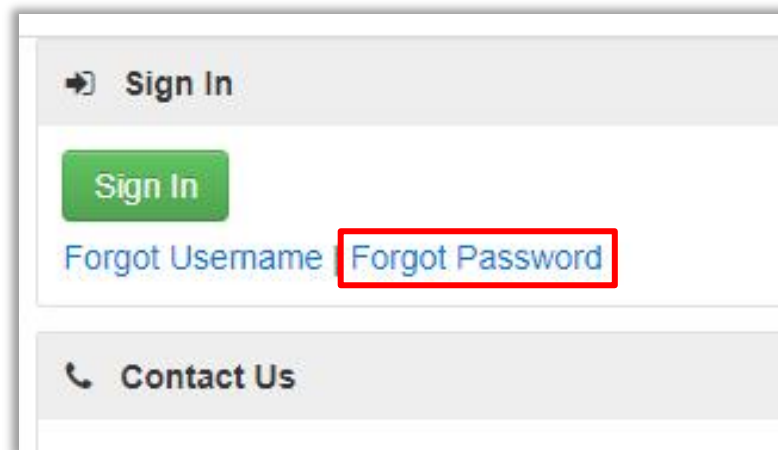


The screenshot shows the PearsonAccess^{next} login interface. At the top left is the PearsonAccess^{next} logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot Username', 'Forgot Password', and 'Support'. Below these links, there are two lines of text: 'Username is not case sensitive' and 'Password is case sensitive'.

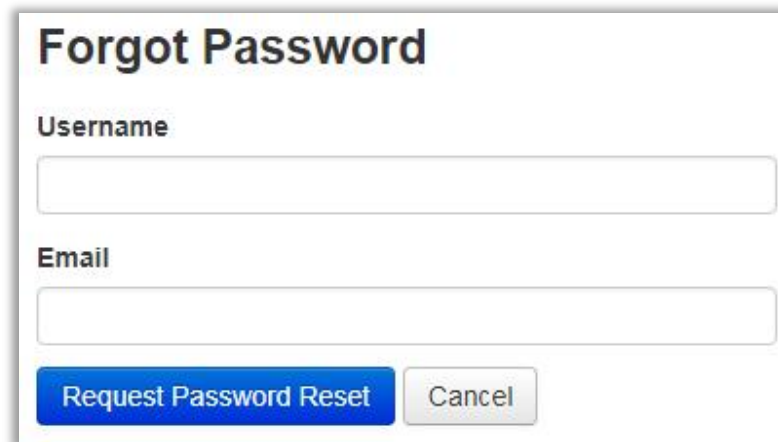
Reset Your Password

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 [(].



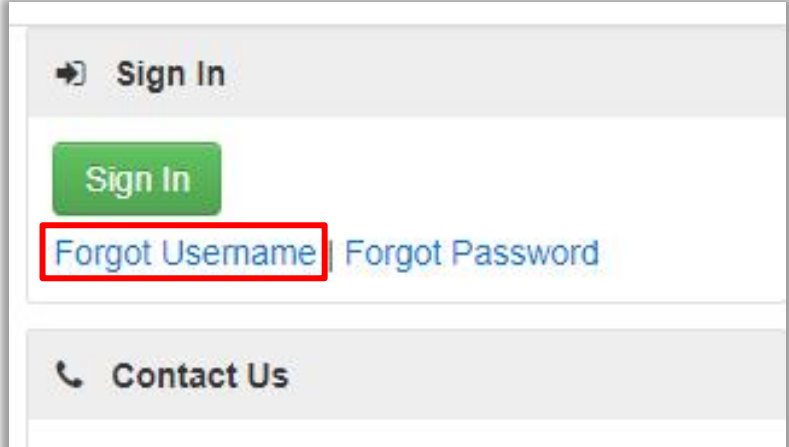
The screenshot shows a 'Sign In' interface. At the top, there is a 'Sign In' button. Below it, there are two links: 'Forgot Username' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red rectangular box. At the bottom, there is a 'Contact Us' link.



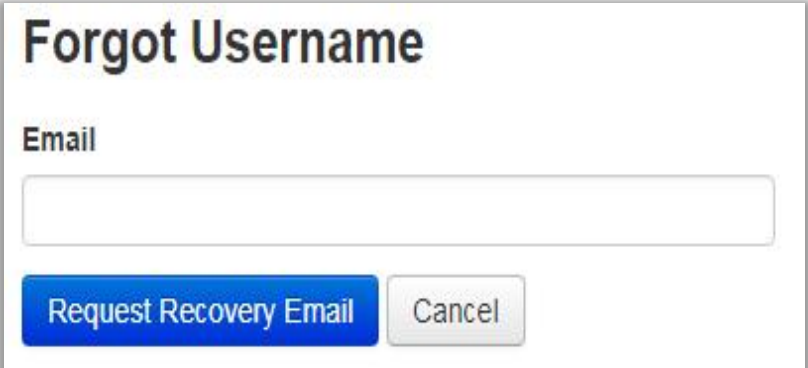
The screenshot shows the 'Forgot Password' form. It has a title 'Forgot Password' at the top. Below the title, there are two input fields: 'Username' and 'Email'. At the bottom, there are two buttons: 'Request Password Reset' (in blue) and 'Cancel' (in grey).

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^{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' input field. Below the input field, there are two buttons: 'Request Recovery Email' (a blue button) and 'Cancel' (a grey button).



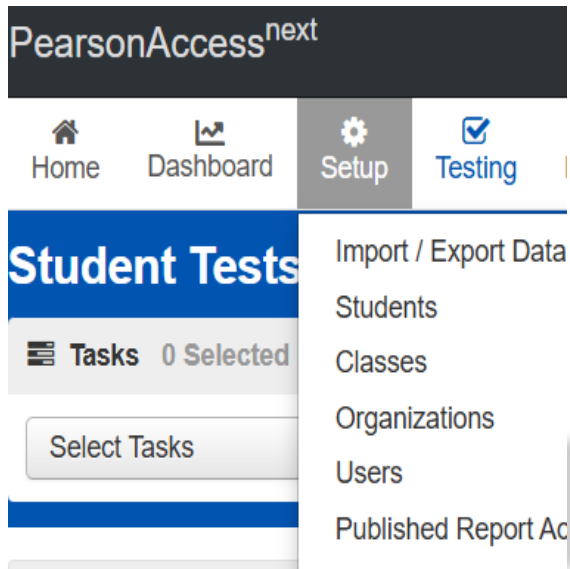
Navigation Page

PearsonAccess^{next} Navigation Page: Things To Note

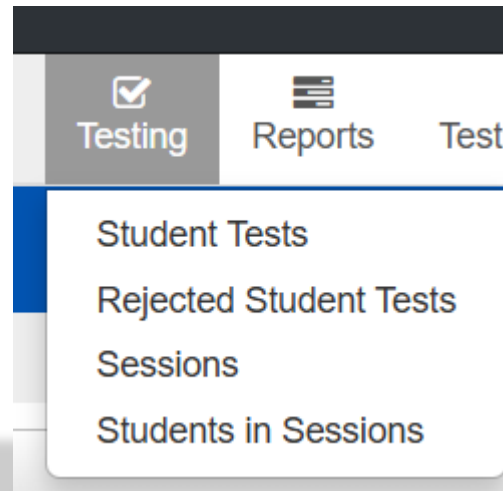
The screenshot displays the PearsonAccess^{next} navigation page. The top header shows the PearsonAccess^{next} logo on the left and the current navigation path 'Kentucky > 2023 - 2024 > Spring 2024 Summative' on the right. A dark blue sidebar on the left contains navigation links: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo and the text 'Kentucky Spring 2024 Summative'. Below this, a paragraph describes PearsonAccess^{next} as an online assessment management system. A dropdown menu is open on the right side of the page, listing 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.

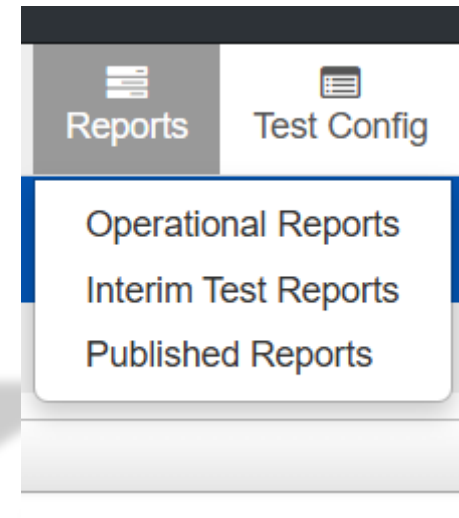
PearsonAccess^{next} Banners



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.**

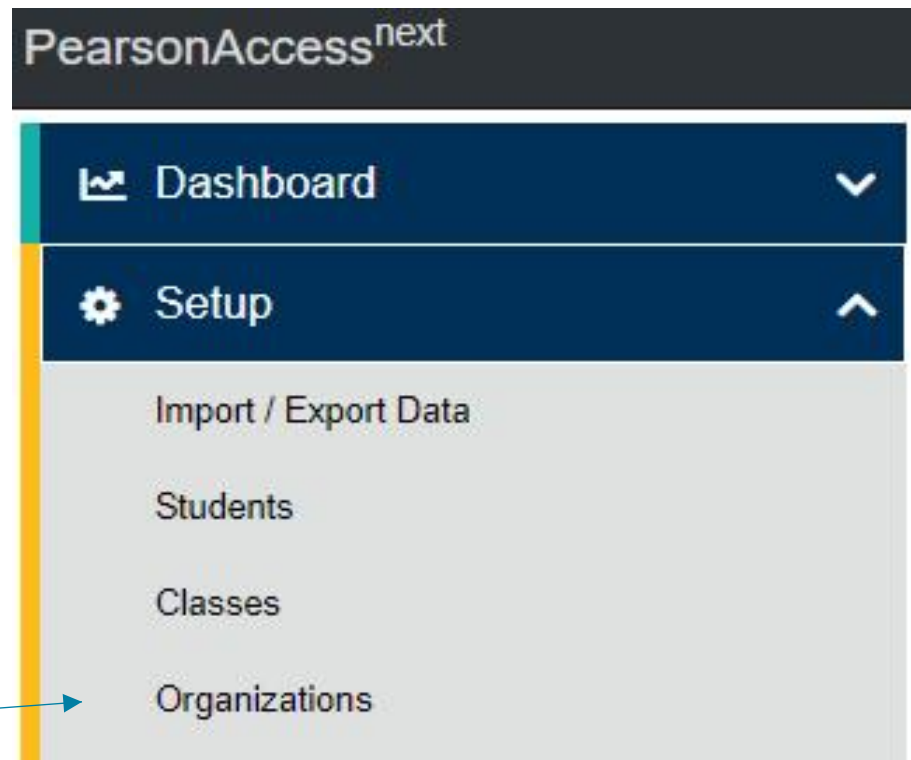


Organizations

Understanding Organizations

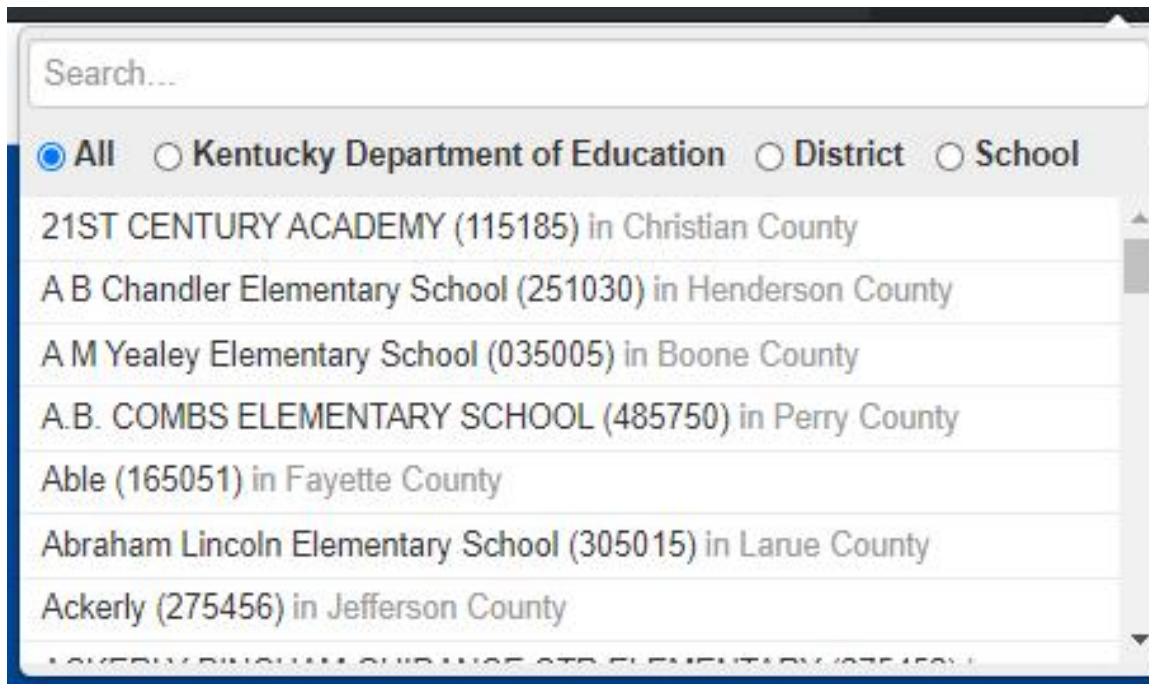
An **organization** is an entity in the organizational hierarchy, such as a district or school. For example, District 3 and Columbus High School each are an organization. An organization must “exist” in the PearsonAccess^{next} system before that organization can participate in testing or test-related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

Organizations

Tasks 0 Selected

Select Tasks [v] Start [v]

Organizations Manage

Find Organizations Participating in KY Spring 2017 Administration [v]

Name or Code contains [] Search [v]

Show all results
This action clears the search and filters

No Results

Filters Clear Hide

Parent Organization Select one or more

Name Starts with

Code Starts with

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

ACKERLY (275456)

ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452)

AHRENS EDUCATIONAL RESOURCE (275920)

ATHERTON HIGH SCHOOL (275018)

ATKINSON ACADEMY (275185)

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

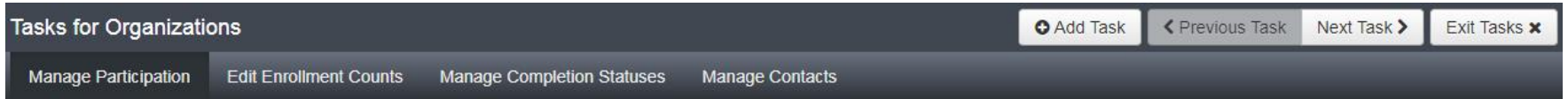


Test Setup

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

Shipping

Test Coordinator Name*

abcdef

Address Line 1*

1332 abcdef

Address Line 2

City*

District Level

CONTACTS (3) CONTACT DETAILS

[+ Create Contacts](#)

PVT BOONE COUNTY DISTRICT (035000)

Shipping

Mailing

New Contact

Save Reset

Organization*

Contact Type*

Test Coordinator Name*

Address Line 1*

Address Line 2

City*

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

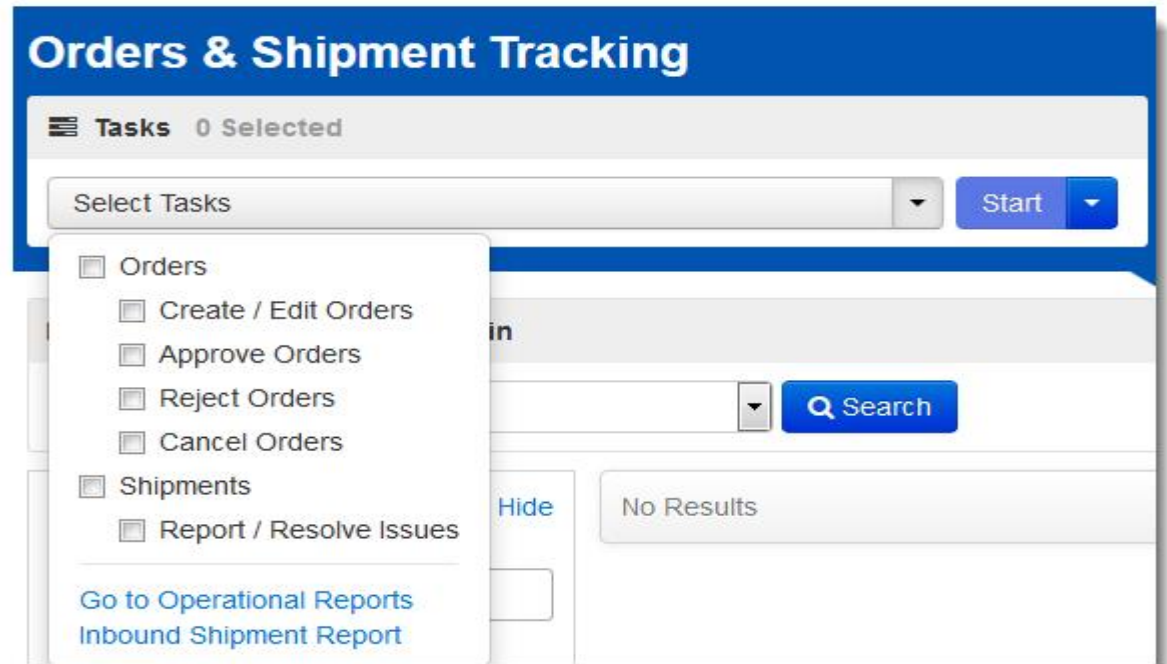


Additional Orders

Orders & Shipment Tracking

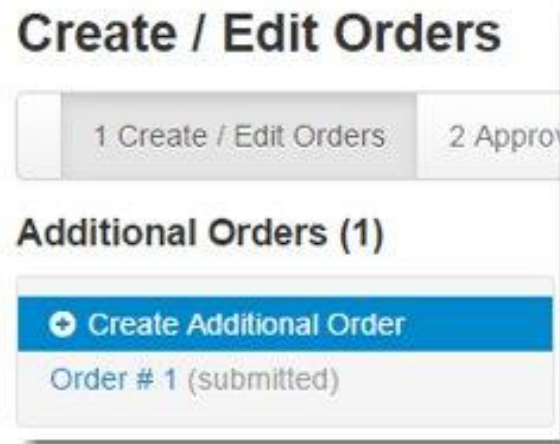
Use **Orders & Shipment Tracking** to order accommodated test materials. DACs will order additional test and return materials.

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



Orders & Shipment Tracking (slide 2)

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





Orders & Shipment Tracking (slide 3)

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



The screenshot shows a web form titled 'New Order' under the heading 'ADDITIONAL ORDERS'. The form is divided into several sections: 'Organization (Code)' with a text field containing 'AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)'; 'Reason' with a dropdown menu; 'Date Needed*' with a date picker and a red arrow labeled '1' pointing to it; 'Special Instruction' with a text area; 'Submitter Email*' with a text field containing 'no-reply@pearson.com'; 'Submitter Phone*' with two text fields for 'Phone' and 'Ext'; 'Ship To' with a dropdown menu labeled 'Use a Stored Contact' and a red arrow labeled '2' pointing to it; 'Contact Information' with fields for 'Contact Name*', 'Job Title', 'Email', 'Phone', 'Ext', and 'Fax'; 'Shipping Address' with fields for 'Address Line 1*', 'Address Line 2', 'City*', 'State*', and 'Zipcode*'; and 'Materials Order' with a text field showing '0 items' and an 'Add Items...' button with a red arrow labeled '3' pointing to it. At the bottom right, there are 'Create' and 'Reset' buttons, with a red arrow labeled '6' pointing to the 'Create' button. A legend at the bottom left indicates '* Required'.

Orders & Shipment Tracking (slide 4)


Edit Materials Order 5  

Q Find Materials Filters (clear)

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

7 Results   Displaying 25

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

4 

Once the additional order has been entered, click Save.



Test Results

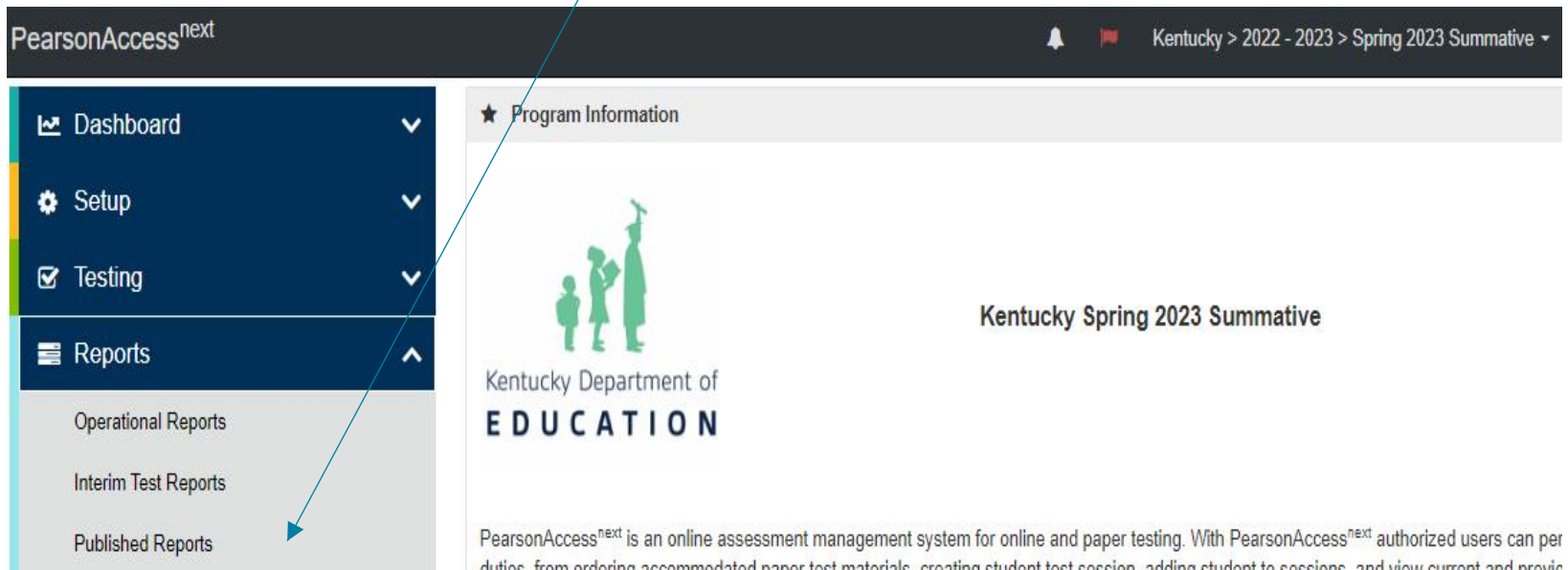
Publishing Test Results

Published Reports

Published reports are pre-generated reports and data extracts.

To view a published report

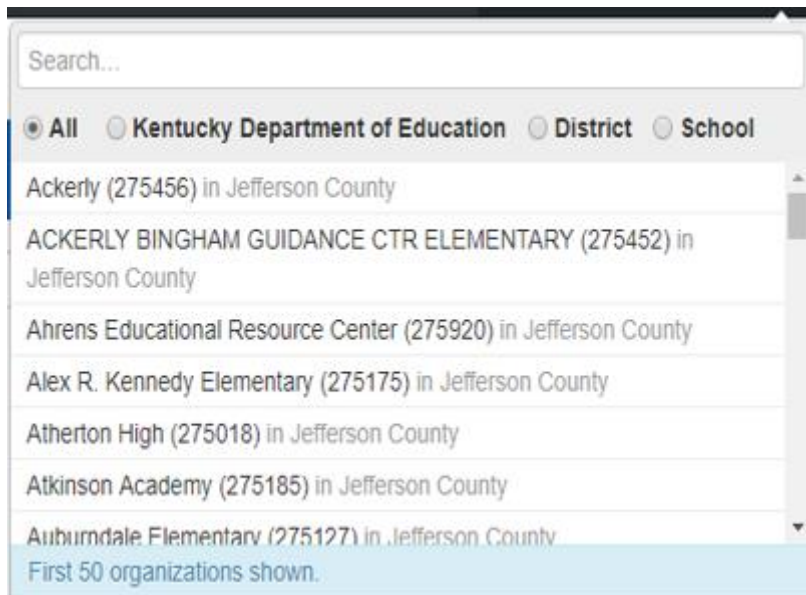
1. Click on “Select an Action”
2. Click on “Published Reports”.



The screenshot displays the PearsonAccess^{next} user interface. At the top, the header shows 'PearsonAccess^{next}' on the left and 'Kentucky > 2022 - 2023 > Spring 2023 Summative' on the right. A left-hand navigation menu is visible, with 'Reports' expanded to show 'Operational Reports', 'Interim Test Reports', and 'Published Reports'. A blue arrow points to the 'Published Reports' option. The main content area shows 'Program Information' for the 'Kentucky Spring 2023 Summative' with the Kentucky Department of Education logo. Below the logo, a brief description of PearsonAccess^{next} is visible.

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 schools follows, each with its name and location in Jefferson County. The schools listed are: Ackerly (275456), ACKERLY BINGHAM GUIDANCE CTR ELEMENTARY (275452), Ahrens Educational Resource Center (275920), Alex R. Kennedy Elementary (275175), Atherton High (275018), Atkinson Academy (275185), and Auburndale Elementary (275127). The text "First 50 organizations shown." is at the bottom of the list.



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 of the screenshot 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

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^{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](#)

→

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



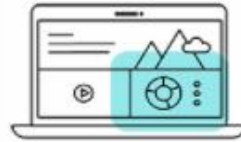
System Basics pages provide system requirements and information and instructions regarding the system. For instruction on System Basics, use the menu on the left to navigate through the support site. System Basics pages apply to all user roles, regardless of permissions.

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.

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

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