



**2022-23**

**Guide to Manually Enter  
Accommodations and Accessibility  
Features into Pearson Access<sup>next</sup>**

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

## 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 in the correct admin: Illinois 2022-2023 > IL Interim Reading and Math 2022-2023 **OR** IL Interim Writing 2022-2023



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**.

The screenshot shows the "Find Students" search interface. The breadcrumb trail is "Registered to IL Interim Reading and Math 2022-2023". The search input field contains the text "Last or Surname starts with (minimum 2 characters)" and is highlighted with a red box. To the right of the input field is a blue "Search" button, also highlighted with a red box. Below the search field is a "Filters" section with a "Clear Hide" link. The "Filters" section includes a checkbox for "Across All Organizations" and a "State Student Identifier" filter. The "State Student Identifier" filter has a text input field containing "Starts with (minimum 4 character)" and is highlighted with a red box. To the right of the filters is a "No Results" message and a "Search or select a filter to view results." button.

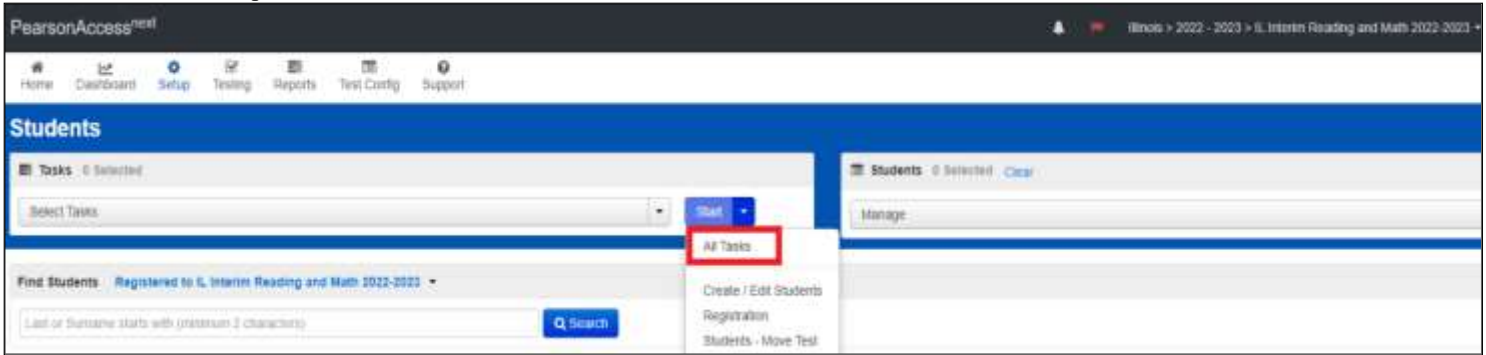
4. Select the student by clicking in the box to the left of the state ID.

*Hint: You may select multiple students at a time.*

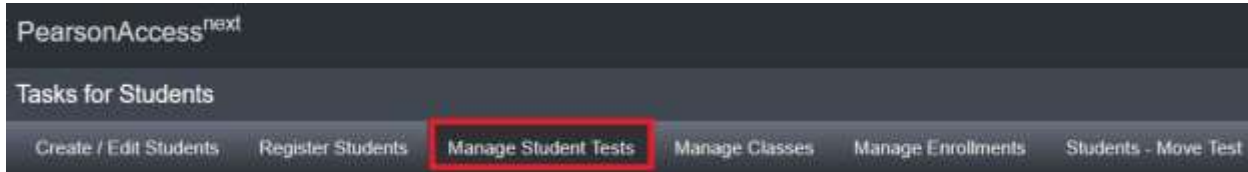
The screenshot shows the search results table. The table has a header row with columns: "State Student Identifier\*", "Local Student Identifier", "Last or Surname\*", and "First Name\*". There are two rows of results. The first row is selected, indicated by a checked checkbox in the first column. The second row is not selected, indicated by an unchecked checkbox. The table is titled "2 Results".

	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*
<input checked="" type="checkbox"/>	6737155248 ⓘ		STUDENT	SAMPLE A
<input type="checkbox"/>	5716639500 ⓘ		STUDENT	SAMPLE B

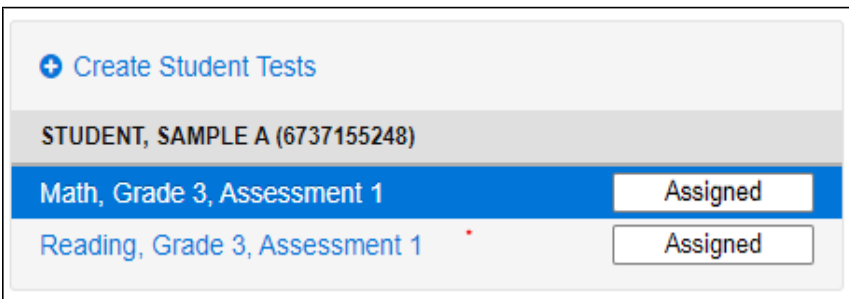
5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.



6. Choose **Manage Student Tests**.

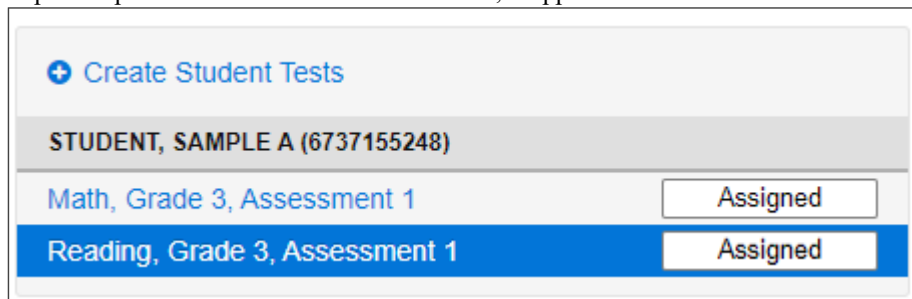


7. Under the student's name on the left side of the screen, select the test assignment (Reading or Mathematics) for which you will add accommodations and/or accessibility features.



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.

