



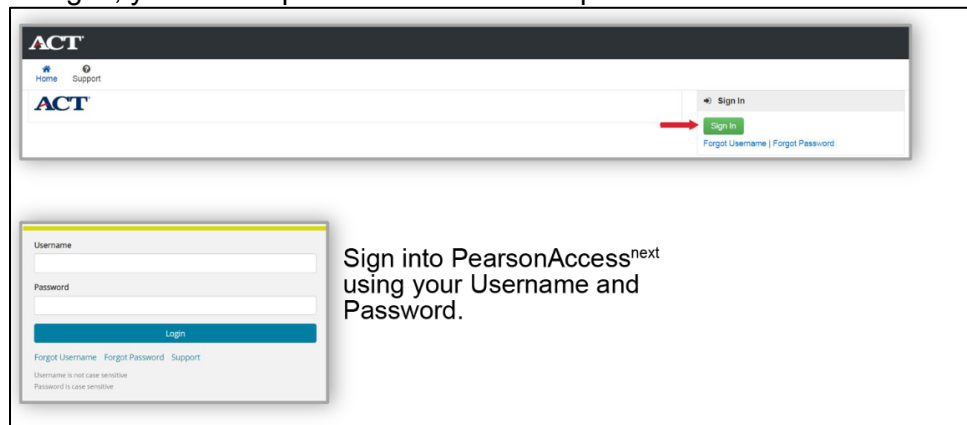
Spring 2024 Manage Participation Process

The first step in the Spring 2024 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^{next}. This process must be completed by all schools and takes approximately 5 minutes. The submission window is **November 6 – December 8, 2023**.

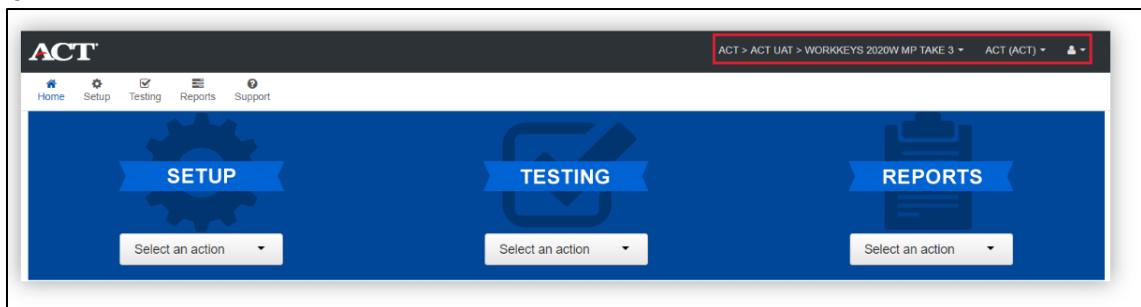
On November 6, 2023, the District Assessment Coordinators and the WorkKeys Test Coordinators listed in EEM received their PearsonAccess^{next} login credentials via email from NoReplyTestAdmin@act.org.

If you have lost your login credentials, please contact ACT at the phone number or email address below.

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^{next} using your username and password. The first time you log in, you'll be required to read and accept ACT's Terms and Conditions.



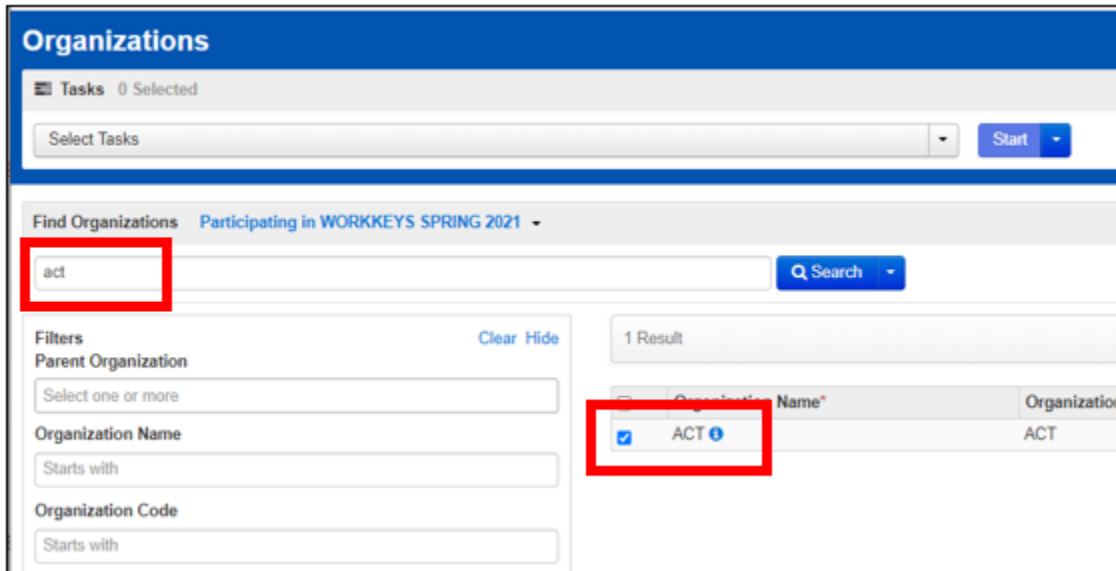
2. Once successfully logged in, verify that your school's name is showing in the top right corner.



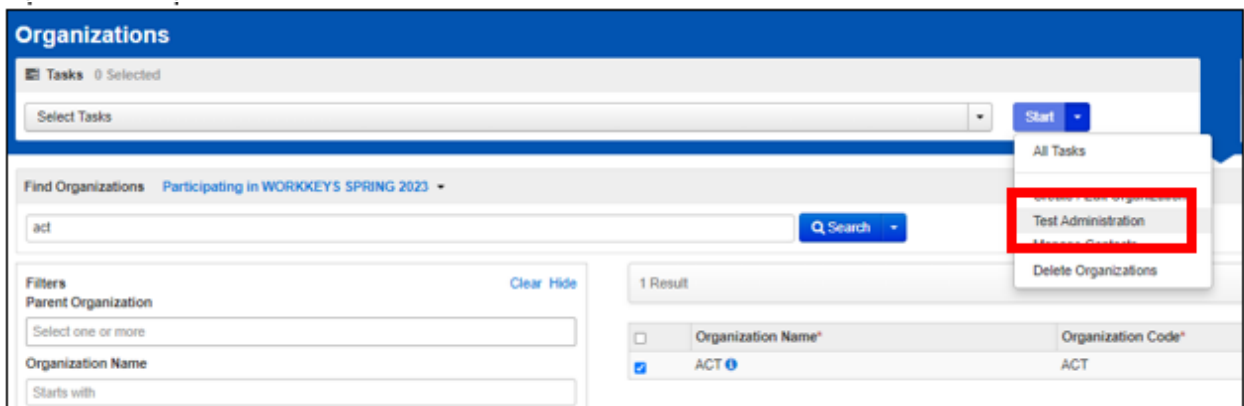
3. Next, select Organizations from the dropdown menu under Setup.



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



- 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**, always choose April 11, 2024. All schools are expected to test on April 11th.
- In the **Paper Accommodations Test Window Start Date**, always choose April 11, 2024. All schools are expected to begin testing on April 11th.
- In the **Materials Receipt Week**, you will select from two possible material receipt weeks, either the week of March 18 or March 25, 2024.
 - Be sure to take spring break into account when you are choosing your delivery week.
- Click **Save** to submit your selections.

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Testing section.

Paper Standard Time Test Date

Paper Accommodations Test Window Start Date

Materials Receipt Week

Click Save to submit

After saving: Go to the Manage Contacts tab and verify your contact information is correct. If information is incorrect, refer to the *PearsonAccess*[®] User Guide for resolution.

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

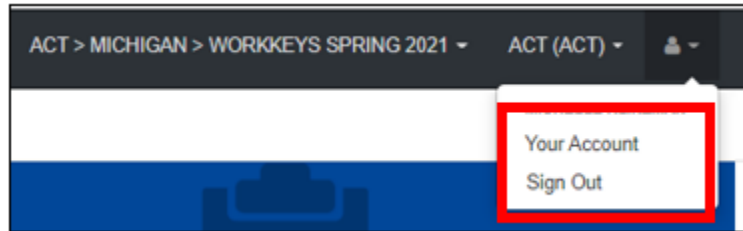
Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

Other Reason for Not Testing

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 PearsonAccessnext 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) under the **Assessment Registration** drop down menu.

Contacting ACT

If you have questions, you may:

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