

Training Management System (TMS) – Admin Feature Tips for District and School Assessment Coordinators



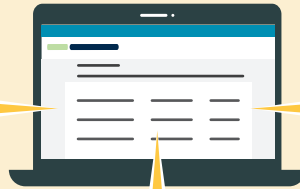
Staff with District Assessment Coordinator (DAC) and Assessment Administrator (AA) user roles in PearsonAccess Next have the “Admin” feature in TMS. This feature provides access to reports on staff training completions and allows users to document trainings completed as a group.

Under **Admin**, select **Reports** or **Group Trainings**.
Enter your PearsonAccess Next username and password.

Verify which staff have completed trainings by using the following report options:



Overview provides a summary of completed trainings



Staff Records lists trainings completed by staff members



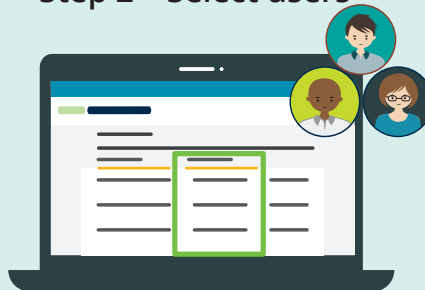
Download the Excel Report provides a combined report

Steps to document staff who watched training as a group

Step 1 – Select training(s) viewed



Step 2 – Select users



Step 3 – Review and submit



Tip: Use the search field or sort columns to find trainings/users

Note: Review carefully. Selections cannot be un-submitted.



Troubleshooting 101:

- ? **I don't have the “Admin” feature** – Confirm you used your district email when accessing TMS. Update your TMS account if not using this email. The Admin feature is added to TMS 1-2 weeks after your PearsonAccess Next account is created.
- ? **I can't log in under “Admin”** – Confirm your PearsonAccess Next username/password is correct. If you forgot this information, follow the on-screen instructions.
- ? **I can't see completed staff trainings** - Have staff verify the district/school selected for their account is correct. Refer them to [TMS: Tips and Tricks for School Staff](#) to update their account.
- ? **I can't find someone for group trainings** – Ensure staff have a TMS account. If they do not, direct staff to create a TMS account or create a TMS account for them (since only email, district name, and school name are required).



For questions, contact Pearson at (888) 817-8659 or [submit a help desk request](#).