Selecting Student Information System (SIS)/Data Warehouse Vendor Quick Guide

This guide is for districts participating in preliminary data extracts provided by Pearson to authorized Student Information System (SIS) or Data Warehouse vendors for uploading into their systems. Districts must have a signed data sharing agreement with their participating vendor(s) in order for Pearson to provide preliminary MCA and MTAS data extracts to them. This guide provides steps for selecting SIS/Data Warehouse Vendors in PearsonAccess Next. Note: The District Assessment Coordinator (DAC) must complete these steps each year and authorize Pearson to share preliminary data extracts with SIS or Data Warehouse vendors.

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing, or sharing information from the system.

Selecting SIS/Data Warehouse Vendor(s)

The DAC must select a SIS or Data Warehouse vendor(s) for each school in PearsonAccess Next. Note: Users cannot select a vendor(s) for the district.

1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2022 or MTAS 2022) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2021–2022 dropdown, as needed, and then select the test administration.

    Note: The following steps only need to be completed under one test administration (MCA or MTAS); data extracts will include data from both administrations.

2. On the Home page under Setup, select **Organizations**.

3. Select the dropdown menu to the right of the **Search** button and select **Show all results**.
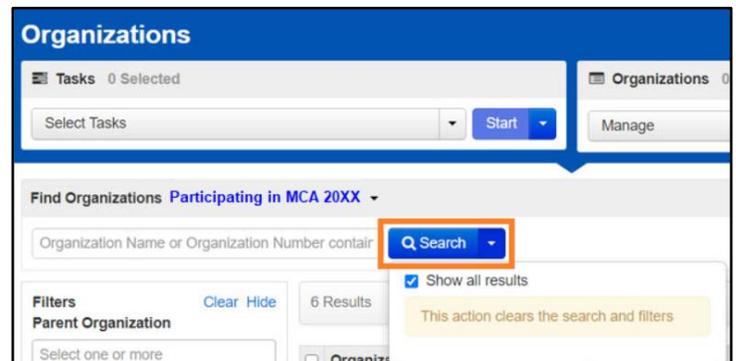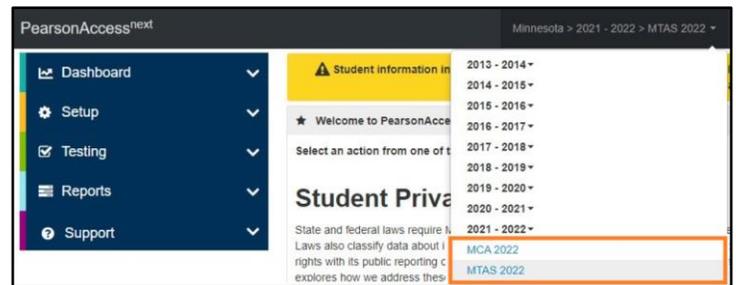
4. Select the box(es) to the left of each organization name. Vendor(s) need to be selected individually by school.

To select all schools within your organization, select the box to the left of **Organization Name**.

Note: If all organizations are selected, the district will also be selected. However, you cannot select vendors at the district level. Vendors can only be selected for schools.

Note: The default display is 25 organizations. If there are more than 25 schools in the district, change the display to 50 or 100.

Note: If you have more organizations than the selected displayed range (10, 25, 50, 100), at the bottom of the page, go to the next page to select additional organizations before proceeding to the next step.


5. Under Select Tasks, select the box to the left of **View Organizations**. Then select **Start.**

6. On the View Organizations screen, the organization(s) selected are displayed in the panel on the left.

7. Under **SIS/Data Warehouse Vendors**, select the box to the left of the vendor name(s).

   Multiple vendors may be selected for each school. Select the vendor(s) with whom you have a signed data sharing agreement. Your district student data will be sent to each vendor selected.
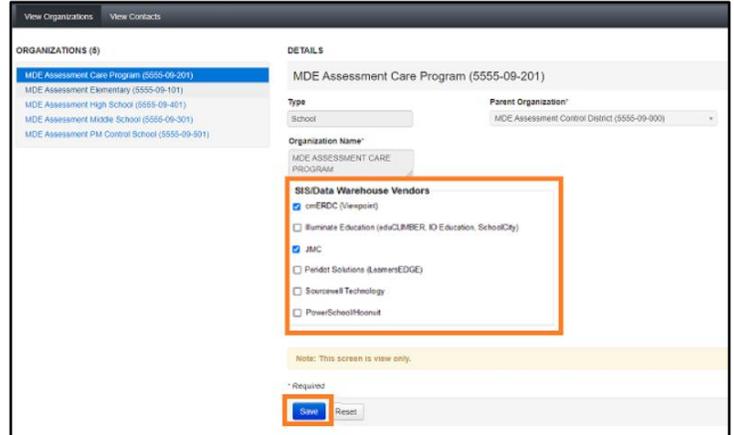
8. Select **Save**.

   Once Save is selected, a "Success, Changes saved" message will appear near the top of the screen in a green bar.

9. Select another school in the list of organizations in the panel on the left and repeat steps 7–8 for each school.