Preparing to Review Published Reports on PearsonAccess\textsuperscript{next}

In anticipation to review the 2019 published reports on PearsonAccess\textsuperscript{next} (PAN), DACs will need to check their districts BAC user accounts to determine if all users will have access to view the Published Reports for their respective schools. Accounts may be deleted and/or disabled due to the user not logging on to PAN. If an account is disabled the DAC can enable the BACs account, if a user account is deleted the DAC will need to call Pearson Customer Service at 1-888-437-1430 and ask for a user account(s) be restored on PAN.

Make sure to have the current test administration selected on PAN:

\begin{center}
\texttt{Kentucky > 2018 - 2019 > K-PREP Spring 2019 Administration}
\end{center}

Under the “SETUP” tab click on “USERS”:

\begin{center}
\includegraphics[width=\textwidth]{setup_users.png}
\end{center}
Click the arrow next to the “Search” bar and click “Show all results”:

For larger districts you can display 10-25-50-100 users at a time by clicking on the “Displaying” tab and choosing a larger number:

To determine if you have deleted and/or disabled accounts, click on “Account Status”, you can choose between “deleted” or “disabled”. Also, to the right you can determine the disabled and deleted dates and the reason they were disabled.
To enable an account, click on the user that is disabled then click on the arrow next to “Start” and choose “All Tasks”.

At this screen click the arrow next to “Account” and choose enabled, Save and the account is now active.

For ALL accounts that are deleted the DAC will need to call Pearson Customer Service at 1-888-437-1430 and the Kentucky Program Team will restore the user accounts.