

Important Fall ACT Information

If your district plans to take advantage of the free, optional ACT fall testing, **ALL** of the following steps must be completed no later than Friday, August 20th.

1. Complete Test Date Section and Verify Shipping Address

- The first tasks to complete are to select your test date(s) and verify your shipping address. The **School Test Coordinator** will log in to PearsonAccess^{next} and answer a few questions to let ACT know when you intend to test and would like to receive materials.
- You will receive an email from the PearsonAccess^{next} system (NoReplyTestAdmin@act.org) with your login information. Check your junk or clutter folder if it's not in your inbox. Follow the instructions in that email to log in to the system.
- If you need help completing test date selection and verifying your shipping address, resources can be found on your [ACT State testing webpage](#) as outlined below.
 - Webpage Section: [Step 1: Orientation](#)
 - Activity: Select Test Dates and Verify Shipping Address (formerly Manage Participation)
 - Key Resource: *PearsonAccessnext User Guide* (see the Test Date and Materials Receipt Selection section)
- If your shipping address listed in PearsonAccess^{next} is not correct, submit an [Address Change Request Form](#) to ensure test materials are delivered to the correct location. Please contact your state or district office if you are unsure what address should be used.

2. Upload Student Data Records (SDU File)

- The **District Test Coordinator** must upload student data for all examinees expected to test. Resources to complete this activity can be found on your [ACT State testing webpage](#) as outlined below.
 - Webpage Section: [Step 2: Configuration](#)
 - Activity: Upload Student Data Records (SDU file)



August 9, 2021

- Key Resources: *Student Data Upload File Requirements and Loading Instructions and Student Data Upload Header Template*
- Once student data upload is complete, schools will need to verify enrollment. Instructions for verifying enrollment will be sent in a separate email.

Questions or in need of assistance? Please contact Catherine.Boomer@sde.ok.gov or ACT Customer Care:

ACT Customer Care

Phone: 800.553.6244

Standard time questions, ext. 2800

Accommodations and supports questions, ext. 1788

Contact Us: www.act.org/stateanddistrict/contactus

