

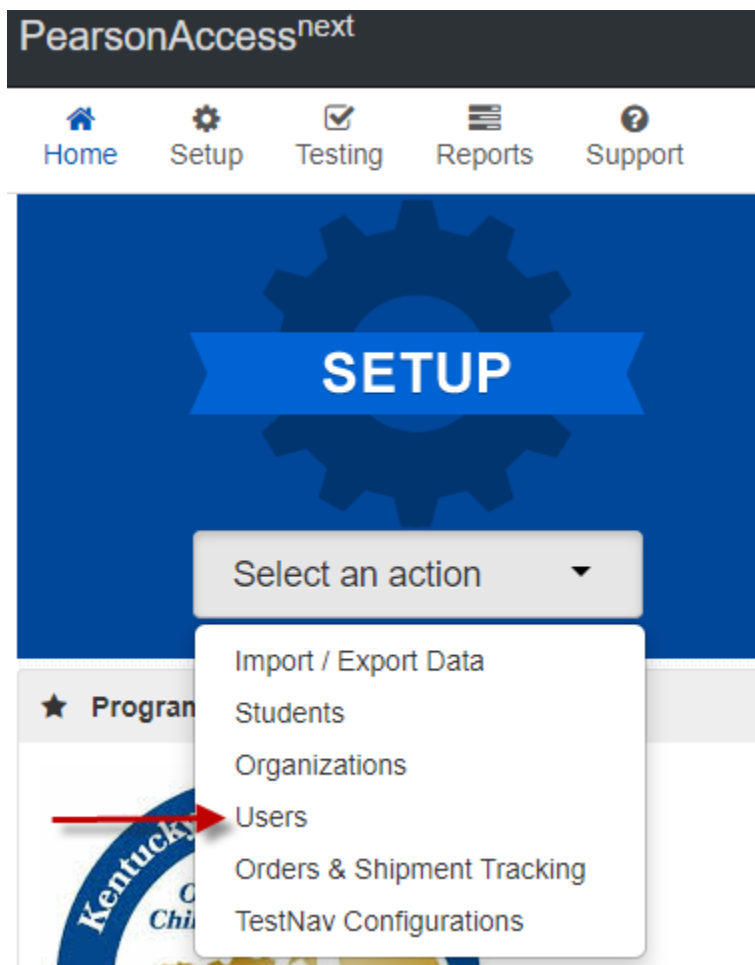
Preparing to Review Published Reports on PearsonAccess^{next}

In anticipation to review the 2019 published reports on PearsonAccess^{next} (PAN), DACs will need to check their districts BAC user accounts to determine if all users will have access to view the Published Reports for their respective schools. Accounts may be deleted and/or disabled due to the user not logging on to PAN. If an account is disabled the DAC can enable the BACs account, if a user account is deleted the DAC will need to call Pearson Customer Service at 1-888-437-1430 and ask for a user account(s) be restored on PAN.

Make sure to have the current test administration selected on PAN:

Kentucky > 2018 - 2019 > K-PREP Spring 2019 Administration ▾

Under the “SETUP” tab click on “USERS”:



Click the arrow next to the “Search” bar and click “Show all results”:

Find Users

Last Name or Email starts with Q Search

Filters Clear Hide

Restrict to selected organization

First Name

Username

Show all results

This action clears the search and filters

For larger districts you can display 10-25-50-100 users at a time by clicking on the “Displaying” tab and choosing a larger number:

179 Results Displaying 25

<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable
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To determine if you have deleted and/or disabled accounts, click on “Account Status”, you can choose between “deleted” or “disabled”. Also, to the right you can determine the disabled and deleted dates and the reason they were disabled.

Find Users

Last Name or Email starts with Q Search

Filters Clear Hide

Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status Deleted

Roles

113 Results Displaying 10 Manage Columns

<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason
<input type="checkbox"/> adam.kirk@fayette.kyschools.us i x o	Adam	Kirk	adam.kirk@fayette.kyschools.us	04/19/2019	Inactive
<input type="checkbox"/> alex.lairson@fayette.kyschools.us i x 1	Alex	Lairson	alex.lairson@fayette.kyschools.us		
<input type="checkbox"/> alexandra.nau@fayette.kyschools.us i x	Alexandra	Nau	alexandra.nau@fayette.kyschools.us		
<input type="checkbox"/> alicia.swanner@fayette.kyschools.us i x o	Alicia	Swanner	alicia.swanner@fayette.kyschools.us	04/12/2019	Inactive

To enable an account, click on the user that is disabled then click on the arrow next to “Start” and choose “All Tasks”.

Users

Tasks 0 Selected

Select Tasks [v] Start [v]

Find Users

Last Name or Email starts with [] Search [v]

Filters Clear Hide

Restrict to selected organization

First Name

Starts with []

Username

Starts with []

Account Status

Disabled [v]

Roles

Select one or more []

243 Results

<input type="checkbox"/>	Username*	First Name*
<input type="checkbox"/>	adam.horner@fayette.kyschools.us	Adam
<input type="checkbox"/>	adam.kirk@fayette.kyschools.us	Adam
<input type="checkbox"/>	adam.liechty@fayette.kyschools.us	Adam
<input type="checkbox"/>	adam.samples@fayette.kyschools.us	Adam
<input checked="" type="checkbox"/>	adam.stephens@fayette.kyschools.us	Adam

At this screen click the arrow next to “Account” and choose enabled, Save and the account is now active.

Tasks for Users

Create / Edit Users Reset Passwords

USERS (1)

+ Create Users

adam.stephens@fayette.kyschools.us

DETAILS

adam.stephens@fayette.kyschools.us

Selected Organizations*

× Picadome Elementary School (165080)

Selected Roles*

× Building Assessment Coordinator

Account

Disabled [v]

Account Disable Date

08/11/2019

Account Disable Reason*

Inactive

For ALL accounts that are deleted the DAC will need to call Pearson Customer Service at 1-888-437-1430 and the Kentucky Program Team will restore the user accounts.