

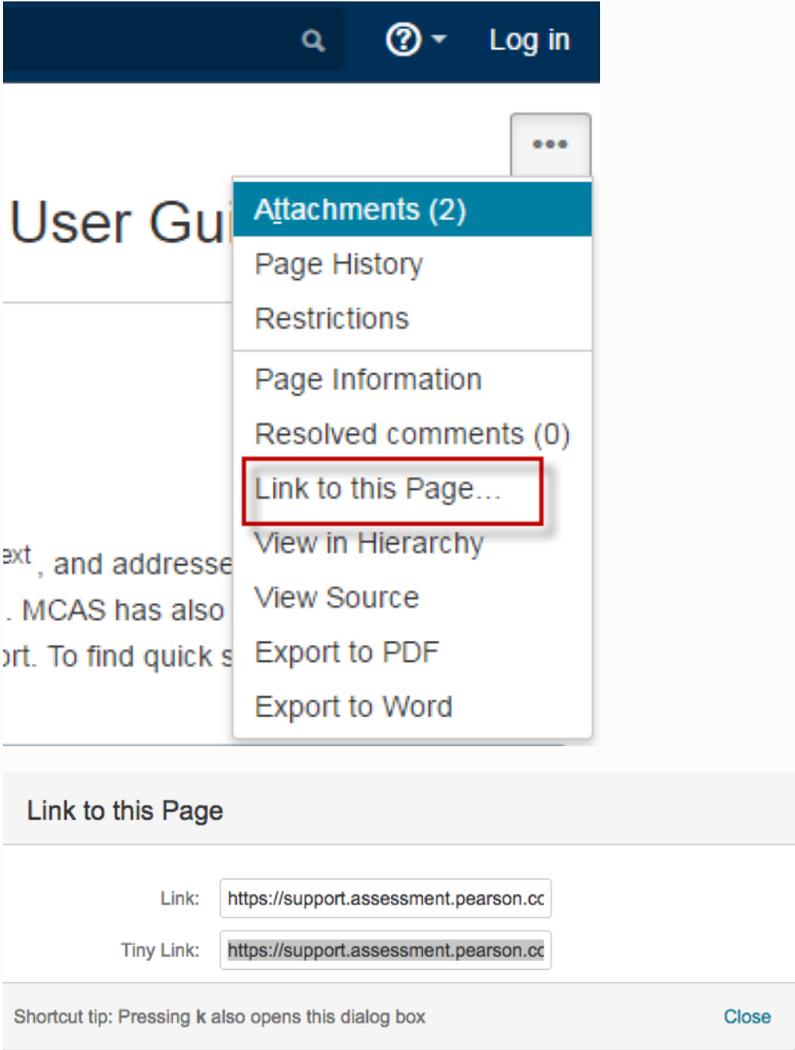
MCAS Reference for the PearsonAccess Next Online User Guide

PearsonAccess^{next} is the online test management system Massachusetts uses to administer MCAS. It is used to manage:

- User accounts
- Student registration
- Test sessions

The [PearsonAccess^{next} Online User Guide](#) is generic to all states and programs that use PearsonAccess^{next}, and addresses all functionality in PearsonAccess^{next}. This MCAS Reference page outlines MCAS tasks and functions in PearsonAccess^{next}. MCAS has also created quick guides that address specific tasks, like managing users in PearsonAccess^{next} and loading a Student Registration Import. To find quick start guides, go to the [MCAS support center](#), and click the **PearsonAccess^{next}** and **Technology Setup** tabs.

 As additional functionality develops, use the **Link to this Page...** (Tiny Link) to monitor MCAS updates.



The screenshot shows a web page titled "User Guide" with a dark blue header containing a search icon, a help icon, and a "Log in" button. A context menu is open over the page, listing options such as "Attachments (2)", "Page History", "Restrictions", "Page Information", "Resolved comments (0)", "Link to this Page..." (highlighted with a red box), "View in Hierarchy", "View Source", "Export to PDF", and "Export to Word". Below the screenshot is a dialog box titled "Link to this Page" with two input fields: "Link:" and "Tiny Link:", both containing the URL "https://support.assessment.pearson.cc". At the bottom of the dialog box, there is a "Shortcut tip: Pressing k also opens this dialog box" and a "Close" button.

Use these links to jump to specific sections on this page:

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Accessing PearsonAccess Next

- To access PearsonAccess^{next} go to <http://mcas.pearsonaccessnext.com> and select **Sign in to PearsonAccess^{next}**.
- For the training site go to trng-mcas.pearsonaccessnext.com.

To learn how to **Sign In**, see [System Basics](#).

Using PearsonAccess Next

Tasks listed on this page are in chronological order (may vary slightly). The timing of some tasks may overlap.



Some features are only available to some user accounts. Each user account has a user role(s) and permissions associated with it. These permissions control the data the user can view and actions the user can perform. If you do not see a specific feature, your account is not configured to access it.

To view the User Role Matrix for PearsonAccess^{next}, go to mcas.pearsonsupport.com and select the PearsonAccess^{next} tab.

Getting Started

1. Confirm that the computers you will use to monitor and manage testing meet the stated [System Requirements](#) for PearsonAccess^{next}.
2. Learn the [System Basics](#).
3. Learn how to [Import and Export Data](#).

Set Up Technology Configurations

To prepare TestNav configurations in PearsonAccess^{next} for online testing, view the following online user guide pages:

1. [Configure Response File Backup Locations](#).
2. [Manage Proctor Caching](#).
3. Create a configuration, as described in [Configure TestNav for Proctor Caching](#).

Department of Elementary and Secondary Education recommends using ProctorCache software to [Precache Test Content](#) in order to ensure all content is cached before the test starts.

Set Up User Accounts

To setup users, view the following online user guide pages:

1. [Create a User Account](#).
2. [Manage Users](#).

Prepare for Testing

There are a variety of tasks related to preparing for testing. *Some of these tasks are view-only for MCAS.*

To prepare for testing, view the following online user guide pages:

1. [Create a Student Record](#).
2. [Manage Student Tests](#).
3. [Create a Session](#).
4. [Add a Student to a Session](#).
5. [Configure TestNav for Proctor Caching](#)

Manage Testing

Perform these tasks while testing is in progress:

1. [Start a Session and Unlock Tests/Sessions](#).
2. [Retrieve Resources for an Online Test](#) - Student Test Tickets to download and print.
3. [Move a Student Test Between Sessions](#).
4. [Monitor or Change Student Test Status](#).
5. [Remove a Student from a Session](#).

Additional Information

Changes to Student Information: Any changes to student data in PearsonAccess^{next} must also be made in Student Information Management System (SIMS). Contact your district SIMS coordinator to report any changes (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, click **Function**, select **SIMS Contact**, and click **Get Results**).
