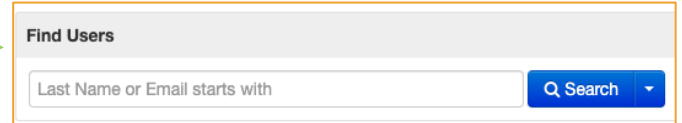
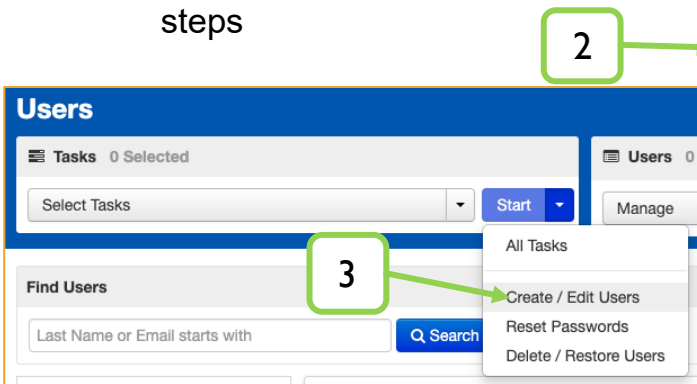
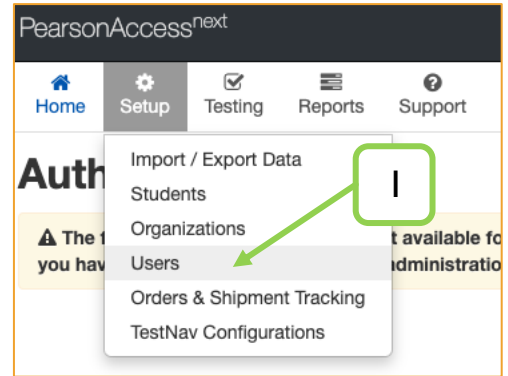


Give LMS access to Test Administrators

Login to <https://mn.pearsonaccessnext.com/>

1. Under **Setup**, select **Users**
2. Check if staff member already has an account:
 - In the 'Search bar' under **Find Users**, search using the Test Administrator's @spps.org email address (results appear below)
 - If they have an account, they are good to go
 - If they do NOT have an account/you don't see their account, complete the following steps



3. From the **Start** dropdown under **Tasks**, select **Create/Edit Users**
4. Select school from **Selected Organizations** dropdown
5. Select "LMS Learner" from **Selected Roles** dropdown
6. Enter **First** and **Last Name**, and **Email Address**
 - Username will automatically populate after the email is entered
7. Select **Create**

A screenshot of the 'New User' form in the PearsonAccessnext application. The form has a blue header with 'New User' and 'Create' and 'Reset' buttons. Below the header, there's a 'Selected Organizations*' dropdown with 'Your School's Name (0625-01-###)' selected. Below that is a 'Selected Roles*' dropdown with 'LMS Learner' selected. Below the roles dropdown is a table with columns 'Active End Date' and 'Delete Date'. Below the table are input fields for 'Last Name*', 'Email*', and 'Username*'. The 'Email*' field has 'name.name@spps.org' entered. The 'Username*' field has 'name.name@spps.org' entered. At the bottom, there's a 'Required' section with a 'Create' button and a 'Reset' button. Green boxes with numbers 4, 5, 6, and 7 are overlaid on the form, with green arrows pointing to the corresponding elements.

If you need assistance,
contact your DAC.

Note: to give a Test Administrator to PANext systems for MCA or MTAS/Alt MCA – select the necessary role in Step 5

- MTAS/Alt MCA Test Administrator
- Test Monitor/Data Entry