

# PearsonAccess Additional Ordering Process

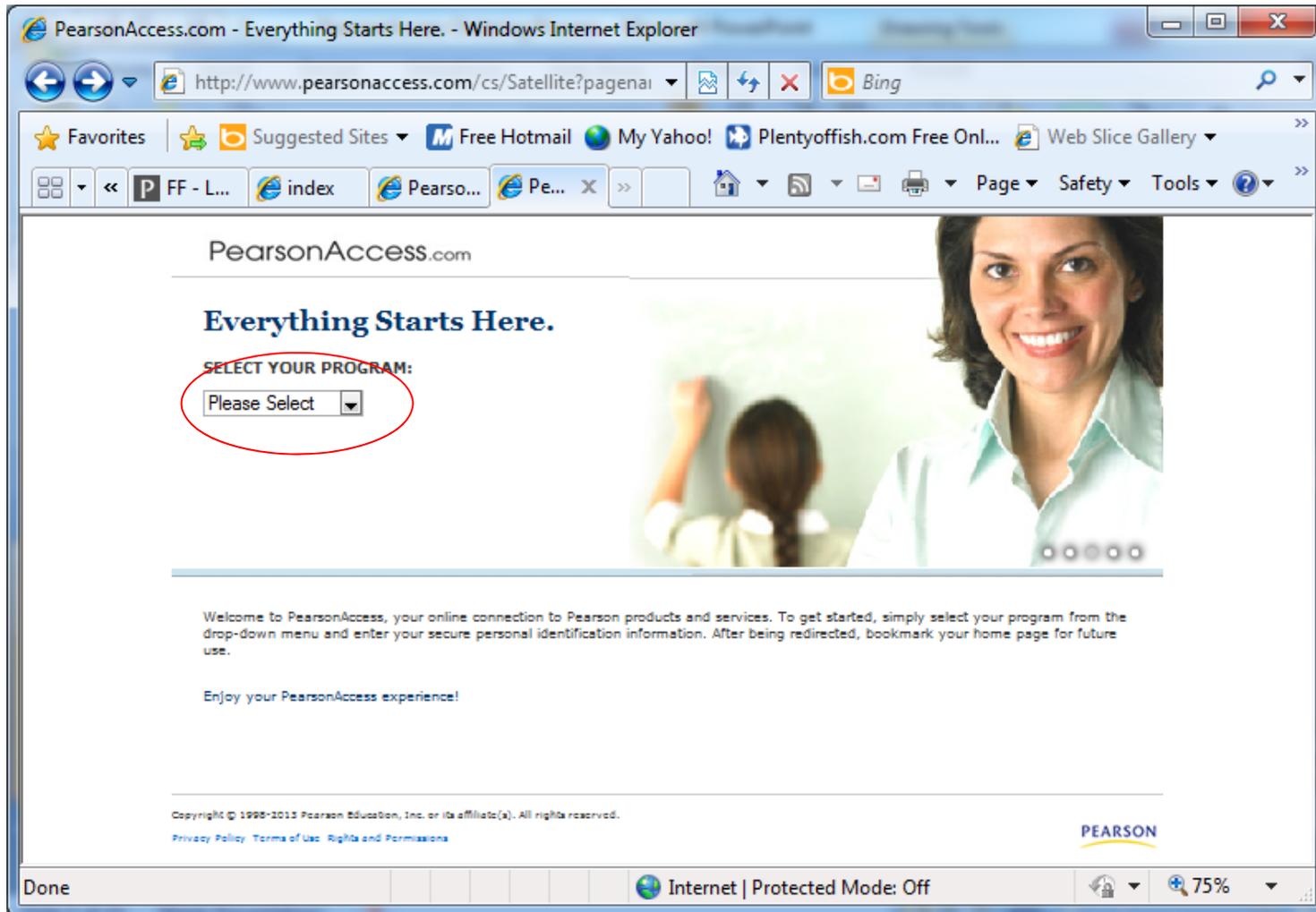
# What is PearsonAccess

- PearsonAccess is the replacement program for placing additional orders for the DSTEP administration
- Within PearsonAccess the test coordinator will be able to:
  - Enter orders for additional materials
  - Edit the additional order (pending approvals)
  - Review additional order history
  - Check additional order status
  - Track orders from Pearson
  - View confirmation
  - View status of order within the carrier

# Accessing PearsonAccess

- Emails will be sent to all district testing coordinators that will contain your username and a link to establish your password
- The PearsonAccess user guide will be available online at South Dakota PearsonAccess homepage and will be posted to the SD DOE website
- The user guide provides step by step instructions on how to log into the system

# [www.pearsonaccess.com](http://www.pearsonaccess.com)



Copyright © 2010 Pearson Education, Inc. or its affiliates. All rights reserved.

# Links to documents and/or websites

- Within this section you will have the ability to call up documents that will assist in preparing and administering the tests:
  - PearsonAccess User Guide
  - Test Coordinator Handbook (TCH)
  - DSTEP Directions for Administering (DFA)

A link that will take you directly to the SD DOE website

# South Dakota PearsonAccess Landing Page

**South Dakota**  
GREAT FACES. GREAT PLACES.

## South Dakota State Test of Educational Progress

Powered by **PearsonAccess**

[Home](#) [Support](#)

**SIGN IN TO YOUR ACCOUNT**

Sign in to access district and school services.

**SIGN IN**

**CONTACT US**

**Customer Support Services**  
1-888-827-1089

**E-mail South Dakota Program Team**  
[southdakotatteam@support.pearson.com](mailto:southdakotatteam@support.pearson.com)

**RELATED LINKS**

- [South Dakota Department of Education](#)
- [South Dakota User's Guide](#)
- [2013 DSTEP DFA](#)
- [Test Coordinator Handbook](#)

**South Dakota State Test of Educational Progress**  
The South Dakota State Test of Educational Progress (Dakota STEP) measures students' mastery of the South Dakota State Academic Standards.

**Support**  
Under Support, find files, documentation and answers to your questions.

**Upcoming Assessment Dates**

<b>2013 DSTEP</b>	
Materials delivery	3/11 - 3/15
Additional Orders	3/18 - 3/29
Testing	4/1 - 4/19

# Entering an Additional Order

The screenshot shows a Windows Internet Explorer browser window displaying the PearsonAccess Secure website. The address bar shows the URL <https://mts2.pearsonaccess.com/pearsonaccess>. The page content includes a navigation bar with links for 'Home', 'Organizations', and 'Test Setup'. Below this, there is a 'Welcome, Martha Lopez' message and a 'Current organization: AV DISTRICT (1200000)' indicator. The main content area is divided into two columns: 'Organizations' and 'Test Setup'. The 'Test Setup' column contains a link 'Order Additional Materials and Test Kits' which is circled in red. An arrow points from the text 'Click here to enter an additional order' to this link. The browser's status bar at the bottom indicates 'Internet | Protected Mode: Off' and a zoom level of 50%.

Click here  
to enter an  
additional  
order

# Contact Information

- The contact tab under view organizations contains contact information that Pearson had in SchoolHouse
- This contact information should be validated to ensure that emails and shipment of materials are being addressed to the correct person and physical location.
- The address **cannot** be a post office box. UPS will not deliver.

# After Order Submission

- Once you have submitted your order
  - The Pearson Program Team will review and approve the order. Once approved the system will send you an email informing you of the approval
  - After you receive the email notification that the order has been approved you can view/track it under the Order history/tracking sub-tab

# Order History/Tracking

Once you have submitted an order you can click on the order history/tracking sub-tab to check the status of any order you have placed.