

User Account Management in PearsonAccess Next



District Assessment Coordinator (DAC)

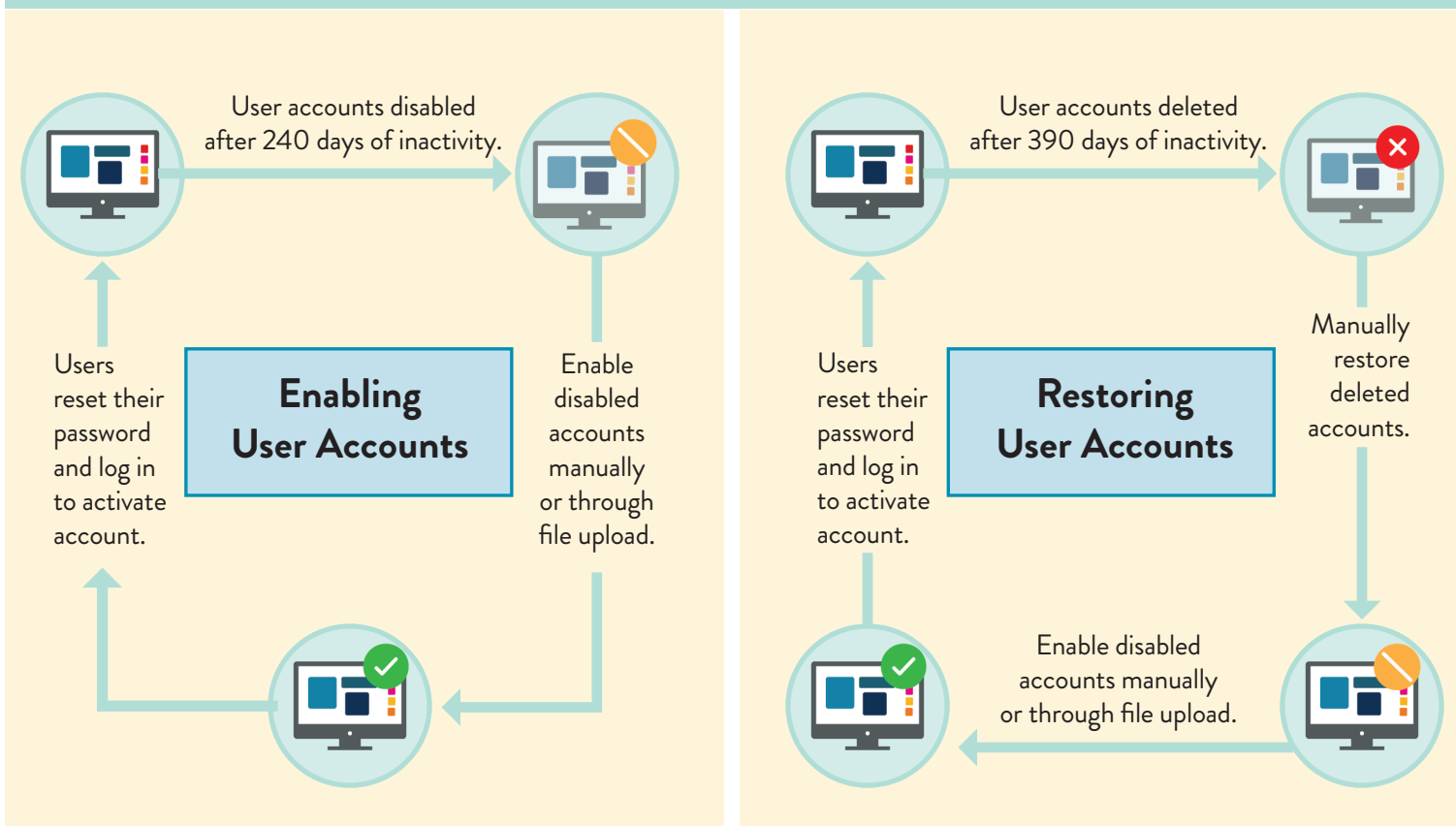
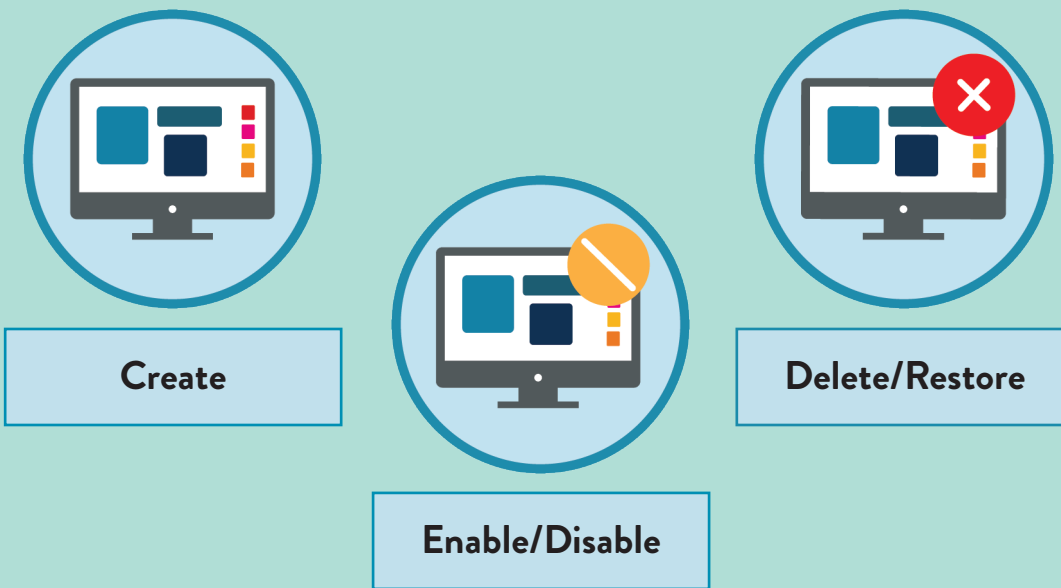
DACs can manage all user accounts in the district

Assessment Administrator (AA)

AAs can manage all user accounts at the district or school level depending on role



DACs and AAs are responsible for managing all user accounts:



For detailed information, view the the [PearsonAccess Next User Accounts Guide](https://minnesota.pearsonaccessnext.com/resources-and-training/user-guides) (minnesota.pearsonaccessnext.com > Resources & Training > User Guides).

User Account Management Timeline

SUMMER



Log in to PearsonAccess Next.

- All new DAC accounts are created by Pearson 1-2 business days after receiving DAC information from MDE-ORG.
- Contact Pearson to enable or restore a DAC account.



Create, enable and restore AA accounts so they can help manage user accounts at their school(s).

FALL



Review existing user accounts in PearsonAccess Next.

- 💡 Tip: View the *Users With Org Access* or *Users With Role Access* under Operational Reports to see users with active, disabled and deleted accounts.



Delete accounts for staff no longer employed at the district or school.



Create, enable or restore Technology Staff accounts.

- Confirm Technology Staff have accounts set up in the Training Center.



Reset user passwords and encourage users to log in to PearsonAccess Next.

- If only used during testing, most accounts will be disabled by the following spring.
- 💡 Tip: Logging in resets the disabled account timeline. Completing this step in fall ensures user accounts are active when testing begins.

WINTER



In the Training Management System (TMS), log in to Reports or Group Training under the “Admin” option with your PearsonAccess Next user account to ensure you have access.

- 💡 Tip: Contact Pearson if your PearsonAccess Next account has been active for more than 2 weeks and you do not have access to the “Admin” features.



Create new Test Monitor/Data Entry and MTAS Score Entry user accounts and verify all other user accounts are active.

- 💡 Tip: When updating many accounts, make changes by importing a file.

SPRING



Maintain user accounts during testing (e.g., resetting passwords, enabling accounts).

- 💡 Tip: When updating a small number of accounts, make the changes manually.



For questions about your DAC PearsonAccess Next account, contact Pearson at (888) 817-8659 or [submit a help desk request](#).