MCAP Guide to Importing Users into Pearson Access

Version 1.0

Document Revisions

Revision Date	Version	Description
7/12/2021	1.0	Initial Version

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit **support.mdassessments.com** and select **Support.**

Purpose
The purpose of this document is to provide the information needed when assigning additional users to Pearson Access.

Overview of User Accounts for Pearson Access
User accounts are granted to educators and administrators who require access to Pearson Access. All user accounts are assigned to at least one organization (e.g., a school or district) and are associated with a username and email address.

List of Roles
- **Administrator –** Perform all system-related tasks and access all organization data.
- **Test Coordinator –** Create, edit, and delete test sessions. Print testing tickets. View, create, edit, move, and delete students. View shipments page and shipping details. View and download reports.
- **Test Administrator –** Administer tests and view organizations. Resume tests.
- **Teacher –** *For their classes*: view and download reports. View student details of students in their classes. View their classes. *For all students in their school:* view a list of students. View and administer tests. Resume tests.
- **Student Data Administrator** – View, create, edit, move, and delete students.
- **Reporting Administrator** – View and share reports.

Steps to Importing Users
- Log into Pearson Access (PA)
- Select Users on the left
- Select Import Users
- Choose File
- Click Submit (A success bar will come up if the file is accepted. In order to confirm if it has process navigate to the Import/Export section)

Steps to Exporting Users
- Log into Pearson Access (PA)
- Select Users on the left
- Select Export Users
- Once download is complete locate the file under Import/Exports

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Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Updateable
A	Update Indicator (updateIndicator)	Y	1	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	**I** = Insert **U** = Update **D** = Delete	Y
B	Customer Code	Y	255	Pearson created unique ID to identify project.	**MARYLAND** Must be in uppercase	N
C	Organization Code	Y	50	The Organization of the state, LSS, or school the user needs to be assigned or removed.	Numeric 0-9	N
D	First Name	Y	255	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	Y
E	Last Name	Y	255	The full legal last name borne in common by members of a family.	Alpha Space	Y
F	Role	Y	255	Permission role assigned to the user for the organization. *If a user is associated to multiple organizations, a separate row for each organization is required.	Administrator Test Coordinator Test Administrator Teacher Student Data Administrator Reporting Administrator	Y
G	Email	Y	255	Email assigned from the LSS or LEA 24 school. This should NOT be a private account.	Blank Before the @: A-Z, a-z, 0-9, ., _, %, +, `, ~, /, #, $, !, &, ', *, =, ?, ^, {, |, }, - After the @ A-Z, a-z, 0-9 . - After the last period (.), 2-4 in length A-Z, a-z	N *The email cannot be changed for a user. If a user's email changes a new account will need to be created.