



Fall 2009

PearsonAccess

District Assessment Coordinator Instructions for Accessing Forms

This document describes the necessary steps for district staff to retrieve **Administration Record/Security Checklists, Packing Lists, and Pallet Details** (if applicable) from PearsonAccess.

Login to PearsonAccess (www.pearsonaccess.com/fl).

Administration Record/Security Checklist

By District

- Click on **Test Setup**.
- Click on **Order Additional Materials and Tracking**.
- Click on **Reports** (drop down menu).
 - **Security Checklist Detail:** Select this report to view a list of the security numbers of your district overage materials and the materials of all schools in your district.
 - **Security Checklist:** Select this report to view a summary of your district overage materials and materials of schools in your district with serial number ranges.
 - You may click **Export to Excel** to open or save these files as spreadsheets.

By School

- **Change Organization** (upper right corner).
- Click on the button beside **Public School** (this will provide you with a list of your schools).
- Click the button beside the **school** whose Security Checklist you wish to access.
- Click on **Change Organization**.
- Click on **Test Setup**.
- Click on **Order Additional Materials and Tracking**.
- Click on **Reports** (drop down menu).
- Select **Security Checklist Detail** to view the complete list of materials and security numbers.
- Click on **Export to Excel** to open or save the file as a spreadsheet.

Packing List

By District

- Click on **Test Setup**.
- Click on **Order Additional Materials and Tracking**.
- Click on **Reports** (drop down menu).
- Select **Total Order Detail** to view your district packing list by school.

By School

- **Change Organization** (upper right corner).
- Click on the button beside **Public School** (this will provide you with a list of your schools).
- Click the button beside the **school** whose Packing List you wish to access.
- Click on **Change Organization**.
- Click on **Test Setup**.
- Click on **Order Additional Materials and Tracking**.
- Click on **Reports** (drop down menu).
- Select **Total Order Detail** to view the school Packing List.

Pallet Detail (Pallet Map)

- Click on **Test Setup**.
- Click on **Order Additional Materials and Tracking**.
- Click on the **Test Materials** link in the row with your district name listed in the **Organization** column.
- Click on the **Shipping Details** tab.
- Click on the **view** link in the **Shipment** column to view the Shipment Details and Pallet Detail.