

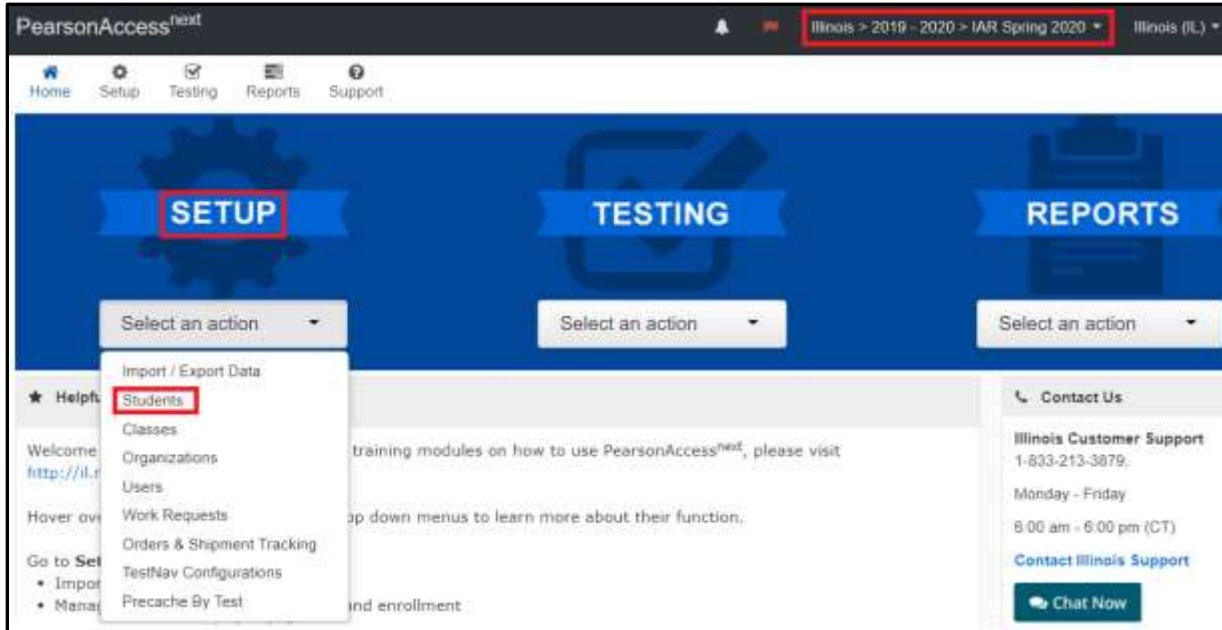


**2019-20**  
**Guide to Manually Enter  
Accommodations and Accessibility  
Features into PearsonAccess<sup>next</sup>**

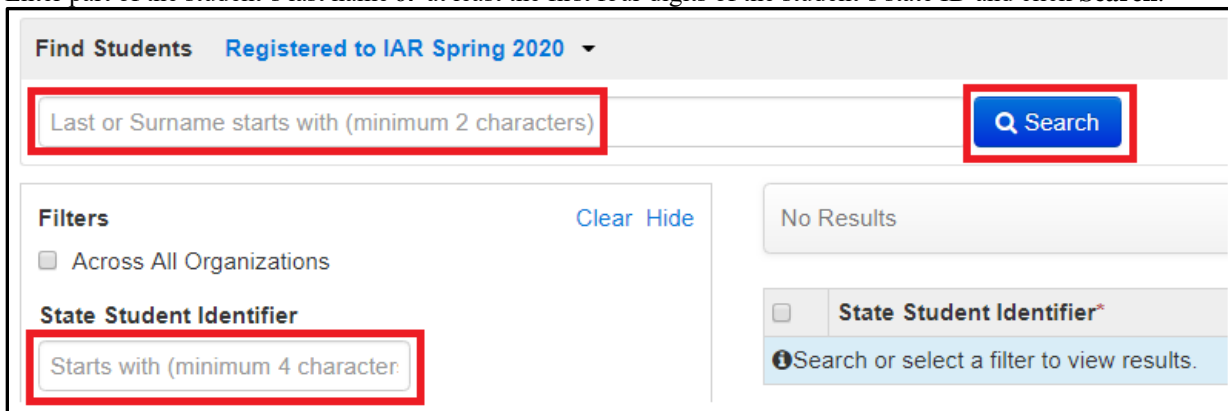
*If, after consulting this guide, you need further assistance, please use the contacts listed in this document.*

## 2019-20 Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess<sup>next</sup>

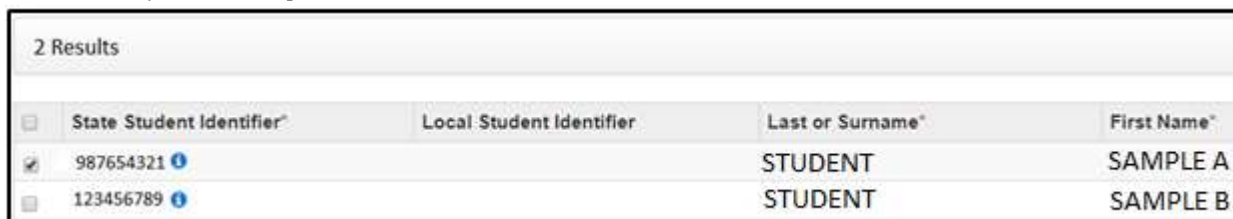
1. Log in to PearsonAccess<sup>next</sup> <https://il.pearsonaccessnext.com>  
*Hint: Make sure you are on the live site (blue background) versus the training site (brown background).*  
*Note: If you want to practice how to manually enter accommodations and accessibility features, use the training site instead: <https://trng-il.pearsonaccessnext.com>. Actions performed on the training site do NOT carry over to the live site.*
2. Under Setup, choose **Students**. Make sure you are on Illinois 2019-2020 > IAR Spring 2020.



3. Enter part of the student's last name *or* at least the first four digits of the student's state ID and click **Search**.

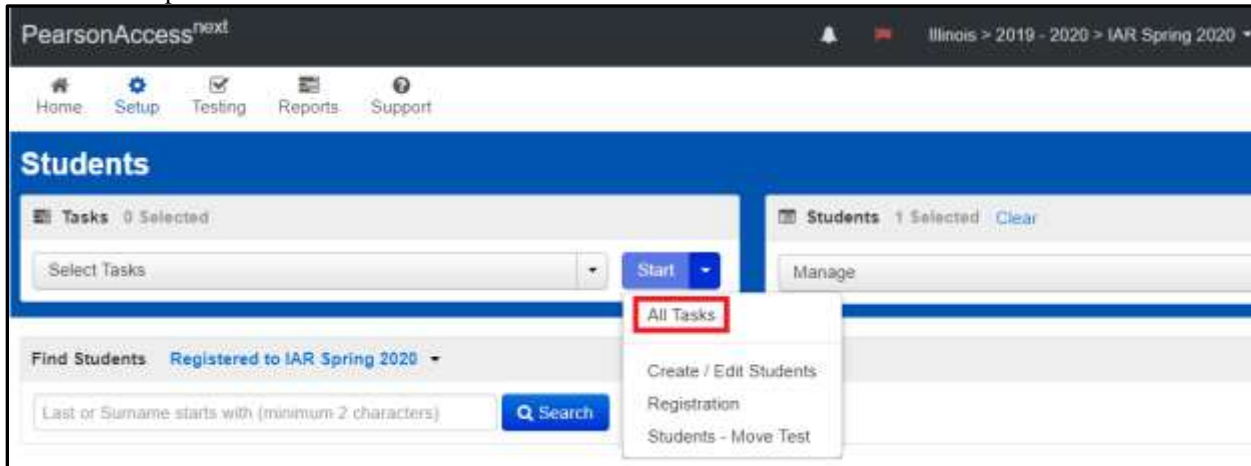


4. Select the student by clicking in the box to the left of the state ID.  
*Hint: You may select multiple students at a time.*

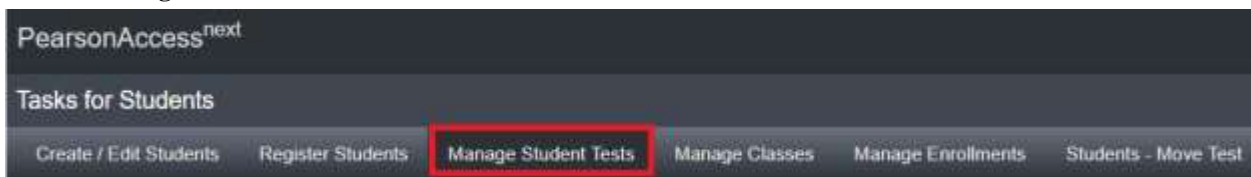


| 2 Results                           |                           |                          |                  |             |
|-------------------------------------|---------------------------|--------------------------|------------------|-------------|
| <input type="checkbox"/>            | State Student Identifier* | Local Student Identifier | Last or Surname* | First Name* |
| <input checked="" type="checkbox"/> | 987654321 ⓘ               |                          | STUDENT          | SAMPLE A    |
| <input type="checkbox"/>            | 123456789 ⓘ               |                          | STUDENT          | SAMPLE B    |

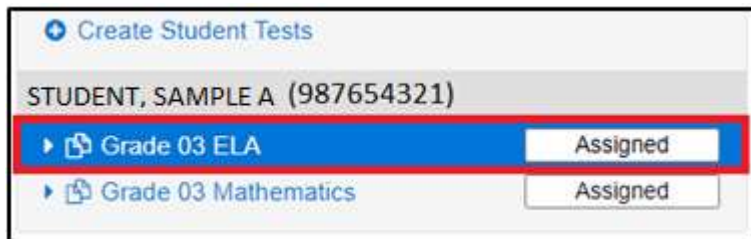
5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.



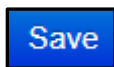
6. Choose **Manage Student Tests**.



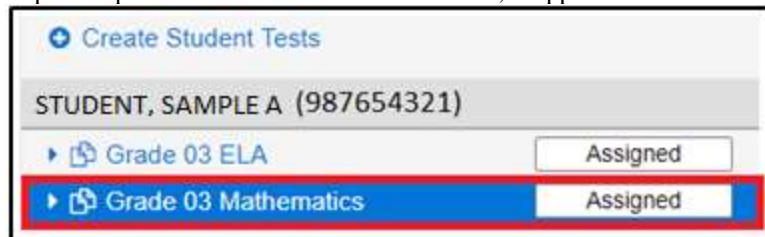
7. Under the student's name on the left side of the screen, select the test assignment (ELA or Mathematics) for which you will add accommodations and/or accessibility features.



8. Add accommodations and/or accessibility features as needed, and click the blue **Save** icon (at the top or bottom of the page).  
*Hint: If you are unable to **save** an accommodation, check the **Register Students** tab to make sure the student's demographics are correct, as loaded from SIS. Correct in SIS if needed.*



9. Repeat steps 7 and 8 for the other content area, if applicable.



10. To go back to the main page, click **Exit Tasks** in the upper right corner.

