

Alternate to Fax Form Submissions in PearsonAccess Next Quick Guide

This guide provides instructions on submitting forms (i.e., Request for Late Score Entry, discrepancies in shipping materials) in PearsonAccess Next as an alternate to fax. Only users with the District Assessment Coordinator (DAC) user role in PearsonAccess Next can submit forms through PearsonAccess Next.

For 2020-21, this form submission is used only if the district does not have access to a fax machine. For all other inquiries or questions, contact the Pearson help desk at 888-817-8659 or submit a <u>Pearson help desk request</u>.

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when sharing and accessing information from the system.

PearsonAccess^{next}

Creating an Alternate to Fax Form Submission

 Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2021 or MTAS 2021) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2020–2021 dropdown, as needed, and then select MCA 2021 or MTAS 2021. Note: The MCA 2021 and MTAS 2021 administrations will be loaded into PearsonAccess Next in January 2021.

Note: Form submissions can be created under either test administration but you can only view submissions in the administration in which it was created.

2. On the Home page under Support, select **Alternate to Fax**.

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3. Select the dropdown menu to the right of the **Start** button and select **Create/Edit Form Submission**.



- 4. On the New Request screen, enter the required information as indicated by the asterisks (*).
 - Organization (select the district for all requests)*
 - Title (max 30 characters)*
 - Category (select Submit Forms)*
 - Question/Concern (e.g., "I am submitting materials for late score entry")*
- Select Choose Files to upload an attachment(s) (e.g., Request for Late Score Entry Form, purchase order, MTAS Data Collection Form Learner Characteristics Inventory (LCI)).
- 6. Select Create

Once Create is selected, a "Success, Changes saved" message will appear on the green bar.

 An email is sent to your email address listed in PearsonAccess Next confirming the form submission.

Editing an Alternate to Fax Form Submission

Note: A form submission should only be edited to fix errors or clarify information. To submit an additional form, create a new form submission.

 On the Home page under Support, select Alternate to Fax.



2. Select the checkbox to the left of the form submission.

Note: The default view shows form submissions created or updated within the last week. To search for specific form submissions, select parameters under **Filters** to automatically view only those form submissions within the selected parameters.

Find Forms Submitted or Upda	ted In				
Show all results		~	Q Search		
Filters	Clear Hide	1 Results			
Show Forms for All Users					
Form ID		Request ID	Title	Requestor	Organization
Add		Ø 1	Late Score Entry	DAC-	MDE Assessment
Title			Request	Braden	(5555-09-401)
Starts with					
Status					
Select one or more					
Category					
Select one or more					
Organization					
× MDE Assessment High Scho 09-401)	ol (5555-				

Create/Edit Form Submission						
REQUESTS (0)	DETAILS					
O Create Request	New Request					
	Organization*	Title (max 30 characters)*				
	MDE Assessment Control District (55 × ×	Late Score Entry Request				
	Category*					
	Submit Forms ~					
	Question / Concern*					
	I am submitting materials for late score entry.					
	Attachments					
	Filename	Size (KB)	Uploaded Date			
	Late Score Entry Request.pdf	244	×			
	Attach Files					
	Choose Files					
	* Required					
	Create Reset					





- 3. Select the dropdown menu to the right of the **Start** button and select **Create/Edit Form Submissions**.
- Alternate to Fax Form Submissions

 Tasks 0 Selected
 Select Tasks
 Find Forms Submitted or Updated In
 Last week
 Q Search
 Download Attachments

4.	The form submission(s) selected is displayed in the				
	panel on the left.				

Note: Only the Organization field can be edited. You may enter additional information by selecting **Add Comments**. You may also attach additional documentation.

REQUESTS (1)	DETAILS					
Create Request	Late Score Entry Reguest 2					
Late Score Entry Request - 3 (Submitted)	Late Score Entry Request - 3	Late Score Entry Request - 5				
	Form ID	Title		Date Submitted		
	3	Late Score Entry Request		01/27/2020 03:48:50 PM		
	Organization"					
	MDE Assessment High School (5555-09-401)	× *				
	Category"					
		~				
	Question / Concern*					
	Please see the Late Score Entry Request.					
	Status"					
	Submitted 🛩					
	Comments					
	Add Comment					
	Attachments					
	Filename		Size (KB)	Uploaded Date		
	Late Score Entry Request.pdf		242 📋	01/31/2020 01:42:47 PM		
	Attach Files					
	Choose Files					
	* Required					
	Save Reset					
Success						
0400000						

5. Select **Save**

Once Save is selected, a "Success, Changes saved" message will appear on the green bar.

 An email is sent to your email address listed in PearsonAccess Next confirming the form submission.