Pearson

Getting Started:

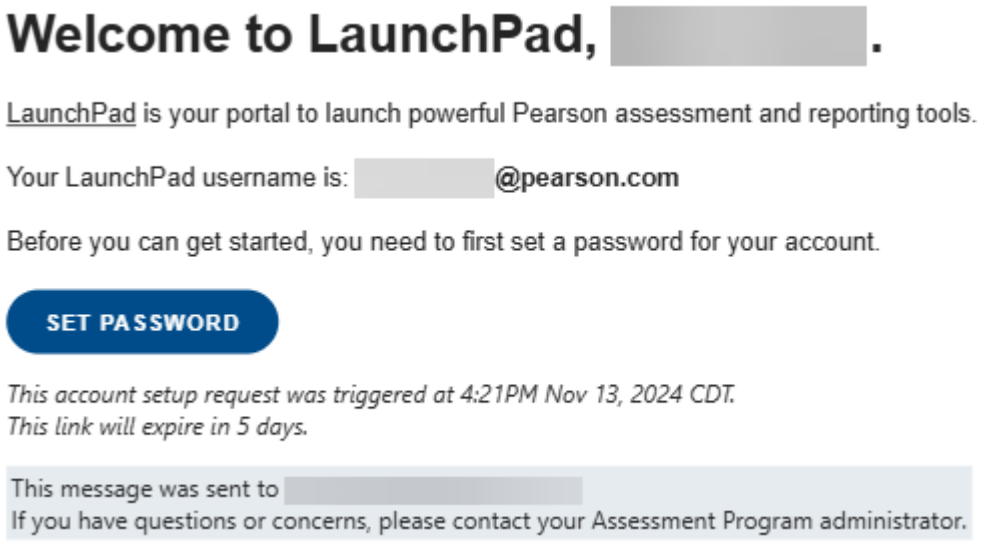
How to Log In and Create Users

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.

- 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
  - John Hicks – jhicks@isbe.net

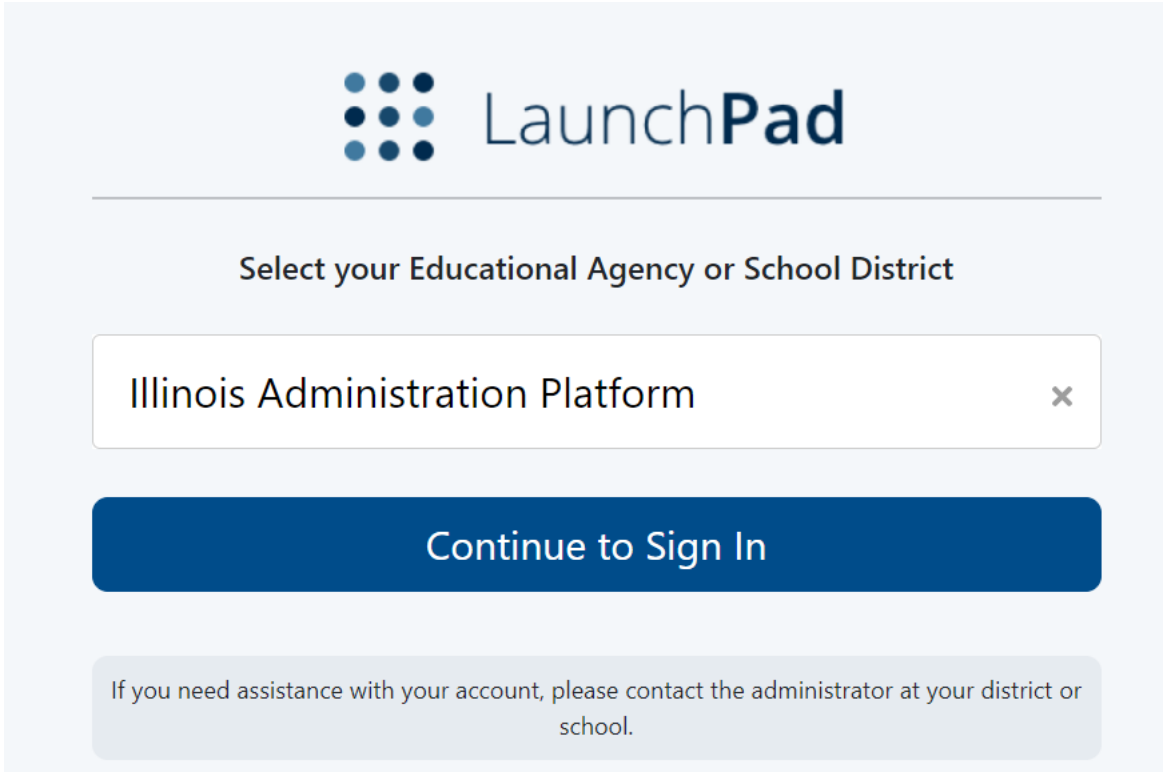
- If you are not a DTC and need access to the Illinois Administration Platform, please contact your DTC.

- 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

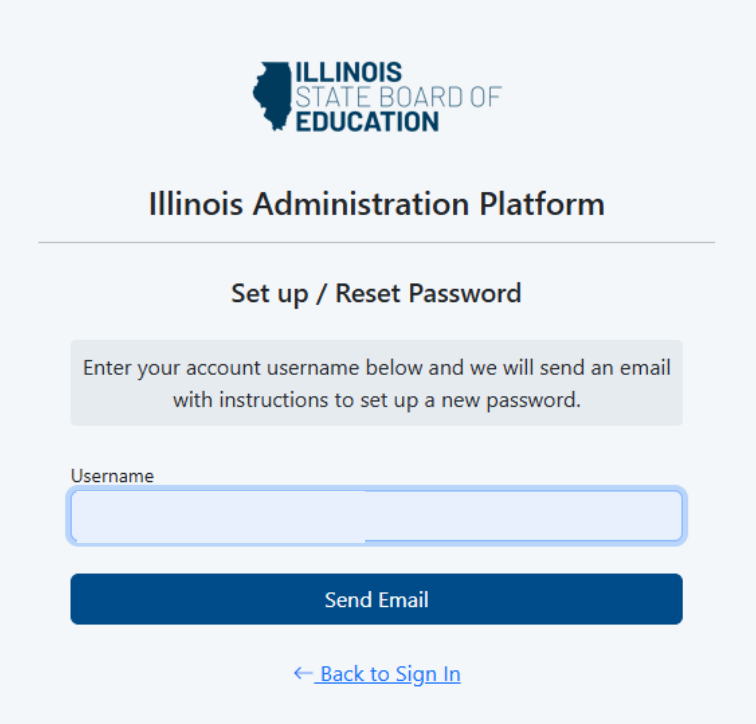
- Enter “Illinois Administration Platform” in the text box to find the correct administration.
- Then, select the **Continue to Sign In** button.



How to Log In

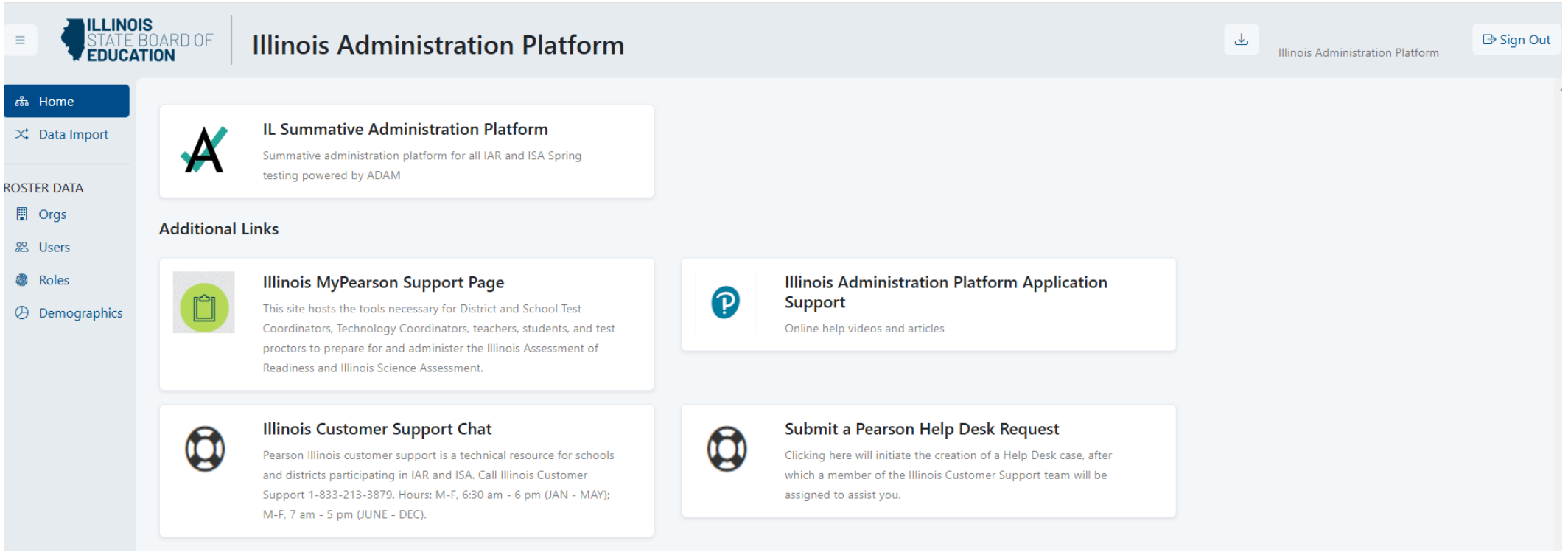
Username and Password

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



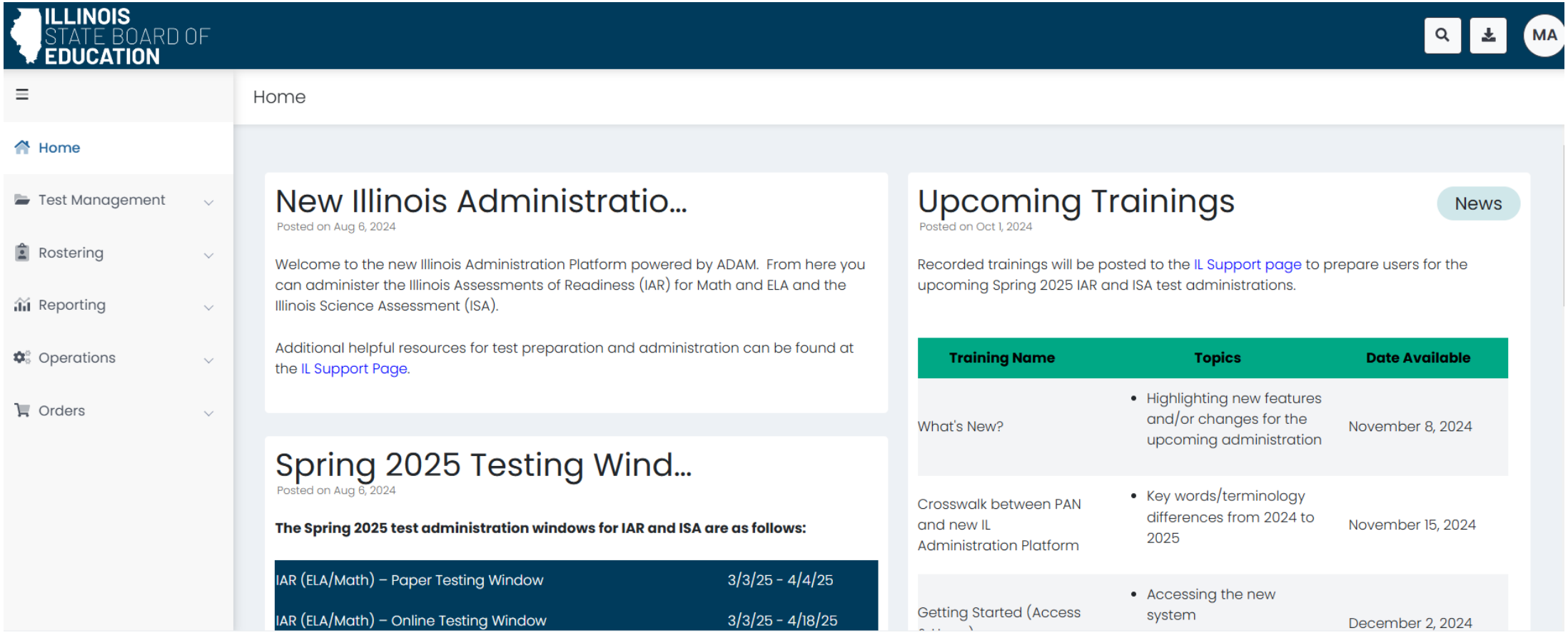
How to Log In

Illinois Administration Platform



Navigation

Illinois Administration Platform



User Roles

Understanding the User Roles

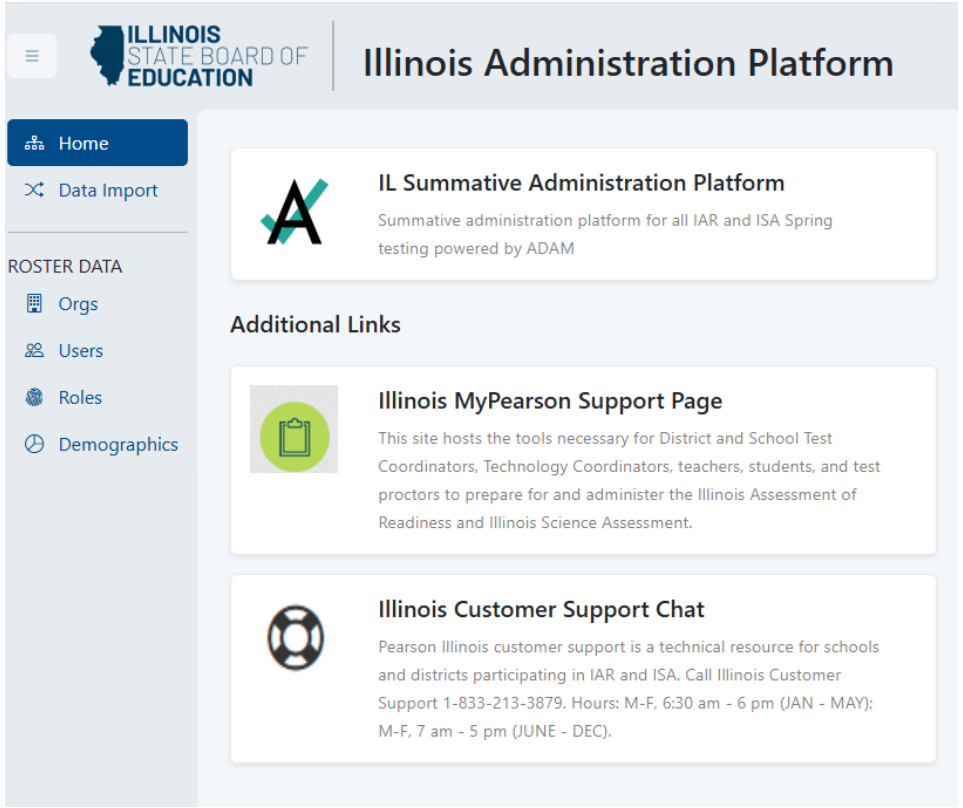
User Roles	Permissions Overview
District Test Coordinator	-Upload and edit non-student users -View roster data, organizations, and demographics
School Test Coordinator	-Upload and edit non-student users -View roster data, organizations, and demographics
Technology Coordinator	-View users (cannot create or edit users) -View roster data, organizations, and demographics

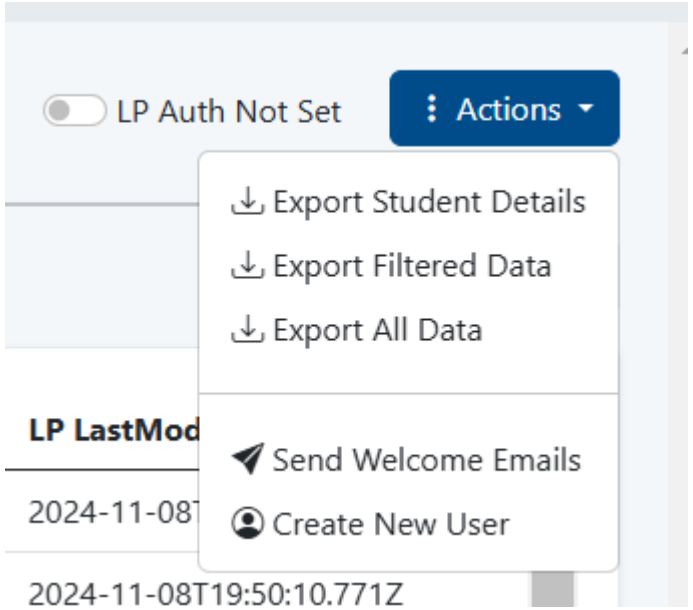
Creating Users

Manual or Upload User Role Creation

Use one of the following options to create user roles:

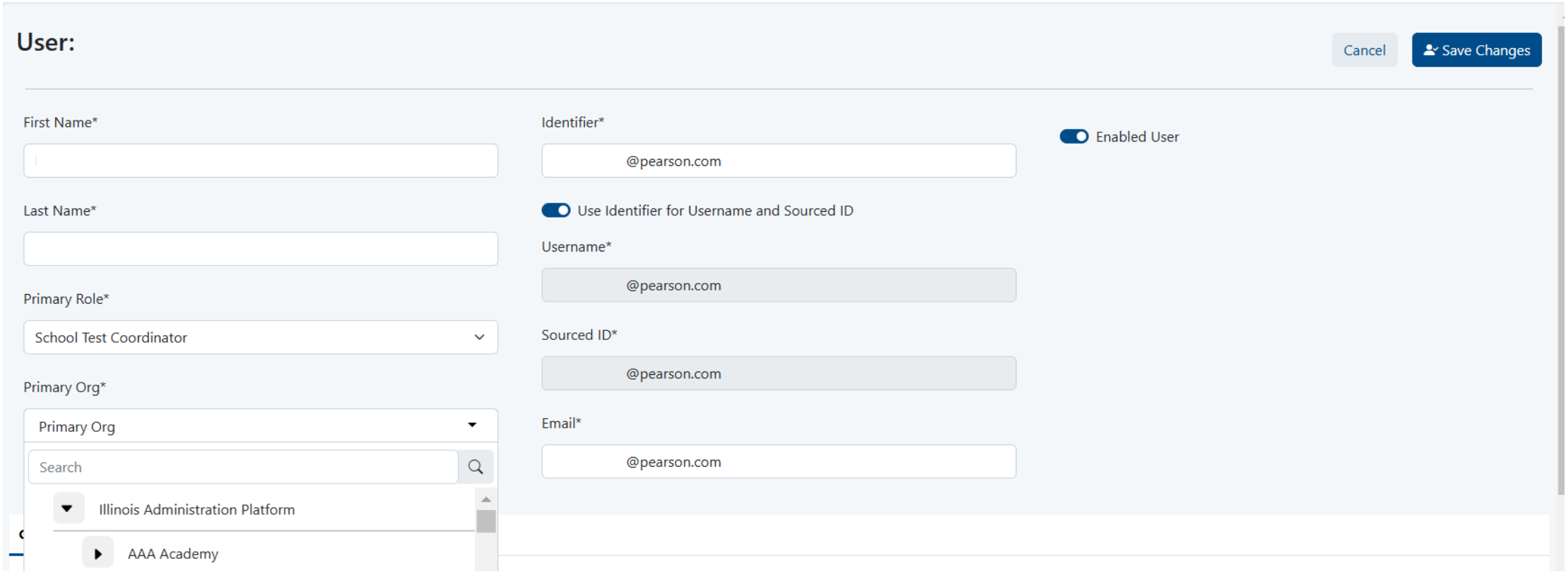
- Manual
- Upload a user file





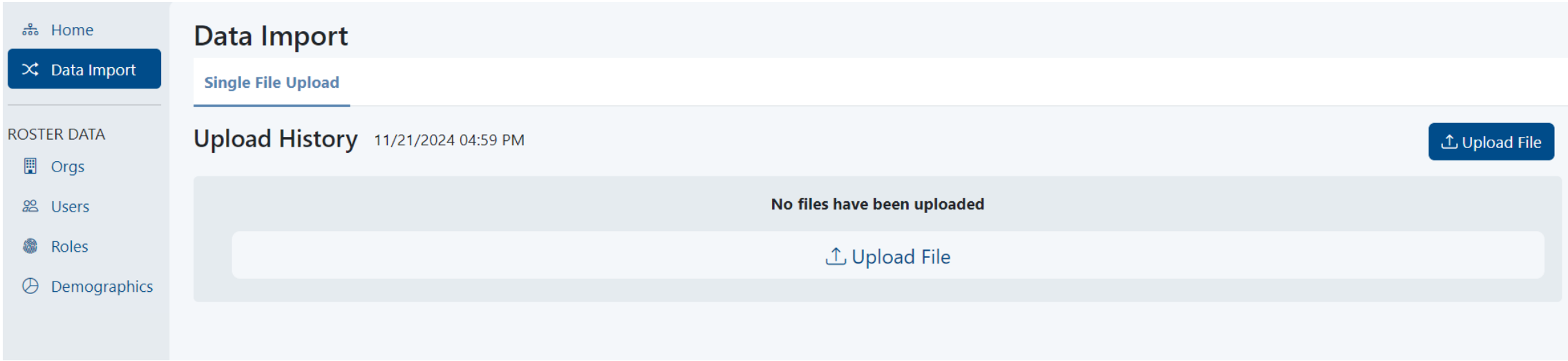
Creating Users

Manual User Role Creation



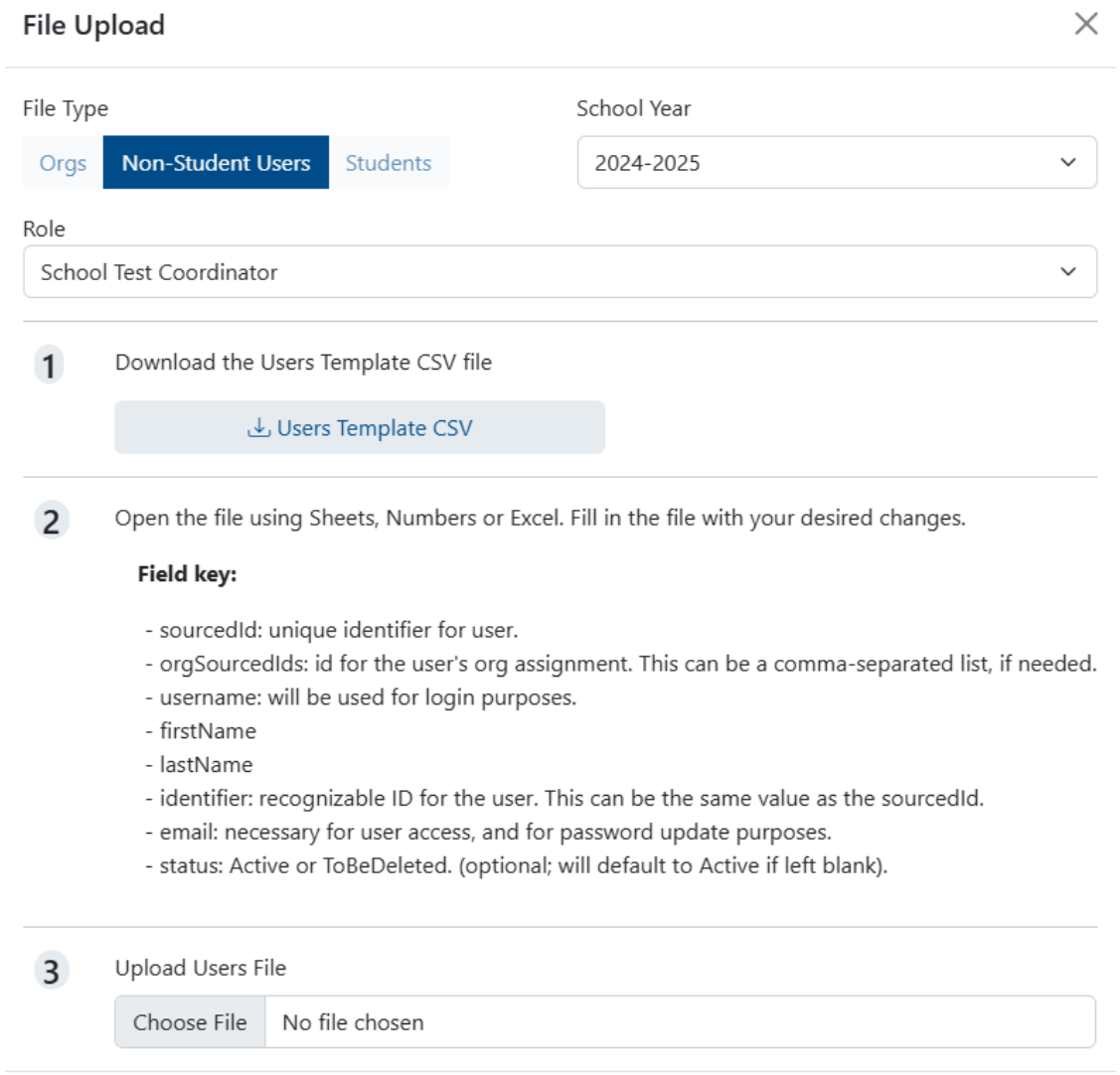
Creating Users

User File Upload



Creating Users

User File Upload



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.

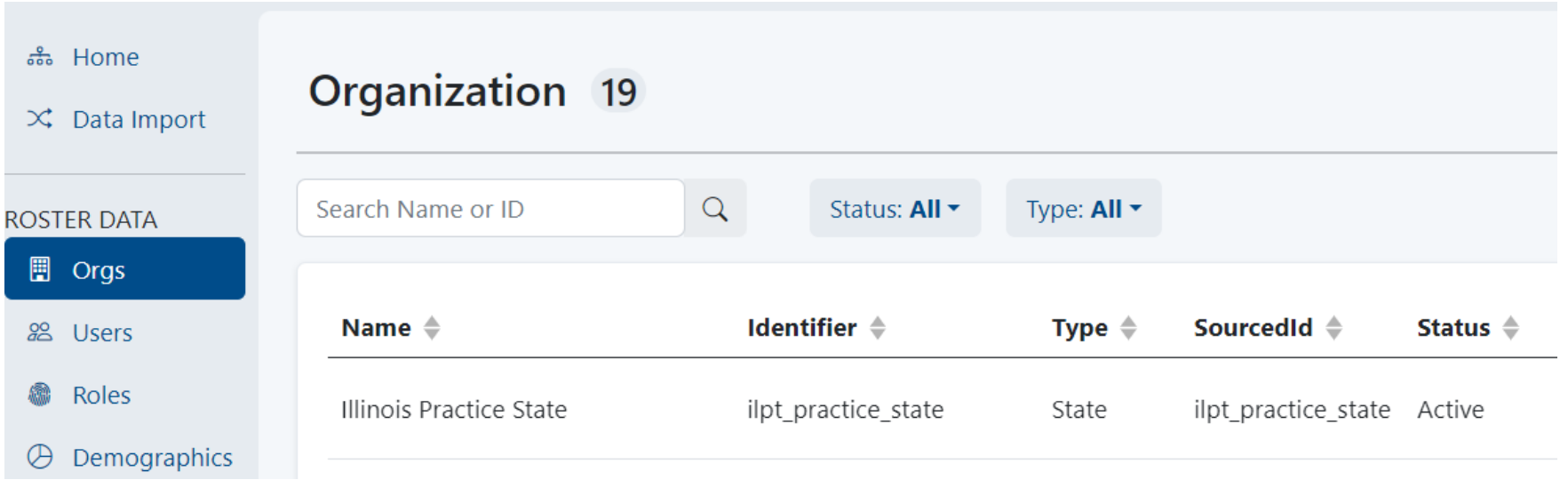
sourcedId	orgSourcedIds	username	firstName	lastName	identifier	email	status
.@pearson.com	Org Example	@pearson.com			@pearson.com	.@pearson.com	active

Creating Users

Finding Sourced IDs

To find a district or school Sourced ID:

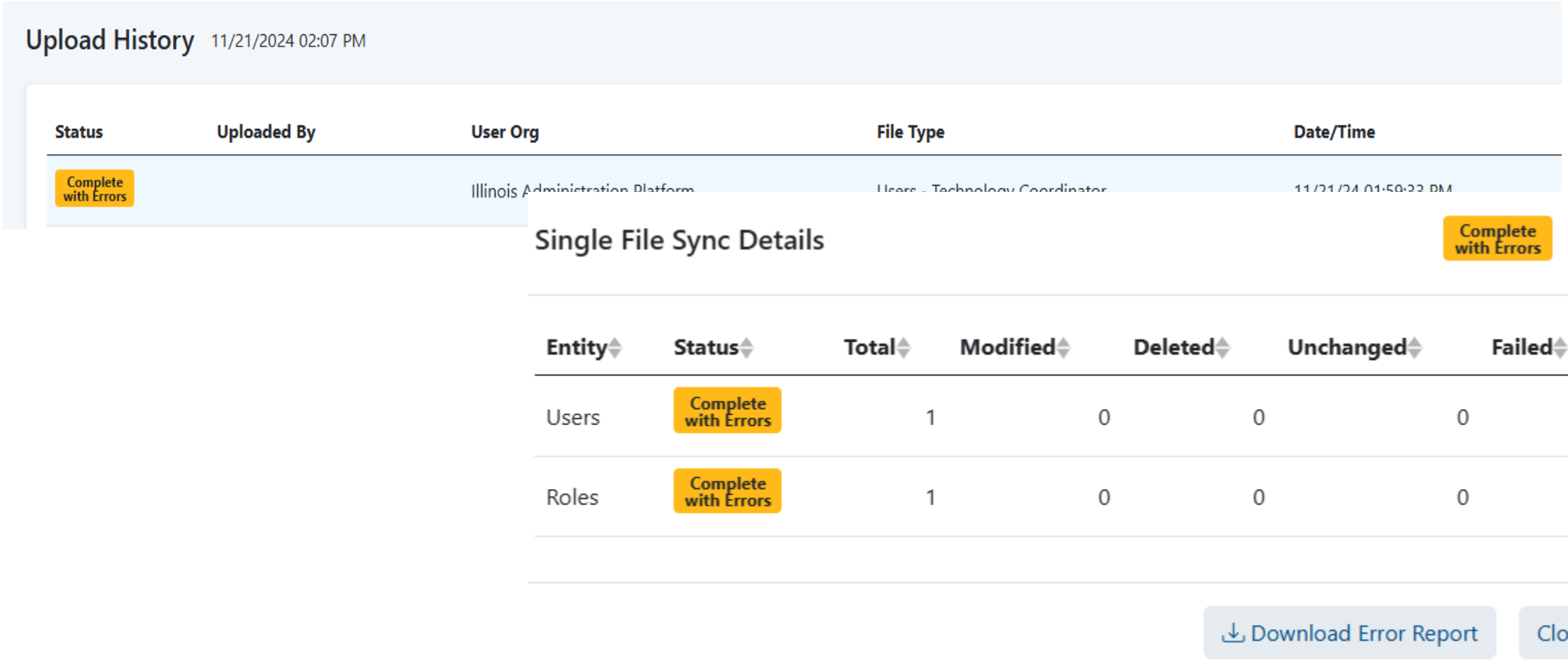
- Select **Orgs** in the navigation pane.



- 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

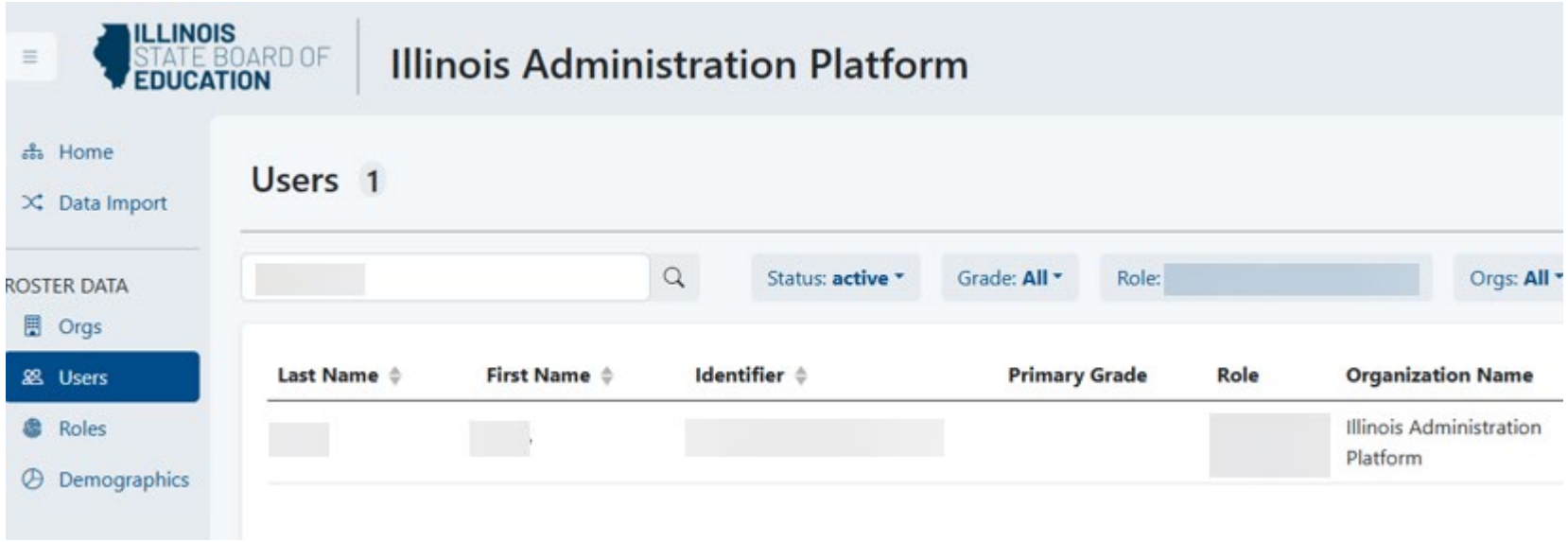
User Upload File Example

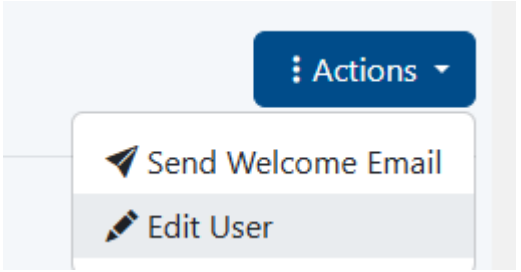


Creating Users

Sending Single User Welcome Emails

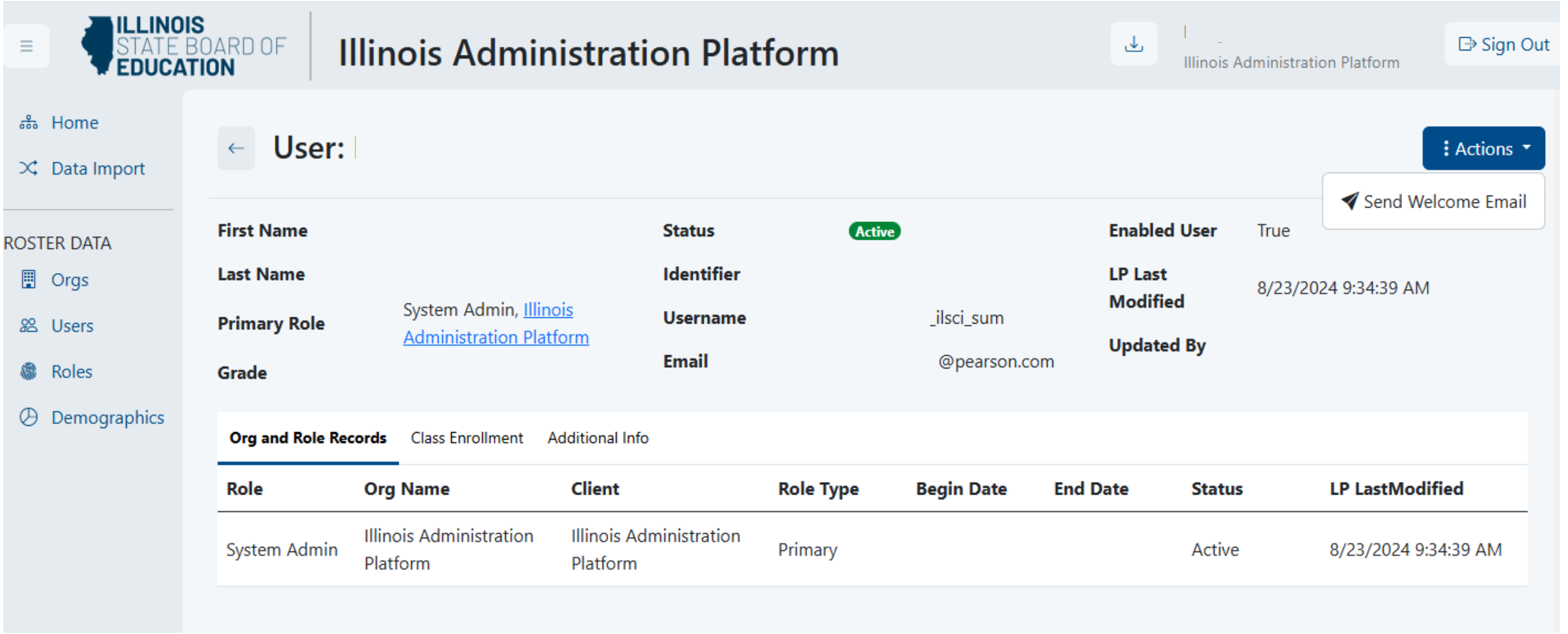
1. Select Users in the navigation pane.
2. Enter a name to search.
3. In the results, select the user's name.
4. Select the **Actions** drop-down menu button and choose "Send Welcome Email."





Creating Users

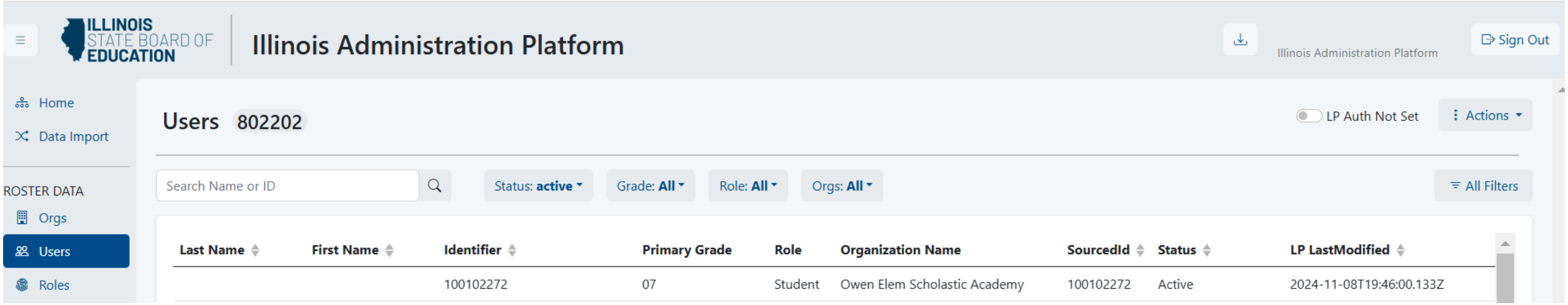
Sending Single User Welcome Emails



Creating Users

Sending Multiple User Welcome Emails

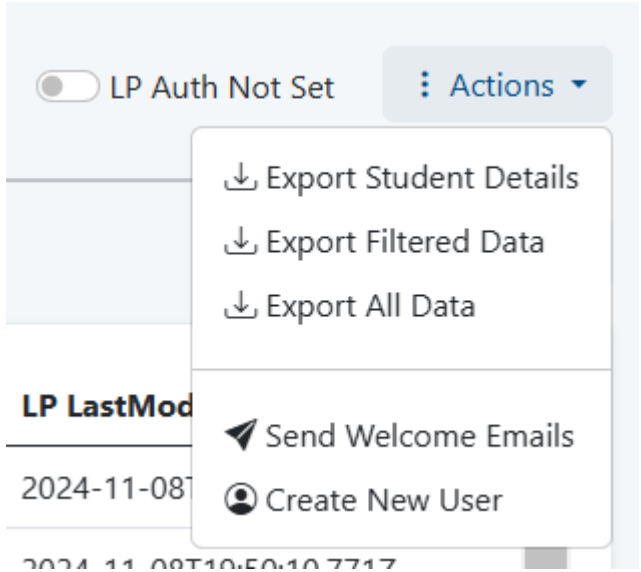
1. Select Users in the navigation pane.
2. Select the **Role** drop-down menu button and choose the appropriate role(s).
3. To avoid sending another *Welcome* email to users who have already authenticated, select the toggle next to "LP Auth Not Set."

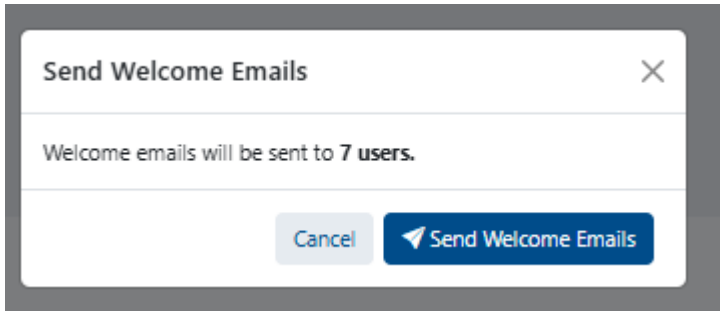


Creating Users

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

Illinois Customer Support:
1-833-213-3879

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

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