



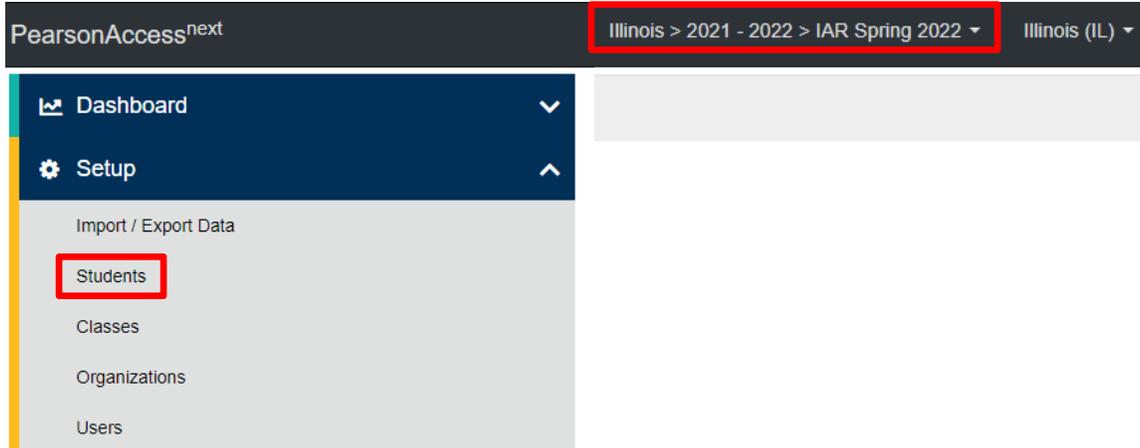
**2021-22**

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

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

## 2021-22 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 Illinois 2021-2022 > IAR Spring 2022.



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**.

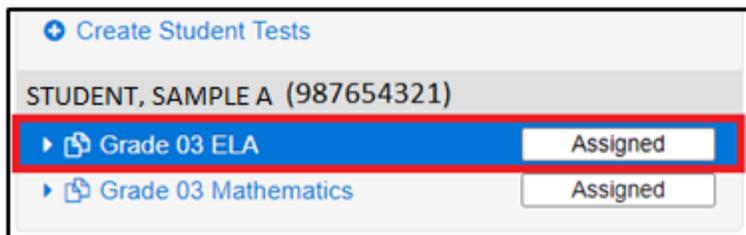
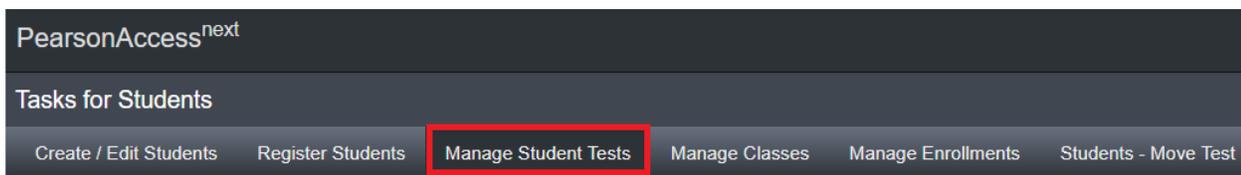
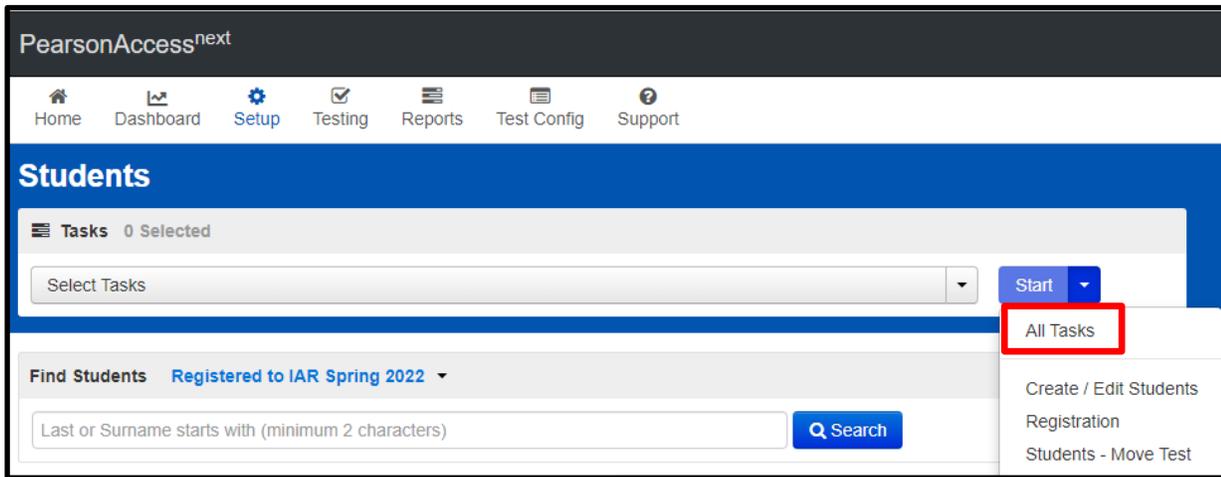
The screenshot shows the "Find Students" search interface. The search criteria "Last or Surname starts with (minimum 2 characters)" and the "Search" button are highlighted with red boxes. Below the search bar, there are filter options: "Across All Organizations" (unchecked), "State Student Identifier" (checked), and "Starts with (minimum 4 character:" (highlighted with a red box). A "No Results" message is displayed on the right side of the interface.

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

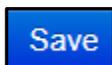
*Hint: You may select multiple students at a time.*

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

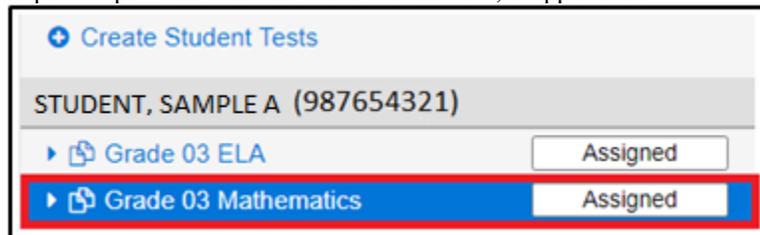
5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.



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.

