

Using the Admin Dropdown Choices in PearsonAccess Next

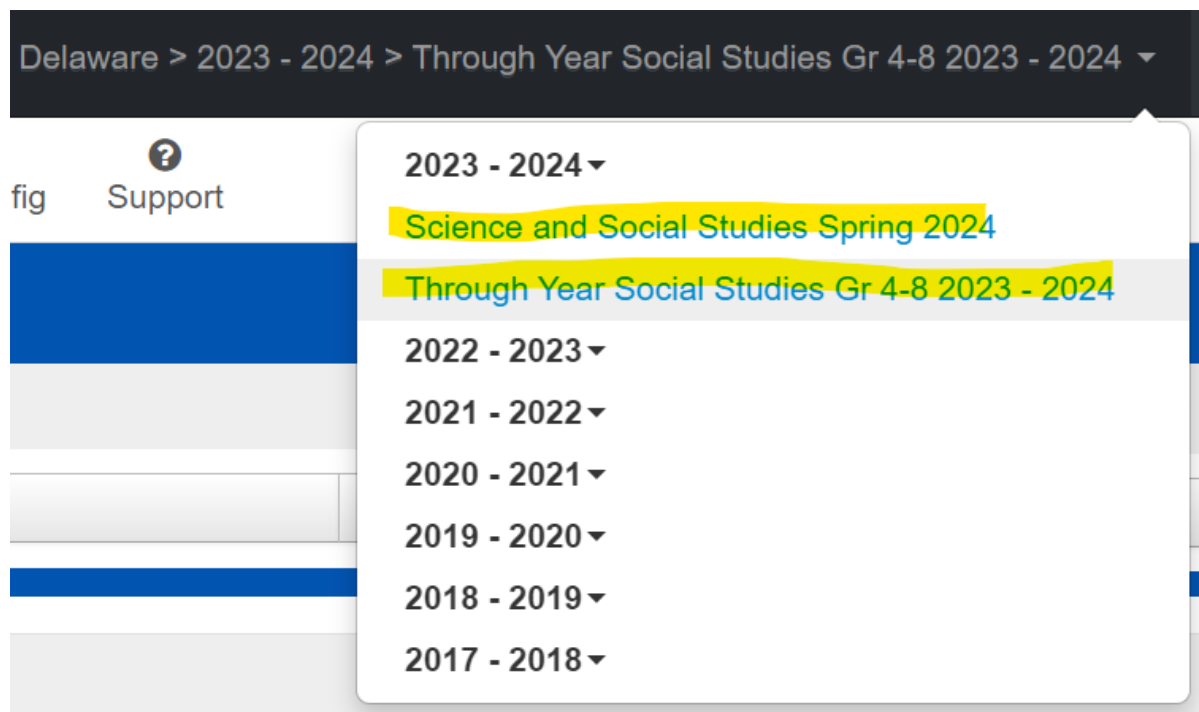
In PearsonAccess Next (PAN), you can switch between different administrations using the admin dropdown options in the bar at the top of the screen (to the immediate left of the organization name), as shown in the screenshot below. Upon login, you will be defaulted into one of these admins. During your time in PAN, always check the admin listed at the top of your screen to verify which one is selected, and then use the dropdown to select a different admin if needed.

In 23-24, there are two administrations to choose from:

- Science and Social Studies Spring 2024
- Through Year Social Studies Gr 4-8 2023-2024

Please note that the Field Test (5/7) and Operational (4/6/8) grades of the Through Year tests are combined into the one dropdown choice. You will be able to filter particular grades of students on the Students screen in PAN.

If you discover that you are not finding the expected students or test sessions in your school or district, you may be in the wrong administration. Double check in the top right side of the screen that your intended admin is chosen. If not, navigate to the correct one by clicking on the admin name and then selecting the correct title in the dropdown.



Note: This document will be updated as needed for future administration cycles.