

Steps for Updating/Creating User Accounts in Pearson Access

1. Log in to PearsonAccess

- Go to 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. Download User Account Files

- Click **Administrative Management**
- Click **View User Accounts**
- Click **Export to Excel**

3. Creating or Updating User Accounts via the User Account File

- Apply changes to the data, and then save the file (must save as CSV)

TIP Below are some important notes for editing the .csv file.

- The header row is necessary. Headers must precisely match those listed below in the .csv file so that the system can identify which fields are included in the file.
- All fields included in the .csv file will be updated when the file is uploaded. Therefore it is best to include **ONLY** fields to be updated.

Column Descriptions and Rules

Header	Descriptions	Rules
Action	The code representing the action to be taken for the record.	Required field. Case sensitive. Valid values are: C (Create) U (Update)
User Id	Contains the unique user ID. Must be unique. IF the user ID entered is already taken, an error message will be received upon upload if there is a C in the Action field.	Required field. Case sensitive.
First Name	User's first name.	Required field. Do not include commas.
Middle Name	User's middle name.	Can be left blank.
Last Name	User's last name.	Required field. Do not include commas.
E-mail	User's email address. The email address is used to supply login instructions.	Required field.
Authorized Organizations (District/School Number)	District/school number. The values in this field should represent ALL organizations associated to the user.	Required field. Multiple organization codes must be separated with a colon. Include leading zeros
Roles	Contains the role (s) associated to the user.	Required field. Multiple roles must be separated with a colon.

Header	Descriptions	Rules
Locked	Identifies if the user's account should be locked. Populate with a 'true' if the account should be locked. Populate with a 'false' if the account should be unlocked. If an account is locked, the user will receive an error message when login into PearsonAccess. Use this field to control user access throughout the academic year.	Valid values are: True False When blank the system will set the locked stat to 'false'.
Start Date	Identifies when a user account becomes active.	Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year HH is the hour based on 24 hours mm is the minute For example, 03/31/2011 17:00
End Date	Identifies when a user account becomes inactive.	Format as: MM/DD/CCYY HH:mm MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year HH is the hour based on 24 hours mm is the minute For example, 08/31/2011 17:00
Deleted	Identifies whether the user's account should be deleted. Populate this field with 'true' if the account should be deleted.	Valid values are: True False When blank, the system will set the deleted state to false.

4. Submitting a User Account File

- Click **Administrative Management**
- Click **Send User Account File**
- Click **Browse**
- Select the file that you just updated/created
- Click **Send**
- PearsonAccess will process the file. Records with data problems will not be loaded into the database. An email notification will be sent when processing is complete.