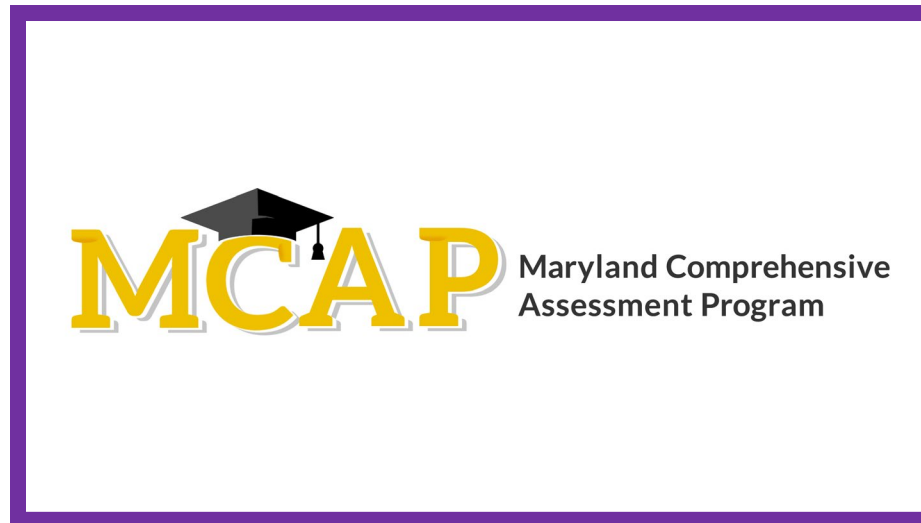


# Pearson Access User Role Matrix



**Version 1.0**

**MCAP 2020/2021  
ELA/L, Mathematics, MISA, Social Studies  
User Role Matrix**

## Document Revisions

Revision Date	Version	Description
8/1/20	1.0	Initial Version
8/6/20	1.1	Updated the roles that have ability to print testing tickets.

If assistance is needed, contact the Customer Support Center at **888-639-0690**  
or visit [md.mypearsonsupport.com](https://md.mypearsonsupport.com).

The purpose of this document is to provide the information needed to assign user roles to user accounts within Pearson Access.

The first section of this document defines each user role and Conferrability (i.e. *How roles can be granted*). The second section of this document contains a matrix that details permissions granted to each user role. This document can be used to determine which roles each user should have to support MCAP test administration.

- **User Roles** – Pearson Access users must be assigned roles. Roles are named according to the level of support a user will provide; for example, Administrator, Test Coordinator, Test Administrator, etc.
- **Permissions** - Each User Role, in turn, contains a set of permissions that determine which tasks that specific User Role can perform in Pearson Access. Permissions are not assigned directly or individually to User Roles. Instead, permissions are bundled into User Roles.

#	Permissions	Administrator	Test Coordinator	Test Administrator	Teacher	Student Data Administrator	Reporting Administrator	Notes
<b>Organizations</b>								
1	<i>View list of organizations</i>	■	■	■	■	■	■	
2	<i>View organization details</i>	■	■	■	■	■	■	
<b>Users</b>								
3	<i>View a list of users</i>	■	■	■	■	■	■	
4	<i>View other user's details</i>	■	■					
<b>Students</b>								
5	<i>View a list of all students</i>	■	■		■	■	■	
6	<i>View student details</i>	■	■			■	■	
7	<i>View details of students in your class</i>				■			
<b>Classes</b>								
8	<i>View a list of classes and class details</i>	■	■			■	■	
9	<i>View a detailed list of assigned classes</i>				■			

#	Permissions	Administrator	Test Coordinator	Test Administrator	Teacher	Student Data Administrator	Reporting Administrator	Notes
<b>Test Sessions</b>								
10	<i>View a list of test sessions</i>	■	■	■	■			
11	<i>Create, edit, and delete test sessions</i>	■	■					
12	<i>Print Testing Tickets</i>	■	■					
13	<i>Move students from one session to another</i>	■	■					
14	<i>Administer tests</i>	■	■	■	■			
15	<i>Void tests</i>	■	■					
16	<i>Mark tests as Do Not Report (DNR)</i>	■						
17	<i>Mark tests as Not Tested</i>	■	■					
18	<i>View and download reports</i>	■	■		■	■	■	
<b>Dashboards</b>								
19	<i>View dashboard widgets</i>	■	■	■	■	■	■	
<b>Reports</b>								
20	<i>View and download reports</i>	■	■	■	■	■	■	

#	Permissions	Administrator	Test Coordinator	Test Administrator	Teacher	Student Data Administrator	Reporting Administrator	Notes
<b>Data Imports</b>								
21	<i>Access initial data import and/or import results files</i>	■						
<b>Shipping &amp; Tracking</b>								
22	<i>View Shipments page and shipping details</i>	■	■					
<b>Functionalities Available ONLY via User Interface (UI), rather than data imports</b>								
<b>Organizations</b>								
1	<i>Create, edit, and delete organizations</i>	■						
<b>Users</b>								
2	<i>Create, edit, and delete Admins</i>	■						
3	<i>Create Test Coordinators</i>	■	■					
4	<i>Edit and Delete Test Coordinators</i>	■						
5	<i>Create, edit, and delete Test Administrators and Teachers</i>	■	■					

#	Permissions	Administrator	Test Coordinator	Test Administrator	Teacher	Student Data Administrator	Reporting Administrator	Notes
<b>Students</b>								
8	<i>Create, edit, and delete students</i>	■	■			■		
<b>Classes</b>								
9	<i>Create, edit, and delete a class</i>	■	■					