



Getting Started:

How to Log In and  
Create Users

Spring 2025



# Getting Started

## District and School Test Coordinator

- District Test Coordinator (DTC) and School Test Coordinator (STC) accounts have been created. Account Owners will receive an automated email from Pearson LaunchPad.

**Welcome to LaunchPad, [REDACTED].**

LaunchPad is your portal to launch powerful Pearson assessment and reporting tools.

Your LaunchPad username is: [REDACTED]@pearson.com

Before you can get started, you need to first set a password for your account.

[SET PASSWORD](#)

*This account setup request was triggered at 4:21PM Nov 13, 2024 CDT.*

*This link will expire in 5 days.*

This message was sent to [REDACTED]  
If you have questions or concerns, please contact your Assessment Program administrator.

- The *Set Password* link will be valid for five days.



# Getting Started

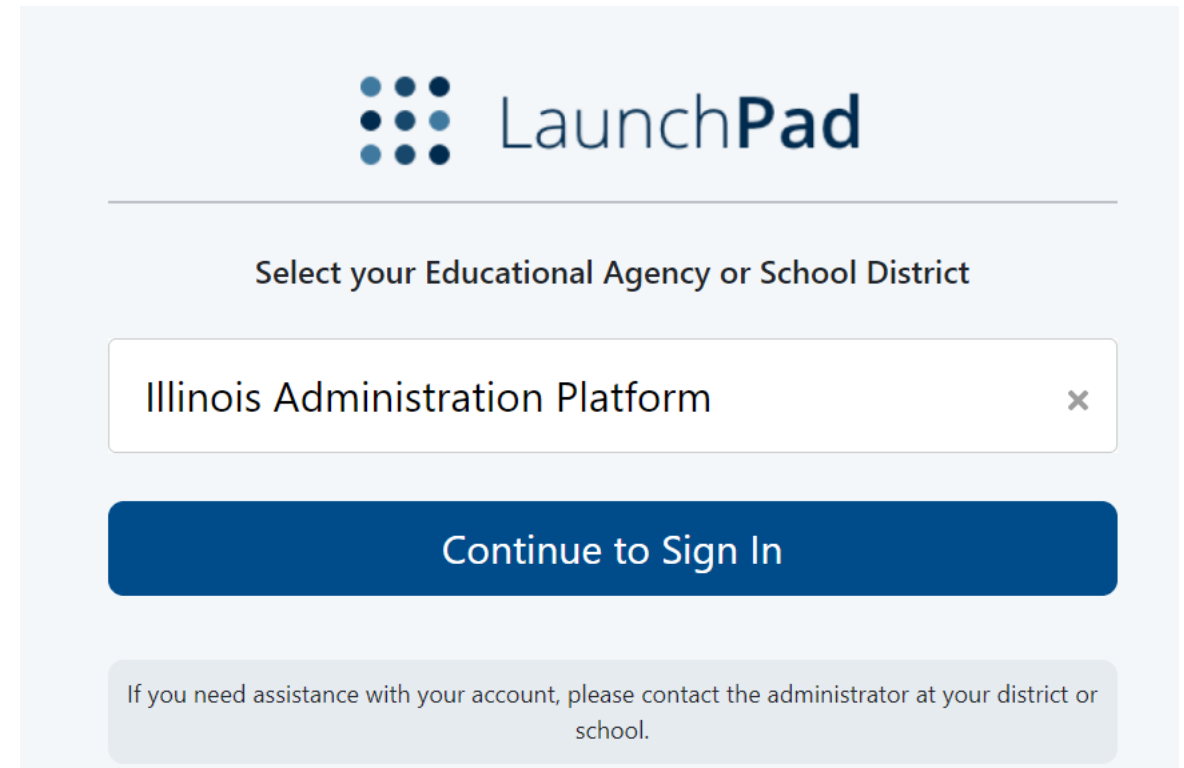
## District and School Test Coordinator

- Check your Spam folder for an email from [noreply@mail.launchpad.pearson.com](mailto:noreply@mail.launchpad.pearson.com).
- If you are a DTC and have not received the *Welcome* email and username, please contact the Illinois State Board of Education (ISBE) to create your account:
  - Victoria Henderson – [vhenders@isbe.net](mailto:vhenders@isbe.net)
  - John Hicks – [jhicks@isbe.net](mailto:jhicks@isbe.net)
- If you are not a DTC and need access to the Illinois Administration Platform, please contact your DTC.
- If you have received your information, log in to LaunchPad using the *Sign In* page: <https://launchpad.pearson.com/#/>.

# How to Log In

## Find Illinois Administration Platform

- Enter “Illinois Administration Platform” in the text box to find the correct administration.
- Then, select the **Continue to Sign In** button.

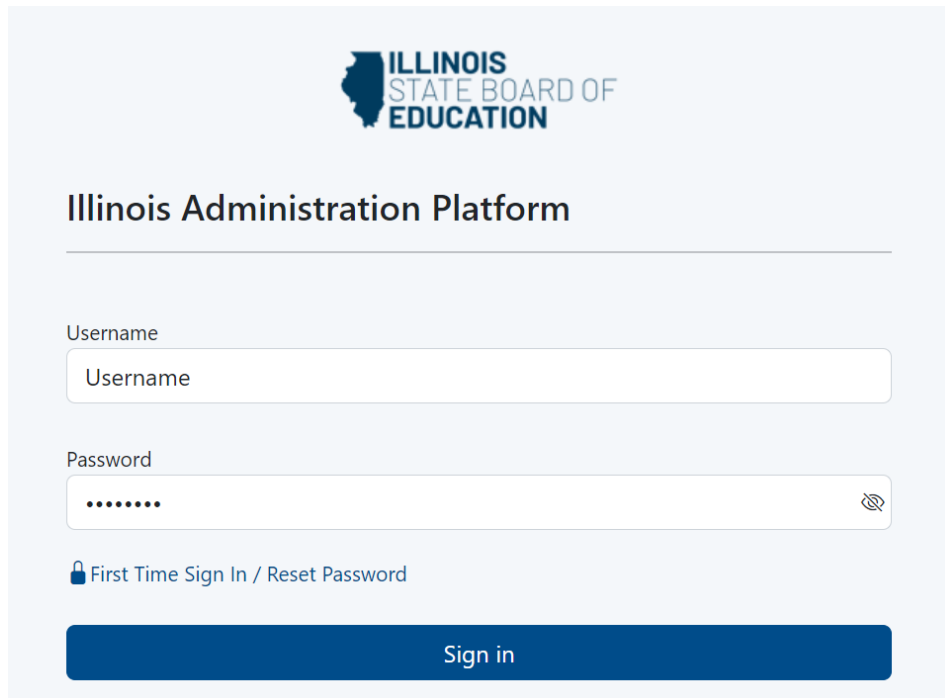


The screenshot displays the LaunchPad login interface. At the top, the LaunchPad logo is visible. Below the logo, a horizontal line separates the header from the main content. The text "Select your Educational Agency or School District" is centered. A search box contains the text "Illinois Administration Platform" with a close button (x) on the right. Below the search box is a prominent blue button labeled "Continue to Sign In". At the bottom, a light gray box contains the text: "If you need assistance with your account, please contact the administrator at your district or school."

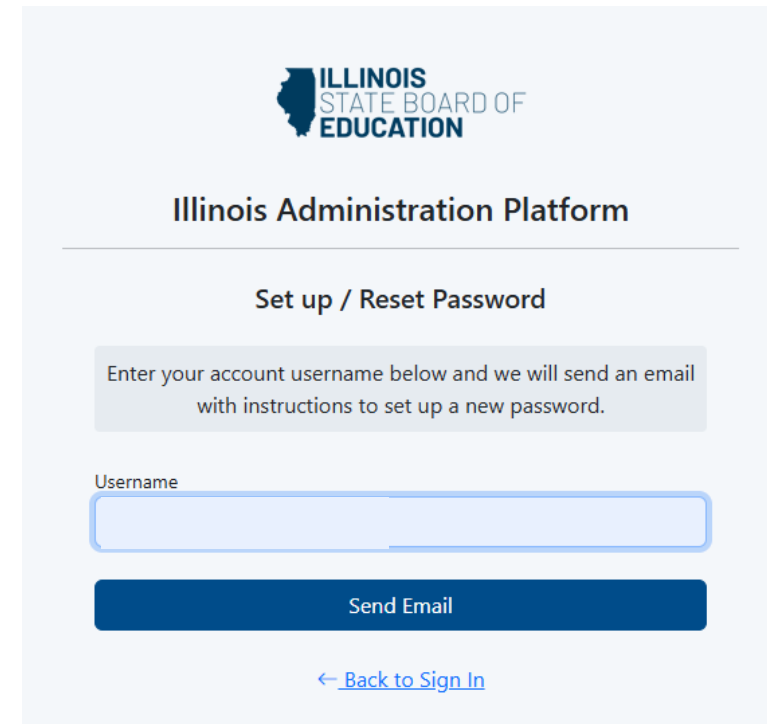
# How to Log In

## Username and Password

- Enter your username and password.
- Select the **Sign in** button.



The screenshot shows the login interface for the Illinois State Board of Education Administration Platform. At the top is the logo for the Illinois State Board of Education. Below the logo is the title "Illinois Administration Platform". There are two input fields: "Username" with the placeholder text "Username" and "Password" with a masked password ".....". To the right of the password field is an eye icon for toggling visibility. Below the password field is a link for "First Time Sign In / Reset Password" with a lock icon. At the bottom is a large blue "Sign in" button.



The screenshot shows the password reset interface for the Illinois State Board of Education Administration Platform. At the top is the logo for the Illinois State Board of Education. Below the logo is the title "Illinois Administration Platform". Underneath is the heading "Set up / Reset Password". A grey box contains the instruction: "Enter your account username below and we will send an email with instructions to set up a new password." Below this is a "Username" input field. At the bottom is a large blue "Send Email" button and a link for "[← Back to Sign In](#)".

# How to Log In

## Illinois Administration Platform

The screenshot shows the Illinois Administration Platform dashboard. At the top left is the Illinois State Board of Education logo. The main header reads "Illinois Administration Platform". On the right side of the header, there is a download icon, the text "Illinois Administration Platform", and a "Sign Out" button. A left-hand navigation menu includes "Home", "Data Import", and a "ROSTER DATA" section with sub-items: "Orgs", "Users", "Roles", and "Demographics". The main content area features a prominent "IL Summative Administration Platform" card with a large 'A' icon and a description: "Summative administration platform for all IAR and ISA Spring testing powered by ADAM". Below this is an "Additional Links" section containing four cards: "Illinois MyPearson Support Page" (with a clipboard icon), "Illinois Administration Platform Application Support" (with a 'P' icon), "Illinois Customer Support Chat" (with a speech bubble icon), and "Submit a Pearson Help Desk Request" (with a speech bubble icon).

# Navigation

## Illinois Administration Platform

The screenshot shows the home page of the Illinois Administration Platform. The header includes the Illinois State Board of Education logo and navigation icons for search, download, and user profile (MA). A left sidebar contains a menu with items: Home, Test Management, Rostering, Reporting, Operations, and Orders. The main content area features three primary sections: a welcome message for the new platform, a table of upcoming trainings, and a section for Spring 2025 testing windows.

### New Illinois Administratio...

Posted on Aug 6, 2024

Welcome to the new Illinois Administration Platform powered by ADAM. From here you can administer the Illinois Assessments of Readiness (IAR) for Math and ELA and the Illinois Science Assessment (ISA).

Additional helpful resources for test preparation and administration can be found at the [IL Support Page](#).

### Spring 2025 Testing Wind...

Posted on Aug 6, 2024

**The Spring 2025 test administration windows for IAR and ISA are as follows:**

IAR (ELA/Math) – Paper Testing Window	3/3/25 - 4/4/25
IAR (ELA/Math) – Online Testing Window	3/3/25 - 4/18/25

### Upcoming Trainings

Posted on Oct 1, 2024

Recorded trainings will be posted to the [IL Support page](#) to prepare users for the upcoming Spring 2025 IAR and ISA test administrations.

Training Name	Topics	Date Available
What's New?	<ul style="list-style-type: none"><li>Highlighting new features and/or changes for the upcoming administration</li></ul>	November 8, 2024
Crosswalk between PAN and new IL Administration Platform	<ul style="list-style-type: none"><li>Key words/terminology differences from 2024 to 2025</li></ul>	November 15, 2024
Getting Started (Access ...)	<ul style="list-style-type: none"><li>Accessing the new system</li></ul>	December 2, 2024



# User Roles

## Understanding the User Roles

User Roles	Permissions Overview
District Test Coordinator	<ul style="list-style-type: none"><li>-Upload and edit non-student users</li><li>-View roster data, organizations, and demographics</li></ul>
School Test Coordinator	<ul style="list-style-type: none"><li>-Upload and edit non-student users</li><li>-View roster data, organizations, and demographics</li></ul>
Technology Coordinator	<ul style="list-style-type: none"><li>-View users (cannot create or edit users)</li><li>-View roster data, organizations, and demographics</li></ul>



# Creating Users

## Manual or Upload User Role Creation

Use one of the following options to create user roles:

- Manual
- Upload a user file

The screenshot shows the Illinois Administration Platform dashboard. The header includes the Illinois State Board of Education logo and the title "Illinois Administration Platform". The left sidebar contains navigation options: Home, Data Import, ROSTER DATA, Orgs, Users, Roles, and Demographics. The main content area features a card for "IL Summative Administration Platform" with a description: "Summative administration platform for all IAR and ISA Spring testing powered by ADAM". Below this is an "Additional Links" section with two cards: "Illinois MyPearson Support Page" and "Illinois Customer Support Chat".

The screenshot shows a user management interface. At the top, there is a toggle switch for "LP Auth Not Set" and a blue "Actions" dropdown menu. The dropdown menu is open, showing three options: "Export Student Details", "Export Filtered Data", and "Export All Data". Below the dropdown, there is a table with columns for "LP LastMod" and "2024-11-08T19:50:10.771Z". The table contains one row with a "Send Welcome Emails" button and a "Create New User" button.

# Creating Users

## Manual User Role Creation

User: Cancel **Save Changes**

---

First Name\*

Last Name\*

Primary Role\*

Primary Org\*   
   
▼ Illinois Administration Platform  
▶ AAA Academy

Identifier\*

Enabled User

Use Identifier for Username and Sourced ID

Username\*

Sourced ID\*

Email\*



# Creating Users

## User File Upload

Home

Data Import

ROSTER DATA

- Orgs
- Users
- Roles
- Demographics

### Data Import

Single File Upload

Upload History 11/21/2024 04:59 PM [Upload File](#)

No files have been uploaded

[Upload File](#)

# Creating Users

## User File Upload

File Upload



File Type

Orgs

Non-Student Users

Students

School Year

2024-2025



Role

School Test Coordinator



1 Download the Users Template CSV file

[↓ Users Template CSV](#)

2 Open the file using Sheets, Numbers or Excel. Fill in the file with your desired changes.

**Field key:**

- sourcedId: unique identifier for user.
- orgSourcedIds: id for the user's org assignment. This can be a comma-separated list, if needed.
- username: will be used for login purposes.
- firstName
- lastName
- identifier: recognizable ID for the user. This can be the same value as the sourcedId.
- email: necessary for user access, and for password update purposes.
- status: Active or ToBeDeleted. (optional; will default to Active if left blank).

3 Upload Users File

Choose File

No file chosen



# Creating Users

## User File Upload Example

For each user:

- Complete all columns.
- Enter the user's email address in the **sourcedid**, **username**, **identifier**, and **email** columns.
- Enter "active" in the **status** column.
- Enter the district or school Sourced ID with which the user is associated in the **orgSourcedIds** column.

sourcedId	orgSourcedIds	username	firstName	lastName	identifier	email	status
.@pearson.com	Org Example	@pearson.com			@pearson.com	.@pearson.com	active

# Creating Users

## Finding Sourced IDs

To find a district or school Sourced ID:

- Select **Orgs** in the navigation pane.

The screenshot shows a web application interface for managing organizations. On the left is a navigation pane with a 'Home' link and a 'Data Import' link. Below these is a section titled 'ROSTER DATA' containing several menu items: 'Orgs' (which is highlighted in a dark blue bar), 'Users', 'Roles', and 'Demographics'. The main content area is titled 'Organization 19'. It features a search bar labeled 'Search Name or ID' with a magnifying glass icon, and two filter buttons: 'Status: All' and 'Type: All'. Below the search and filters is a table with the following columns: 'Name', 'Identifier', 'Type', 'SourcedId', and 'Status'. The table contains one row of data: 'Illinois Practice State' in the Name column, 'ilpt\_practice\_state' in the Identifier column, 'State' in the Type column, 'ilpt\_practice\_state' in the SourcedId column, and 'Active' in the Status column.

- Enter the Sourced ID in the **SourcedId** column in the **orgSourcedIds** column in the users template.
- **Important:**
  - Illinois district and school Sourced IDs begin with leading zeros.
  - Leading zeros must appear in the **orgSourcedIds** column in the users template.

# Creating Users

## User Upload File Example

Upload History 11/21/2024 02:07 PM

Status	Uploaded By	User Org	File Type	Date/Time
Complete with Errors		Illinois Administration Platform	Users - Technology Coordinator	11/21/24 01:50:23 PM

### Single File Sync Details

Complete with Errors X

Entity	Status	Total	Modified	Deleted	Unchanged	Failed
Users	Complete with Errors	1	0	0	0	1
Roles	Complete with Errors	1	0	0	0	1

Download Error Report

Close

# Creating Users

## Sending Single User Welcome Emails

1. Select Users in the navigation pane.
2. Enter a name to search.
3. In the results, select the user's name.
4. Select the **Actions** drop-down menu button and choose "Send Welcome Email."

The screenshot shows the Illinois Administration Platform interface. The top header includes the Illinois State Board of Education logo and the text "Illinois Administration Platform". A left-hand navigation pane lists "Home", "Data Import", "ROSTER DATA", "Orgs", "Users" (highlighted), "Roles", and "Demographics". The main content area is titled "Users 1" and features a search bar, filter buttons for "Status: active", "Grade: All", "Role:", and "Orgs: All", and a table with the following columns: Last Name, First Name, Identifier, Primary Grade, Role, and Organization Name. A single user entry is visible in the table with the organization name "Illinois Administration Platform".

This close-up shows the "Actions" dropdown menu. The menu is open, displaying two options: "Send Welcome Email" with a paper plane icon and "Edit User" with a pencil icon.



# Creating Users

## Sending Single User Welcome Emails

The screenshot shows the Illinois Administration Platform interface. The top navigation bar includes the Illinois State Board of Education logo, the platform name, a download icon, and a 'Sign Out' button. The left sidebar contains navigation options: Home, Data Import, ROSTER DATA, Orgs, Users, Roles, and Demographics. The main content area displays a user profile for a user with the status 'Active'. The profile includes fields for First Name, Last Name, Primary Role (System Admin, Illinois Administration Platform), Grade, Status (Active), Identifier, Username (\_ilsci\_sum), Email (@pearson.com), Enabled User (True), LP Last Modified (8/23/2024 9:34:39 AM), and Updated By. An 'Actions' dropdown menu is open, showing a 'Send Welcome Email' option. Below the profile is a table titled 'Org and Role Records' with columns for Role, Org Name, Client, Role Type, Begin Date, End Date, Status, and LP LastModified. The table contains one record for the 'System Admin' role.

**ILLINOIS STATE BOARD OF EDUCATION** | Illinois Administration Platform | Illinois Administration Platform | Sign Out

Home | Data Import

ROSTER DATA

Orgs | Users | Roles | Demographics

User: | **Actions**

**Send Welcome Email**

**First Name** | **Status** Active | **Enabled User** True

**Last Name** | **Identifier** | **LP Last Modified** 8/23/2024 9:34:39 AM

**Primary Role** System Admin, [Illinois Administration Platform](#) | **Username** \_ilsci\_sum

**Grade** | **Email** @pearson.com | **Updated By**

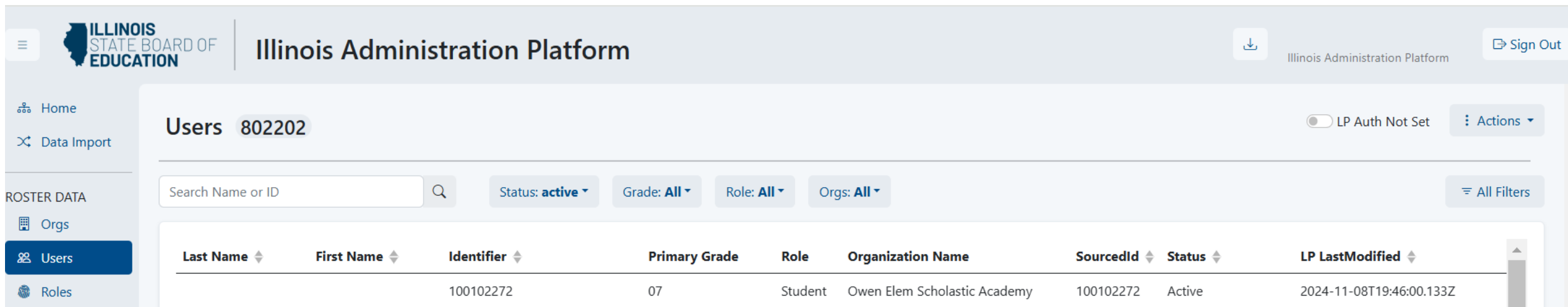
**Org and Role Records** | Class Enrollment | Additional Info

Role	Org Name	Client	Role Type	Begin Date	End Date	Status	LP LastModified
System Admin	Illinois Administration Platform	Illinois Administration Platform	Primary			Active	8/23/2024 9:34:39 AM

# Creating Users

## Sending Multiple User Welcome Emails

1. Select Users in the navigation pane.
2. Select the **Role** drop-down menu button and choose the appropriate role(s).
3. To avoid sending another *Welcome* email to users who have already authenticated, select the toggle next to "LP Auth Not Set."



ILLINOIS STATE BOARD OF EDUCATION | Illinois Administration Platform

Home | Data Import

ROSTER DATA

Orgs | **Users** | Roles

Users 802202

LP Auth Not Set  Actions

Search Name or ID

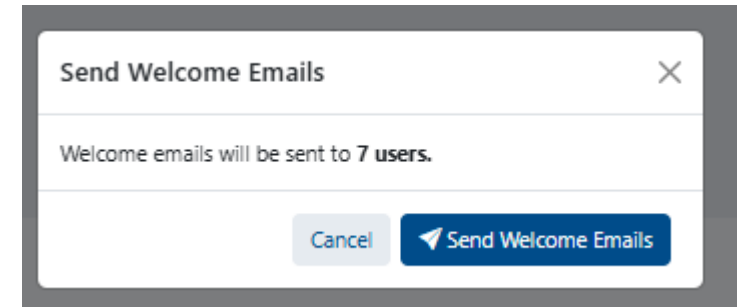
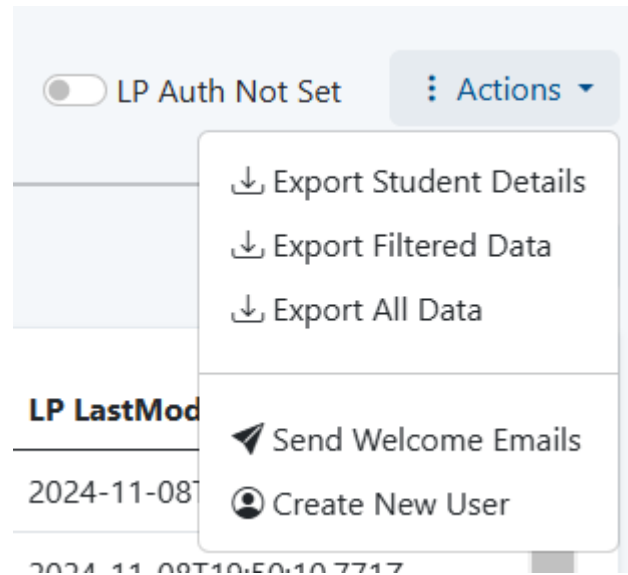
Status: active | Grade: All | Role: All | Orgs: All | All Filters

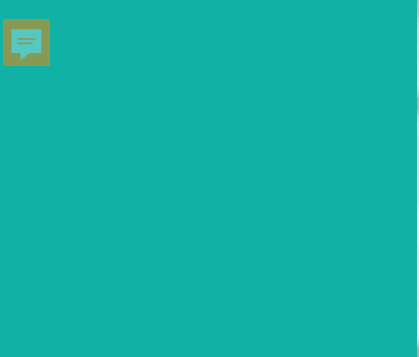
Last Name	First Name	Identifier	Primary Grade	Role	Organization Name	SourcedId	Status	LP LastModified
		100102272	07	Student	Owen Elem Scholastic Academy	100102272	Active	2024-11-08T19:46:00.133Z

# Creating Users

## Sending Multiple User Welcome Emails

4. Select the **Actions** drop-down menu button and choose "Send Welcome Emails."
5. In the confirmation pop-up window, click the **Send Welcome Emails** button.





# Contact Information

Email Pearson:

[SCHIllinoisTeam@pearson.com](mailto:SCHIllinoisTeam@pearson.com)

Illinois Customer Support:  
1-833-213-3879

Illinois Support Page  
<https://il.mypearsonsupport.com/>





Pearson