



# Fall 2009

## PearsonAccess

### School Assessment Coordinator Instructions for Retrieving Reports

This document describes the necessary steps for retrieving reports and data files.

On **December 1, 2009**, you will have access the following reports and files:

- Mathematics School Report of Students
- Reading School Report of Students
- Reading and Mathematics Retake State Summary
- Reading State Report of Districts
- Mathematics State Report of Districts
- Reading and Mathematics Retake District Summary Report
- Reading District Report of Schools
- Mathematics District Report of Schools

#### 1. Log in to PearsonAccess

- If it is your first time in the system, you should
  - Receive an email from Pearson with your user name and login link; contact [Florida@support.pearson.com](mailto:Florida@support.pearson.com) if you have not received this email
  - Create a password; you will be prompted to enter it twice, and then click **Set Password**
  - Read the Confidentiality Agreement and click **Accept**
  - Become familiar with screen layouts
  - Click **Logout** when finished
- If it is not your first time in the system, you can
  - Go to [www.pearsonaccess.com/fl](http://www.pearsonaccess.com/fl) (if you don't type the **/fl** at the end of the URL, you can select **Florida** from the drop down list)
  - Click **Log into PearsonAccess**
  - Enter your user name and password; click on **Login**

#### 2. Retrieve Reports

- Click **Test Results**
- Click **Published Reports**
- Click on your school name
- Click on the report you wish to view
- Click **Open** to view the report or click **Save** to save the report
- Click **Return to Published Reports** to view another report
- Click **Logout** when you have finished

If you encounter problems while using PearsonAccess, you may contact:

PearsonAccess Customer Support Team  
Monday – Friday 7:00 a.m. – 8:30 p.m. (EST)  
877-847-3043  
[Florida@support.pearson.com](mailto:Florida@support.pearson.com)