

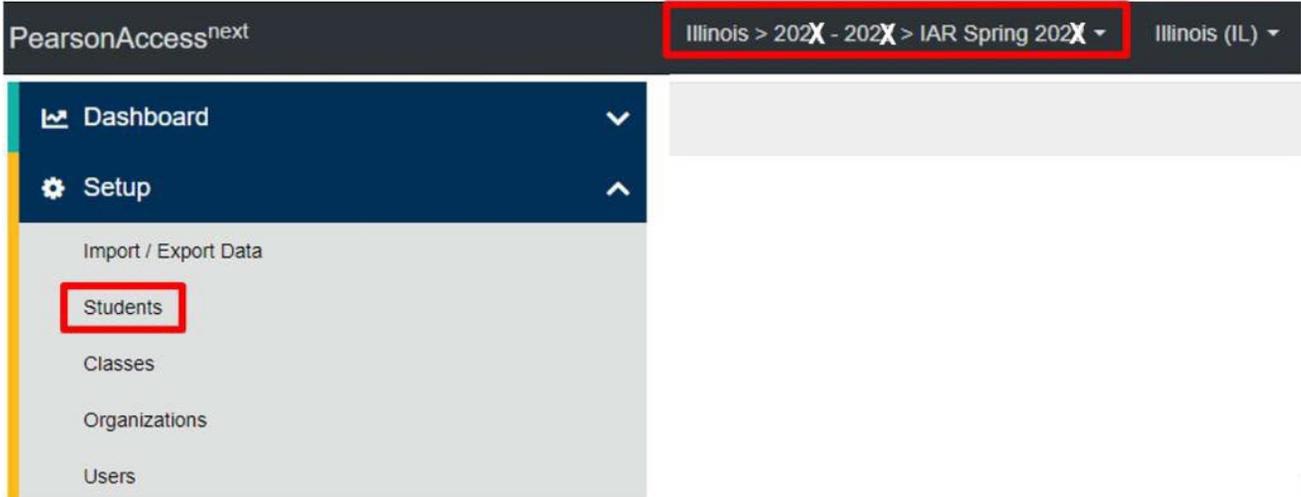


# Illinois Science Assessment

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

## 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 on the most recent administration, Illinois 202X-202X > IL Spring 2024 (IAR and ISA). Screenshot below reflects Spring 202X admin.



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**.

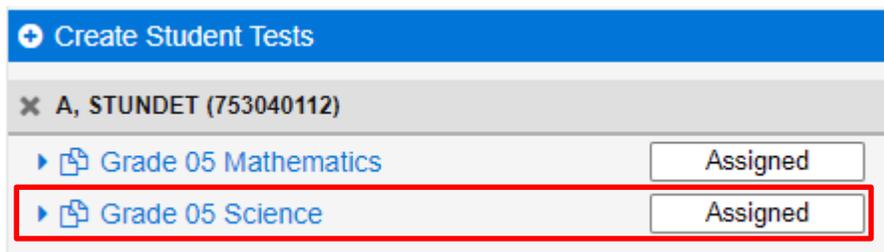
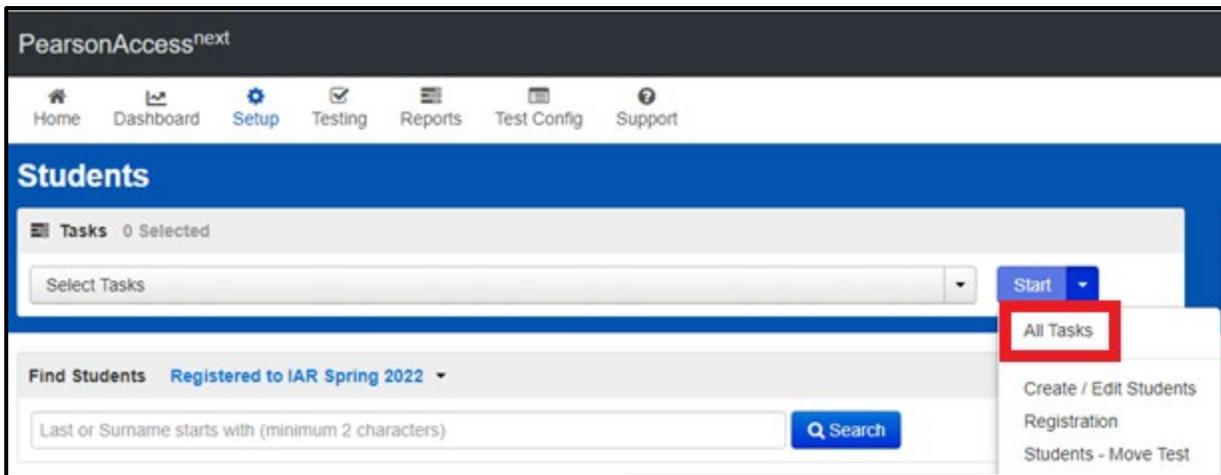
The screenshot shows the "Find Students" search interface. The search criteria "Last or Surname starts with (minimum 2 characters)" and "State Student Identifier Starts with (minimum 4 character)" are highlighted with red boxes. A "Search" button is also highlighted. The interface includes filters for "Across All Organizations" and "State Student Identifier".

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.*

2 Results				
<input type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*
<input checked="" type="checkbox"/>	987654321 ⓘ		STUDENT	SAMPLE A
<input type="checkbox"/>	123456789 ⓘ		STUDENT	SAMPLE B

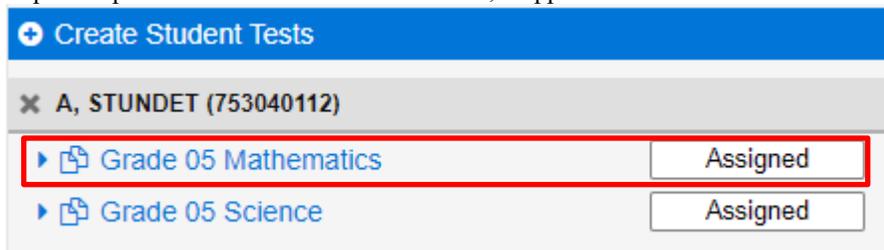
5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.



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.

