

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
<b>Import/Export</b>													
View Import/Export Search Page and View File Details		■	■	■			■		■				
Import/Extract User Files		■	■	■			■						
Import Student Data File		■	■						■				
Export Student Data File		■	■	■					■				
Delete Student Registration		■	■						■				
Import/Export TELPAS Score Code/Test Taken Information		■	■						■				
<b>Organizations</b>													
View Organization Search Page	■	■	■	■	■	■	■	■	■	■	■		
Ignore Participation in Search		■	■	■					■				
View Organization Details	■	■	■	■	■	■	■	■	■	■	■		

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and/or Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
Access and Edit Organization Participation; Enter Participation Status		▪	▪					▪					
View Enrollment Counts		▪	▪	▪				▪	▪		▪		
Edit Enrollment Counts; Enter Enrollment Count Status		▪	▪					▪					
Access Manage Completion Status Screen		▪	▪					▪					
Edit OOS Test Sites		▪	▪	▪									
<b>Users</b>													
View Users Search Page	▪	▪	▪	▪			▪				▪		
View User Details	▪	▪	▪	▪			▪				▪		
Create, Edit, and Delete User Accounts	▪	▪	▪	▪			▪				▪		
Reset User Account Password	▪	▪	▪	▪			▪				▪		
<b>Support Requests</b>													
View Support Requests Page	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪		

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
View All Support Requests		▪	▪										
Create and Edit Customer Support Requests	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪		
<b>Reports</b>													
Access Operational Reports		▪	▪	▪	▪	▪	▪	▪	▪				
Access Published Reports	▪	▪	▪	▪			▪	▪	▪		▪		
View Standard and Additional Reports †	▪	▪											
<b>Groups</b>													
View Groups Search Page		▪	▪	▪	▪	▪			▪				
View Create and Edit Groups Page		▪	▪	▪	▪	▪			▪				
Create, Edit, and Delete Groups		▪	▪	▪	▪				▪				
<b>Orders</b>													
View Orders Search Page		▪	▪					▪					

† For this permission, the District Testing Assistant, Campus Testing Coordinator, and Principal can only see the reports if they are released to these users by the District Testing Coordinator.

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
Create and Edit Orders		▪	▪					▪					
Cancel a Pending Order		▪	▪					▪					
<b>Students</b>													
View Student Search Page		▪	▪	▪	▪	▪			▪				
Search Students Across All Organizations		▪	▪	▪					▪				
View Student Details		▪	▪	▪	▪	▪			▪				
Create, Edit, and Delete Students		▪	▪						▪				
Add and Remove Student Enrollments		▪	▪	▪					▪				
Register Students; Edit and Remove Registrations		▪	▪	▪	▪				▪				
Edit Student OOS Registration		▪	▪	▪	▪				▪				
Request Printed CSR/Label and Provide PO Number		▪	▪						▪				
Update Score Code/Test Taken Information		▪	▪						▪				

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
Add and Edit Test Assignments; Move Tests Between Organizations		▪	▪	▪	▪				▪				
Mark Test Do Not Report		▪											
<b>Session Management</b>													
Create and Edit TestNav Configuration		▪	▪							▪			
Precache Test Content		▪	▪	▪						▪			
View Session Search Page		▪	▪	▪	▪	▪				▪			
Create and Delete Test Session		▪	▪	▪	▪								
Edit Test Session		▪	▪	▪	▪	▪							
Select Read Aloud for Session		▪	▪	▪	▪	▪							
Add Students to a Session		▪	▪	▪	▪								
Move Students		▪	▪	▪	▪								
Edit Session Login Test Code		▪	▪	▪	▪								

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
Edit Session Custom TestNav Settings		■	■	■	■					■			
View Students in Session Page		■	■	■	■	■				■			
Access TestNav Transcription and Online Rating Forms		■	■	■									■
Mark Test Complete		■	■									■	
Resume Test		■	■	■	■	■							
View Assigned Form		■	■	■	■	■							
Set Test Section Resume		■	■	■	■	■							
Prepare, Lock/Unlock, Start, and Stop Session		■	■	■	■	■							
Access Session Roster, Student Testing Tickets, Seal Codes, and Proctor Testing Tickets		■	■	■	■	■							
View Student Test Status		■	■	■	■	■							
<b>Miscellaneous</b>													
Change Administration	■	■	■	■	■	■	■	■	■	■	■		

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

	Superintendent	District Testing Coordinator	District Testing Assistant	Campus Testing Coordinator	Online Session Administrator	Online Test Administrator	District User Account Assistant	Test Setup Assistant	Student Data Assistant	Technology Staff	Principal	Mark Test Complete*	Transcribe Assistant*
<b>Training Site</b>													
Create Sample Students in the Training Site		▪	▪	▪	▪	▪			▪				

An asterisk indicates an add-on role that carries one function and can be added on to the Campus Testing Coordinator and Online Session Administrator roles.

## Texas User Roles and Permissions for PearsonAccess Next

### User Account Creation Rules

If the user has the following role ...	... then the user may grant the following roles to new or existing user accounts
Superintendent	Superintendent
District Testing Coordinator	District Testing Coordinator District Testing Assistant Technology Staff District User Account Assistant Campus Testing Coordinator Online Session Administrator Online Test Administrator Student Data Assistant Test Setup Assistant Principal Transcribe Assistant Mark Test Complete
District Testing Assistant	District Testing Assistant Technology Staff District User Account Assistant Campus Testing Coordinator Online Session Administrator Online Test Administrator Student Data Assistant Test Setup Assistant Principal Transcribe Assistant Mark Test Complete
Campus Testing Coordinator	Campus Testing Coordinator Online Session Administrator Online Test Administrator



## Texas User Roles and Permissions for PearsonAccess Next

If the user has the following role ...	... then the user may grant the following roles to new or existing user accounts
District User Account Assistant	District User Account Assistant Technology Staff Campus Testing Coordinator Online Session Administrator Online Test Administrator Student Data Assistant Principal Test Setup Assistant Mark Test Complete
Principal	Principal