



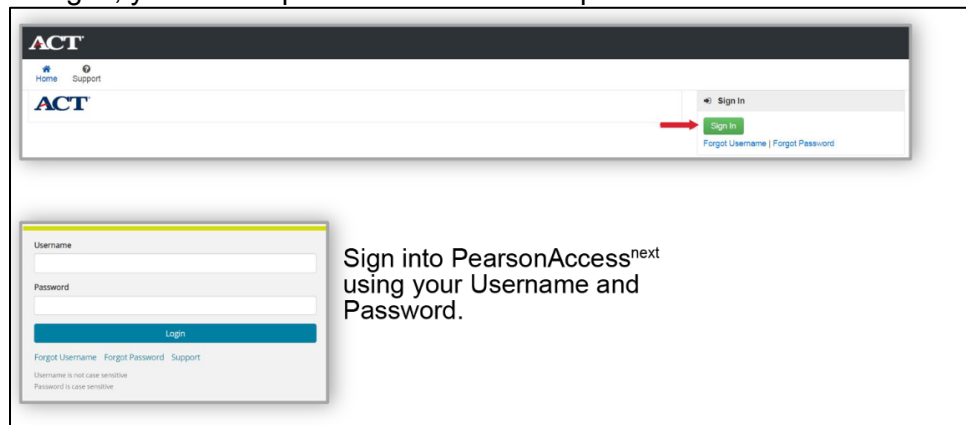
## Spring 2025 Manage Participation Process

The first step in the Spring 2025 testing cycle is to let ACT know if you will participate or will not test. This is accomplished by completing the Manage Participation screen in our test administration site, PearsonAccess<sup>next</sup>. This process must be completed by all schools and takes approximately 5 minutes. The submission window is **November 4 – December 6, 2024**.

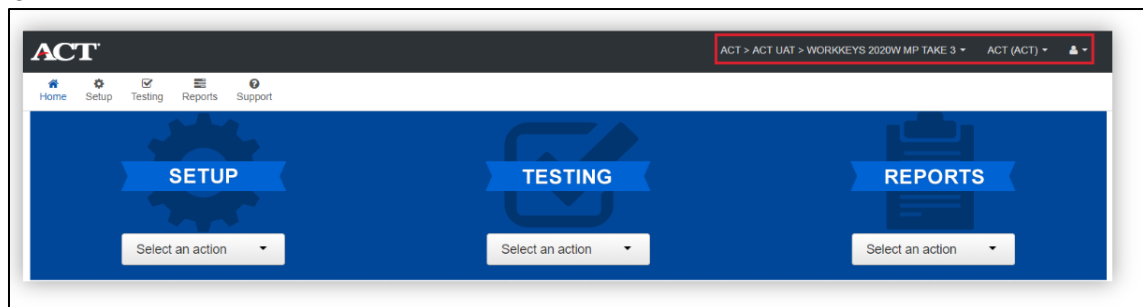
On November 4, 2024, the District Assessment Coordinators and the WorkKeys Test Coordinators listed in EEM received their PearsonAccess<sup>next</sup> login credentials via email from [NoReplyTestAdmin@act.org](mailto:NoReplyTestAdmin@act.org).

If you have lost your login credentials, please contact ACT at the phone number or email address provided at the end of this document.

1. Open a browser and navigate to [PearsonAccessnext](https://testadmin.act.org/) (<https://testadmin.act.org/>) and click the Sign In button. Sign into PearsonAccess<sup>next</sup> using your username and password. The first time you log in, you'll be required to read and accept ACT's Terms and Conditions.



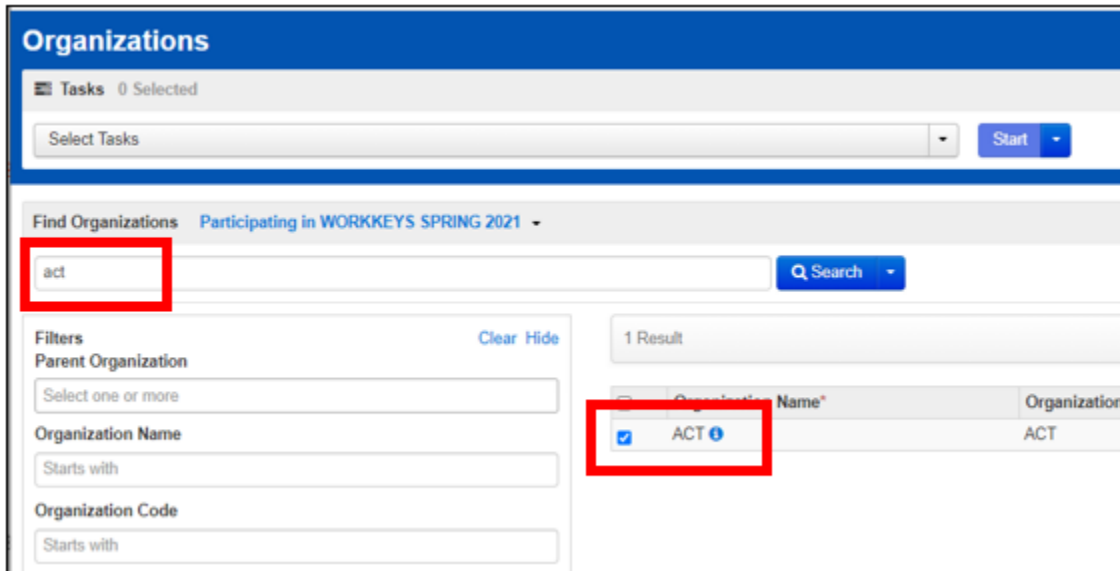
2. Once successfully logged in, verify that your school's name is showing in the top right corner.



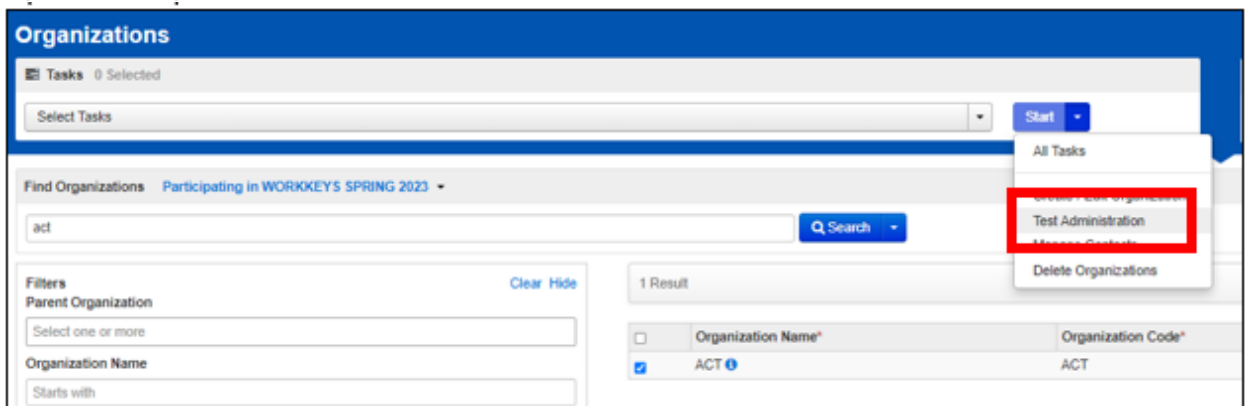
3. Next, select Organizations from the dropdown menu under Setup.



4. Use the filters on the left to search for your school and check the box next to your school's name.



5. Open the drop-down menu on the Start button and chose Test Administration.



6. If you will participate this spring, complete the fields under **Test Date & Materials Receipt Selection**.

- In the **Paper Standard Time Test Date**, select either:
  - Test Window 1: March 27, 2025, or
  - Test Window 2: April 10, 2025

The screenshot shows a form titled "Test Date & Materials Receipt Selection". At the top, there is a yellow instruction: "If your school is NOT testing, scroll down and complete the Not Testing section". Below this is a dropdown menu labeled "Paper Standard Time Test Date". The dropdown is open, showing three options: "March 27, 2025", "April 10, 2025", and "Not Applicable/Online Testing". Below the dropdown is a "Click Save to submit" button. At the bottom, there is a yellow note: "After saving, Go to the Manage Contacts tab and verify your contact information is correct. If information is incorrect, refer to the PearsonAccess<sup>®</sup> User Guide for resolution."

- In the **Paper Accommodations Test Window Start Date**, select the same date as chosen for the Paper Standard Time Test Date.

The screenshot shows the same form as above. The "Paper Standard Time Test Date" dropdown is now closed. Below it is a new dropdown menu labeled "Paper Accommodations Test Window Start Date". This dropdown is open, showing the same three options: "March 27, 2025", "April 10, 2025", and "Not Applicable/Online Testing". The "Click Save to submit" button and the bottom note are also visible.

- In the **Materials Receipt Week**, you will select from two possible material receipt weeks:
  - Test Window 1: March 3 or March 10, 2025
  - Test Window 2: March 17 or March 24, 2025
  - Be sure to select a week your school will be in-session and not during spring break.

The screenshot shows the same form. The "Paper Accommodations Test Window Start Date" dropdown is now closed. Below it is a new dropdown menu labeled "Materials Receipt Week". This dropdown is open, showing four options: "March 3, 2025", "March 10, 2025", "March 17, 2025", and "March 24, 2025". The "Click Save to submit" button and the bottom note are also visible.

- Click **Save** to submit your selections.

7. If you are not participating in ACT WorkKeys this spring, you must complete the fields in the **Not Testing** section.

- Use the **Reason for Not Testing** dropdown to select from one of the common reasons provided or select *Other*. If you select *Other*, you must provide the reason you are not testing in the free form text box.

- Click **Save** to submit your response.

### Not Testing

If you complete this section you will NOT receive any testing materials.

**Reason for Not Testing**

Other

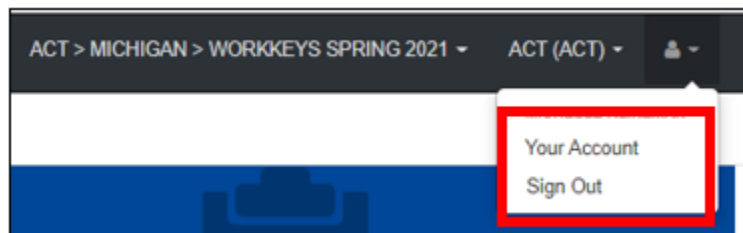
Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

**Other Reason for Not Testing**

Free form text box for reason that is not included in the drop down list above

Click Save to submit

8. If you are the WorkKeys Test Coordinator for multiple schools, repeat steps 2 – 7 for each school.
9. Exit out of PearsonAccess<sup>next</sup> by opening the dropdown in the upper right corner and selecting Sign Out.



Schools that have completed the Manage Participation process are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District Assessment Coordinators should ensure that all schools within your district have completed the Manage Participation process, even if they are not testing, by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) under the **Assessment Registration** drop down menu.

### Contact the ACT WorkKeys Customer Support Team:

1. **email** ACT at [workkeys@act.org](mailto:workkeys@act.org)
2. **call** ACT at 800-967-5539; available 9:30 a.m. – 6:00 p.m. ET
3. **email** accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)