

User Role Matrix



If assistance is needed, contact the Customer Support Center at
1-833-213-3879

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Overview

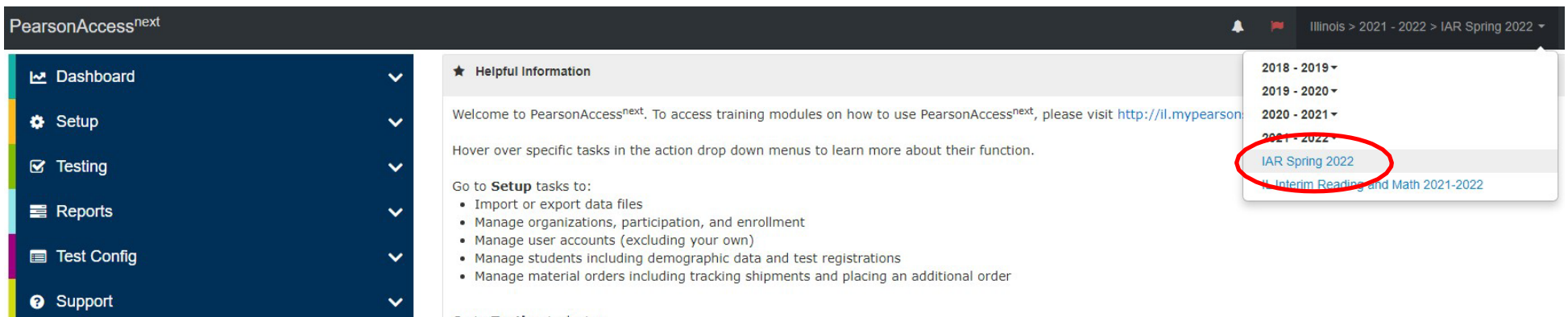
The purpose of this document is to provide the information needed to manage user accounts within PearsonAccess^{next}. The first section of this document reviews the user account structure and defines roles and configurability. The second section of this document contains a matrix that details permissions granted to each user role. This document can be used to determine which roles each user should have to support the test administrations.

- **User Roles** - PearsonAccess^{next} users must be assigned roles. Roles are named according to the level of support a user provides, for example, State, District Test Coordinator, School Test Coordinator, etc.
- **Configurability** - Defines the list of roles that one user can grant (confer) to another user account.
- **Permissions** - Each User Role includes permissions that determine which tasks a specific User Role can perform in PearsonAccess^{next}. Permissions are not assigned directly or individually to user accounts. Instead, permissions are bundled into User Roles.

User Account Structure

Users generally have one user account that can be granted access to PearsonAccess^{next} Live Site (Production Site) and the PearsonAccess^{next} Training Site. This means the User ID and Password are the same for both PearsonAccess^{next} sites. However, the configuration of each user account is independently managed in each site. For example, a user account can be granted access to one site, but not the other. If you are responsible for creating user accounts, you may consider configuring account access at the same time for both sites.

If a user is granted access in one site but not the other, then the user will receive the following error when attempting to log into the site for which their user account is not configured: “User has not yet been created in this website and therefore does not have assigned authorization privileges. Please contact a representative to assist you in the user creation process in order for you to gain appropriate access.”

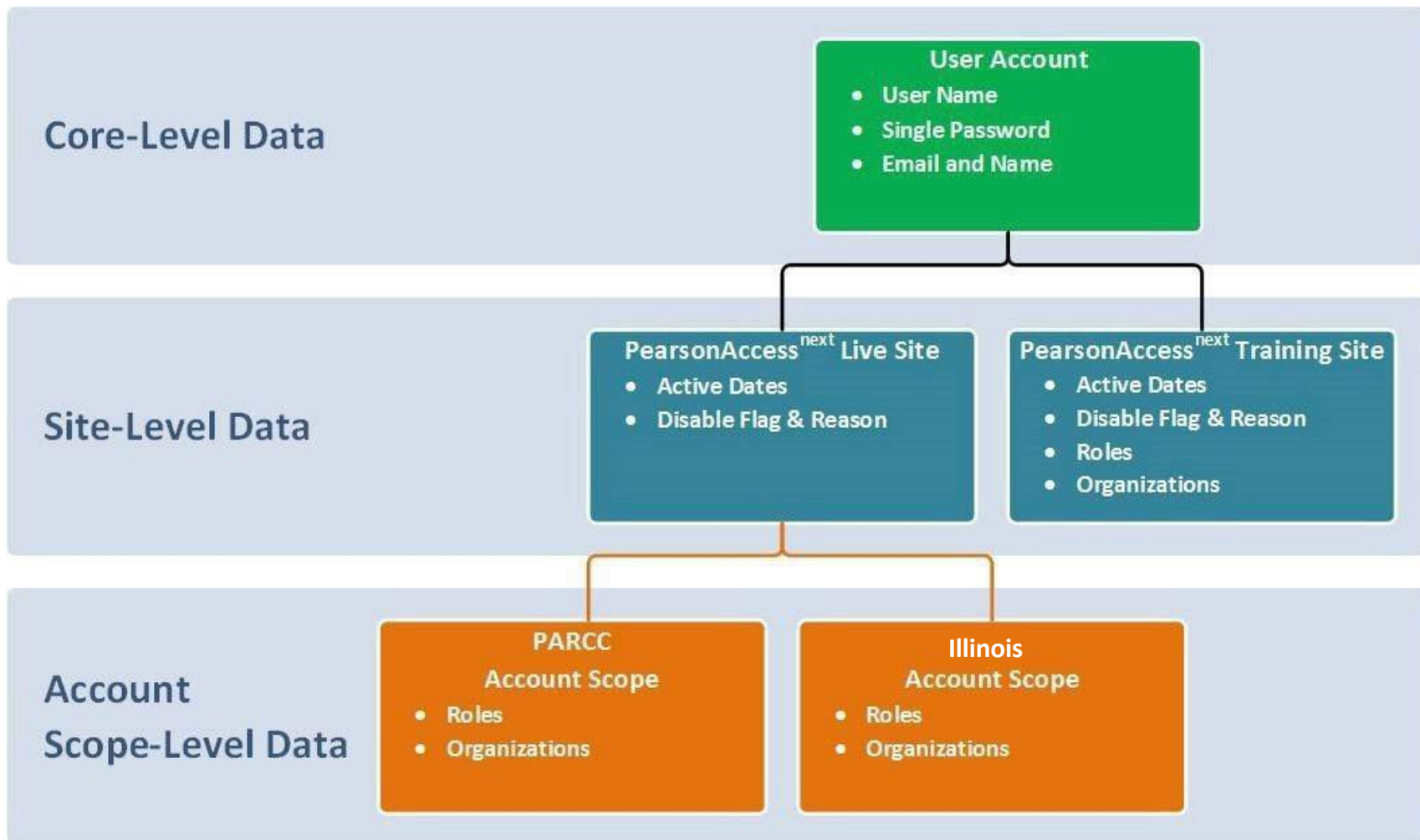


The screenshot displays the PearsonAccess^{next} interface. On the left is a dark blue navigation menu with options: Dashboard, Setup, Testing, Reports, Test Config, and Support. The main content area is titled 'Helpful Information' and contains a welcome message and a list of tasks for the 'Setup' section: 'Import or export data files', 'Manage organizations, participation, and enrollment', 'Manage user accounts (excluding your own)', 'Manage students including demographic data and test registrations', and 'Manage material orders including tracking shipments and placing an additional order'. On the right, a dropdown menu is open, showing a list of years: 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, and IAR Spring 2022. The 'IAR Spring 2022' option is circled in red. Below the dropdown, a link for 'Interim Reading and Math 2021-2022' is visible. The top right of the interface shows the current selection: 'Illinois > 2021 - 2022 > IAR Spring 2022'.

User Account Structure Hierarchy

A user account core data includes the user's name, password, and email address and this remains consistent between the PearsonAccess^{next} live and training sites.

- In the **PearsonAccess^{next} Live Site**, site level-data includes active dates and the disable flag. Updates to the active dates or disable flag are at the site level and apply to both account scopes. At the account scope level, users' role and organization assignments are independently managed. Users do not have access to an account scope if role and/or organization assignments are not assigned under that account scope.
- In the **PearsonAccess^{next} Training Site**, since only the Illinois Account Scope is available, active dates, disable flag and role and organization assignments reside at the site level.



Roles

Roles are created with abilities that generally align to the organization level and title of the user (District Test Coordinator, School Test Coordinator, etc.). A user account generally only needs role assigned but can be assigned multiple base roles if needed. For example, a teacher may be assigned the Test Administrator Role, and Report Access Role.

List of Roles

- **State Role** – Assigned to state-level user accounts.
- **District Test Coordinator Role** – Assigned to District Test Coordinators user accounts.
- **School Test Coordinator Role** – Assigned to School Test Coordinator user accounts.
- **Test Administrator Role** – Assigned to users that administer computer-based tests.
- **Technology Coordinator Role** – Assigned to users that support technology for computer-based tests.
- **Report Access Role** – Assigned to users that be able to access published reports and OnDemand reports.

User Role Codes for User Import

- **DTC** - District Test Coordinator Role
- **STC** - School Test Coordinator Role
- **TestAdministrator** - Test Administrator Role
- **TechnologyCoordinator** - Technology Coordinator Role
- **ReportAccess** - Report Access Role

If importing a user file with a user that has more than one role, separate each role in the Role column using a colon:

User Role Conferrability

If the user has been granted this role...	...then the user may grant these role(s) to others.
State Role	<ul style="list-style-type: none"> • State Role • District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
District Test Coordinator Role	<ul style="list-style-type: none"> • District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
School Test Coordinator Role	<ul style="list-style-type: none"> • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
Test Administrator Role	Does not have ability to create other accounts
Technology Coordinator Role	Does not have ability to create other accounts
Report Access Role	Does not have ability to create other accounts

User Role Matrix

#	Ability	State Role	District Test Coordinator Role	School Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Report Access Role
Organizations							
1	File Import / Export - Organizations - <i>Import/Export</i>	✓					
2	Organizations - <i>View</i>	✓	✓	✓			
3	Organizations - <i>Create/Edit/Delete</i>	✓					
4	Organizations - Contacts - <i>Create/Edit/Delete</i>	✓	✓	✓			
5	File Import / Export - Organizations - Participation - <i>Import/Export</i>	✓					
6	Organizations - Participation - <i>View</i>	✓	✓	✓			
7	Organizations - Participation - <i>Edit</i> <i>*DTC Role can set organizations to participate but can't remove participation flag once it has been set.</i>	✓	*✓				
8	Organizations - Enrollment Counts - <i>View</i>	✓	✓	✓			
9	Organizations - Enrollment Counts - <i>Edit</i>	✓					
Users							
10	File Import / Export - Users - <i>Import/Export</i>	✓	✓	✓			
11	Users - <i>View/Create/Edit/Reset Password</i>	✓	✓	✓		✓ (password reset)	
12	Users - <i>Modify Default Start Page</i>	✓	✓	✓	✓	✓	✓
13	Users - <i>Set Default Start Page</i>	✓	✓	✓	✓	✓	✓
Students							
14	Students - <i>View</i>	✓	✓	✓	✓		
15	Students - <i>Register/Enroll</i>	✓	✓	✓			
16	Students - <i>Manage Student Tests -View</i>	✓	✓	✓	✓		
17	Students - <i>Manage Student Tests - Create/Edit/Void/Not Tested</i>	✓	✓	✓			
18	Students - <i>Move Test</i>	✓					

#	Ability	State Role	District Test Coordinator Role	School Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Report Access Role
19	Work Requests - Transfer Work Requests - <i>View/Create/Approve/Reject</i>	✓	✓	✓			
20	File Import / Export - Students Registration - <i>Import/Export</i>	✓	✓	✓			
21	File Import / Export - Students Registration Delete - <i>Import</i>	✓					
22	File Import / Export - Student Test Update File - <i>Import/Export</i>	✓	✓	✓			
23	File Import / Export - Summative File - <i>Import</i>	✓					
24	Rejected Student Tests - <i>View/Edit</i>	✓	✓				
25	Student - <i>Generate Sample Student</i>	✓	✓	✓			
	Classes						
26	Classes - <i>View/Create/Delete/Edit</i>	✓	✓	✓			
	Orders						
27	Orders - <i>View</i>	✓	✓	✓			
28	Orders - <i>Create/Edit/Cancel (pending order)</i>	✓	✓	✓			
29	Orders - <i>Approve/Reject Orders</i>	✓					
30	Orders - <i>Edit Address</i>	✓	✓	✓			
	TestNav Configurations (Precache and Response File Backup)						
31	Setup - TestNav Configurations - <i>Create/Edit/Delete/Import/Export</i>	✓	✓	✓		✓	
32	Setup - Test Config - Form Group - Form Assign Access (Interim Test Setup page) - <i>Create/Update/Delete blueprints for Interim tests using the Transcend API</i>	✓	✓				
33	Setup - Precache by Test	✓	✓	✓		✓	
	Sessions						
34	Sessions - <i>View</i>	✓	✓	✓	✓	✓	
35	Sessions - <i>Create/Delete</i>	✓	✓	✓		✓	

#	Ability	State Role	District Test Coordinator Role	School Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Report Access Role
36	Sessions - <i>Edit</i>	✓	✓	✓		✓	
37	Sessions - <i>Edit</i> - Form Group Type/Read Aloud	✓	✓	✓		✓	
38	Sessions - <i>Edit</i> - Custom TestNav Settings	✓	✓	✓		✓	
39	Sessions - <i>Edit</i> - Password	✓	✓	✓		✓	
40	Students in Sessions - <i>View</i>	✓	✓	✓	✓	✓	
41	Students in Sessions - <i>Prepare</i>	✓	✓	✓		✓	
42	Students in Sessions - <i>Start/Stop/Restart Session</i>	✓	✓	✓	✓		
43	Students in Sessions - <i>Add/Move/Remove Students</i>	✓	✓	✓		✓	
44	Students in Sessions - <i>Download Resources - Proctor Testing Ticket</i>	✓	✓	✓		✓	
45	Students in Sessions - <i>Download Resources - Student Testing Tickets</i>	✓	✓	✓		✓	
46	Students in Sessions - <i>Resume Test</i>	✓	✓	✓	✓		
47	Students in Sessions - <i>Mark Test Complete</i>	✓	✓	✓			
48	Students in Sessions - <i>Set Section Start</i>	✓	✓	✓			
49	Students in Sessions - <i>Undo Test Submission</i>	✓	✓	✓			
50	Students in Sessions - <i>Void Unit</i>	✓					
	Support Requests						
51	Support Requests - <i>Create/View/Edit/Delete</i>	✓	✓	✓			
52	Support Requests - <i>View All</i>	✓	✓	✓			
	Reports						
53	Organization Operational Reports - <i>View</i>	✓	✓	✓		✓	
54	Students & Registration Operational Reports - <i>View</i>	✓	✓	✓			
55	Online Testing Operational Reports- <i>View</i>	✓	✓	✓		✓	
56	Orders & Shipment Tracking Operational Reports- <i>View</i>	✓	✓	✓			
57	Users Operational Reports- <i>View</i>	✓	✓	✓			

#	Ability	State Role	District Test Coordinator Role	School Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Report Access Role
58	Published Reports - <i>View</i>	✓	✓	✓			✓
59	OnDemand Reports - <i>View</i>	✓	✓	✓			✓
60	OnDemand Reports - Reporting Group - <i>Create/Edit/Delete/Assign Tests</i>	✓	✓				✓
61	File Import / Export - Reporting Groups - <i>Import/Export</i>	✓	✓				✓