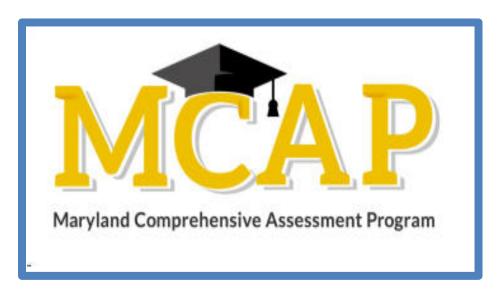
# MCAP Guide to Importing Users into Pearson Access



## Version 1.1

MCAP 2023/2024

**ELA/L, Mathematics, MISA, Social Studies** 

Guide to Importing Users

## **Document Revisions**

Revision Date	Version	Description	
9/30/2022	1.0	Initial Version	
9/19/2023	1.1	Updated Customer Code	

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit <a href="mailto:support.mdassessments.com">support.mdassessments.com</a> and select **Support.** 

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### **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. View, create, edit, move, and delete students. View shipments page and shipping details. View and download reports.
- Test Administrator Administer tests and view organizations.
- **Teacher** *Only for classes the teacher is assigned*: 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.
- Student Data Administrator View, create, edit, move, and delete students.
- **Reporting Administrator** View and share reports.

Column	Field Name (CSV Header)	Required	Field	Field Definitions	Valid Values	Updateable
Column	rieid Naille (CSV rieader)	Y/N	Length	rieiu Deillillions	valiu values	Opuateable
А	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	Υ
В	Customer Code	Y	255	Pearson created unique ID to identify the project.	Dependent on Project: For Maryland 2023-2024 Project: MARYLAND23-24 "For Maryland 2022-2023 (Archived - Read Only) Project: MARYLAND22-23 For Maryland (Archived - Read Only) Project: MARYLAND  Must be in uppercase	N
С	Organization Code	Y	50	The Organization of the state, LEA, 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	Υ
Е	Last Name	N	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	Υ
G	Email	Y	255	Email assigned from the LEA 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.