

2018-2019 ISASP PearsonAccess^{next} User Accounts

The following questions are answered in this FAQ:

1. Who will be set up with PearsonAccess^{next} User Accounts for Live and Training Sites and how do I get access?
2. How do I create or edit PearsonAccess^{next} User Accounts?
3. How do I delete or restore a PearsonAccess^{next} User Account?
4. How do I know which User Role(s) I have?
5. What roles and permissions are associated with my PearsonAccess^{next} Account?

1. Who will be set up with PearsonAccess^{next} User Accounts for Live and Training Sites and how do I get access?

Individuals who are assisting with ISASP may need a user account for PearsonAccess^{next}. With PearsonAccess^{next}, you can perform all your test administration duties from ordering materials and submitting student data to setting up online tests and viewing student results. To receive a PearsonAccess^{next} user account, the account must be created by another user in one's organization, or a user higher in a person's organization's hierarchy. For example, if a Proctor needs access to PearsonAccess^{next}, they may ask another user who already has access to create them an account. This would likely be their District Test Coordinator. Because of the sensitive data that is stored in PearsonAccessnext, Pearson Customer Support cannot set up or edit user accounts.

2. How do I create or edit PearsonAccess^{next} User Accounts?

User Accounts can be created by importing a user data file or by manual creation directly within the PearsonAccessnext system. How to create a user by importing a User File: The importing option may be used if there are several (>10) user accounts to create. Use the [User Role Matrix](#) document to assist in populating the User File Template. To get the import file template, in PearsonAccess^{next} go to Setup > Import/Export Data > Select Tasks > Import/Export Data > Start > User Export > Process. How to create or edit a user directly within the PearsonAccessnext system: You can find detailed steps including screen shots in the PearsonAccessnext User Guide [here](#).

3. How do I delete or restore a PearsonAccess^{next} User Account?

The steps to delete or restore PearsonAccessnext accounts can be found in the PearsonAccessnext User Guide [here](#).

4. How do I know which User Role(s) I have?

1. Log into PearsonAccessnext. On the top, right-hand side of the page, you will see the user icon indicating User Account Details
2. Select Your Account
3. Your User Role(s) will be listed at the bottom under Roles

5. What roles and permissions are associated with my PearsonAccess^{next} Account?

The PearsonAccess^{next} User Role Matrix provides the roles and permissions available to all Iowa users. It is available in Appendix B of the *Test Administrator Manual* on the [Manuals page](#) as well as the [PearsonAccess^{next} page](#). Details about user accounts, including creating, editing, resetting passwords, etc. are available on the [Manage Users page](#) of the PearsonAccess^{next} Online Support page (ISASP Portal > PearsonAccess^{next} (Quick Links at bottom) > Manage Users).