

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 [Pearson help desk request](#).

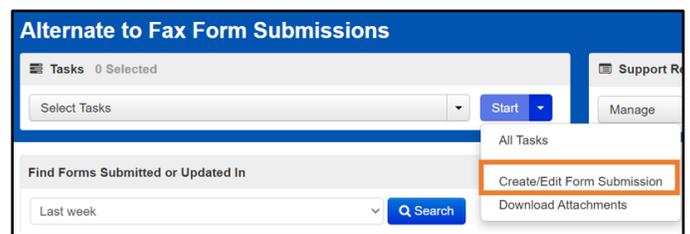
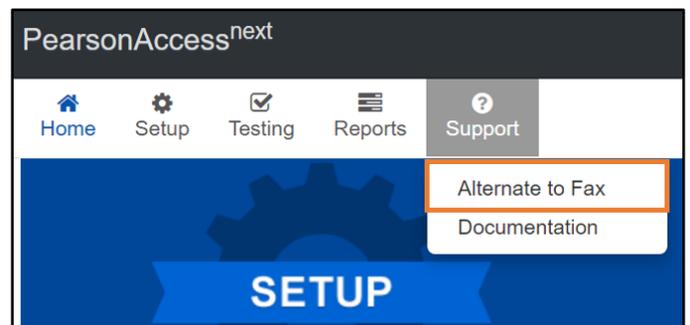
Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when sharing and accessing information from the system.

Creating an Alternate to Fax Form Submission

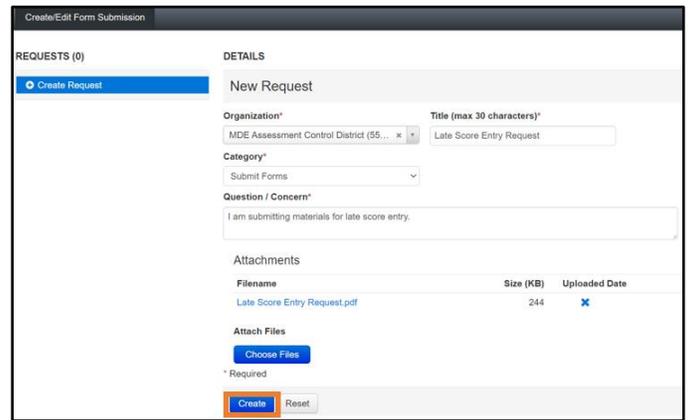
1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2021 or MTAS 2021) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2020–2021 dropdown, as needed, and then 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**.
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")*
5. 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.



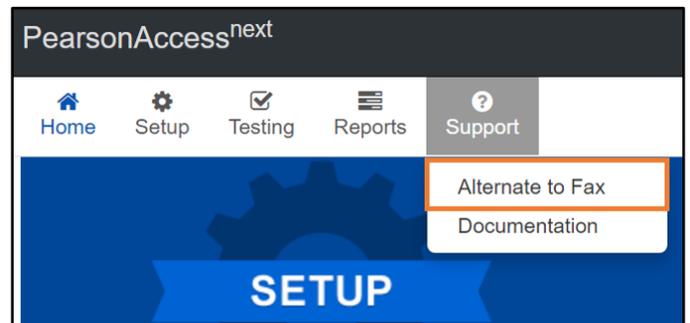
Success
 Changes saved

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

Editing an Alternate to Fax Form Submission

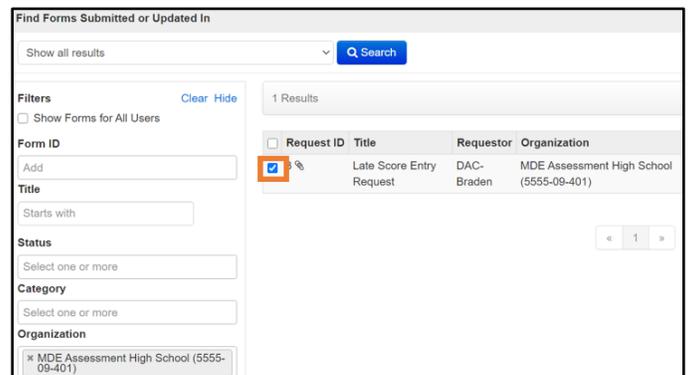
Note: A form submission should only be edited to fix errors or clarify information. To submit an additional form, create a new form submission.

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



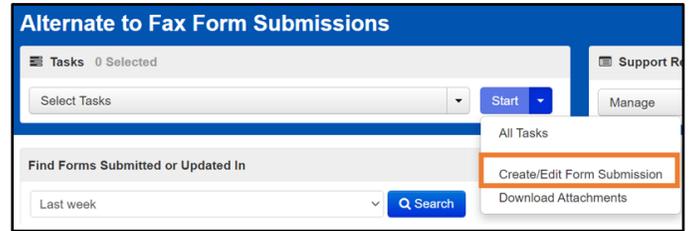
2. Select the checkbox to the left of the form submission.

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.



Request ID	Title	Requestor	Organization
<input checked="" type="checkbox"/>	Late Score Entry Request	DAC- Braden	MDE Assessment High School (5555-09-401)

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

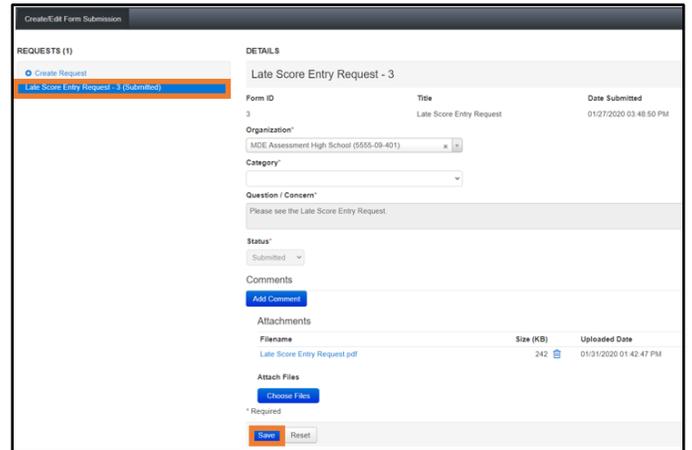


4. The form submission(s) selected is displayed in the panel on the left.

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

5. Select **Save**

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



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