

## PearsonAccess<sup>next</sup> User Role Matrix

Updated: 9/12/2025

This table provides the tasks that each user role is able to access in [PearsonAccess<sup>next</sup>](#). Users only have access to data at the organization level to which they are assigned.

Users with the Coordinator role (DAC/SAC) **do not need any additional roles added** to their account because all permissions at their organization level (district or school) are already included. Adding additional user roles to users with the Coordinator role may limit the permissions.

For the [training \(brown\) PearsonAccess<sup>next</sup>](#) site, Tech Staff users should be provided the Coordinator role to conduct an infrastructure trial and verify technology readiness for online testing. Tech Staff users have limited access for operational testing in PearsonAccess<sup>next</sup>.

|                                                                                                                               | District Coordinator (DAC) | School Coordinator (SAC) | Proctor | Teacher | Tech Staff | LMS (do not use with other roles) |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|---------|---------|------------|-----------------------------------|
| <b>Setup</b>                                                                                                                  |                            |                          |         |         |            |                                   |
| Import, export, and delete student registration files, including the ability to auto-create test sessions based on the import | •                          | •                        |         |         |            |                                   |
| Import and export lists of staff user roles                                                                                   | •                          | •                        |         |         |            |                                   |
| <b>Students</b>                                                                                                               |                            |                          |         |         |            |                                   |
| Update student enrollment data                                                                                                | •                          | •                        |         |         |            |                                   |
| Update a student's assigned test details including accommodations and linguistic supports                                     | •                          | •                        |         |         |            |                                   |
| Generate sample students in training site                                                                                     | •                          | •                        |         |         |            |                                   |
| <b>Organizations</b>                                                                                                          |                            |                          |         |         |            |                                   |
| Update organizations and contacts                                                                                             | •                          | •                        |         |         |            |                                   |
| Enter district-designated testing window                                                                                      | •                          |                          |         |         |            |                                   |
| <b>Users</b>                                                                                                                  |                            |                          |         |         |            |                                   |
| Create/edit users (Coordinators can create all other user roles)                                                              | •                          | •                        |         |         |            |                                   |
| Reset passwords for other users                                                                                               | •                          | •                        |         |         |            |                                   |
| Delete or restore users                                                                                                       | •                          | •                        |         |         |            |                                   |
| <b>Orders &amp; Shipment Tracking</b>                                                                                         |                            |                          |         |         |            |                                   |
| Create, edit, or cancel additional orders (only pending orders may be cancelled)                                              | •                          | •                        |         |         |            |                                   |
| <b>Dashboard</b>                                                                                                              |                            |                          |         |         |            |                                   |
| Create graphs for test session counts and statuses                                                                            | •                          | •                        |         |         |            |                                   |
| <b>Testing</b>                                                                                                                |                            |                          |         |         |            |                                   |
| Rejected Student Tests: Edit student data to resolve issues                                                                   | •                          | •                        |         |         |            |                                   |

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|                                                                                                                                    | DAC | SAC | Proctor | Teacher | Tech Staff | LMS |
|------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------|---------|------------|-----|
| <b>Test Sessions (Online Testing)</b>                                                                                              |     |     |         |         |            |     |
| Create, edit, or delete test sessions <sup>1</sup>                                                                                 | •   | •   | •       |         | •          |     |
| Add students to, prepare, start, stop, resume, and refresh test sessions; unlock and lock student tests                            | •   | •   | •       |         |            |     |
| Print student testing tickets and session student rosters                                                                          | •   | •   | •       |         |            |     |
| View student testing progress                                                                                                      | •   | •   | •       |         |            |     |
| Move students between sessions and remove students from sessions                                                                   | •   | •   | •       |         |            |     |
| Mark student tests complete                                                                                                        | •   | •   |         |         |            |     |
| <b>Reports</b>                                                                                                                     |     |     |         |         |            |     |
| Operational Reports: Access administrative reports (reports are available based on the tasks to which a user has access)           | •   | •   | •       |         | •          |     |
| OnDemand Reports <sup>2</sup>                                                                                                      | •   | •   |         | •       |            |     |
| Historical Student Data <sup>2</sup>                                                                                               | •   | •   |         | •       |            |     |
| Longitudinal Reports <sup>2</sup>                                                                                                  | •   | •   |         | •       |            |     |
| Reporting Groups: Ability to create, edit, delete, and assign users to Reporting Groups                                            | •   | •   |         |         |            |     |
| <b>Published Reports</b>                                                                                                           |     |     |         |         |            |     |
| District Student Data File, District Achievement Level Summary                                                                     | •   |     |         |         |            |     |
| School Student Data File, School Achievement Level Summary, Domain Performance Reports, Roster Reports, Individual Student Reports | •   | •   |         |         |            |     |
| Request Printed Reports                                                                                                            | •   | •   |         |         |            |     |
| Order Printed Reports                                                                                                              | •   |     |         |         |            |     |

**\*LMS Role:** The LMS role is intended only for automatically adding users in the [Learning Management System](#) to document ISASP training completions in a group setting. This user role is suitable for paraeducators or classroom teachers who won't be accessing any tasks in PearsonAccess<sup>next</sup> but may be assisting proctors and test administrators during live testing. **Do not assign other user roles with the LMS role** – users with active accounts with other roles are also automatically added to the Learning Management System.

<sup>1</sup> The Tech Staff role cannot create new test sessions but has the permission to edit existing sessions.

<sup>2</sup> The Teacher role can only view student tests assigned to their Reporting Group by a Coordinator.