

The logo for ACT Aspire, featuring the word "ACT" in a bold, dark blue serif font with a red swoosh under the "A", and the word "Aspire" in a red sans-serif font. The logo is set against a white oval background.

ACT[®] **Aspire**[®]

ACT[®] ASPIRE[®]

Inviting Users in
PearsonAccess^{next}



AGENDA



User Import File
Upload



Create / Enable User
Accounts Manually



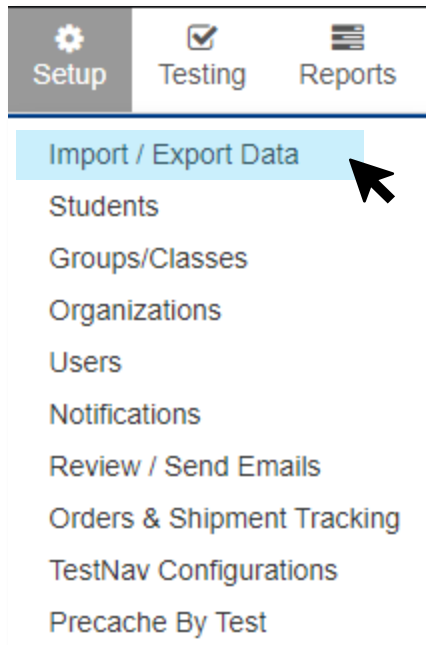


USER IMPORT FILE UPLOAD



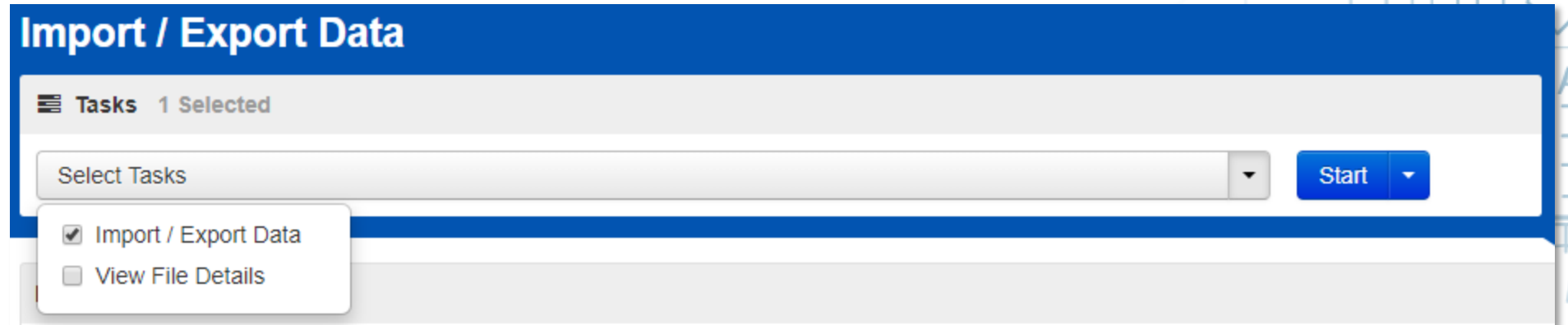
USER IMPORT FILE UPLOAD

Setup > Import / Export Data



Setup Testing Reports

- Import / Export Data
- Students
- Groups/Classes
- Organizations
- Users
- Notifications
- Review / Send Emails
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test



Import / Export Data

Tasks 1 Selected

Select Tasks Start

- Import / Export Data
- View File Details



USER IMPORT FILE UPLOAD

User Export

Tasks for Importing and Exporting

Import / Export Data View File Details

Type*

- Enrollment Transfer Export
- Enrollment Transfer Import
- Reporting Groups Export
- Reporting Groups Import
- Student PNP & Test Information Export
- Student PNP & Test Information Import
- Student Registration Export
- Student Registration Import
- Student Test Update Export
- User Export**
- User Import

Tasks for Importing and Exporting

Import / Export Data View File Details

Type*

User Export

Include Deleted Users

Process Reset



USER IMPORT FILE UPLOAD

User Export

ACT Aspire Arizona Aspire > 2024 - 2025 > Summative Spring 2025 1GEORGE HUNT (SAMP-9999999-9999998)

Tasks for Importing and Exporting + Add Task < Previous Task Next Task > Exit Tasks x

Import / Export Data View File Details

FILES (1) DETAILS ↻

x User Export 2025-02-11T20:48:38.538-0000.csv

Pending
File has been queued for processing

File Information

Type User Export	Organization 1GEORGE HUNT (SAMP-9999999-9999998)
Request Date 02/11/2025 02:48:40 PM	User EthicaACTAspire
Total Records	No file is available for download

Steps



USER IMPORT FILE UPLOAD

User Export

ACT Aspire Arizona Aspire > 2024 - 2025 > Summative Spring 2025 1GEORGE HUNT (SAMP-999999-999999)

Tasks for Importing and Exporting + Add Task < Previous Task Next Task > Exit Tasks x

Import / Export Data View File Details

FILES (1)

x User Export 2025-03-11T20:48:39.539+0000.csv

DETAILS [↻](#)

Complete

File is ready for download

File Information

Type

User Export

Request Date

03/11/2025 02:48:40 PM

Total Records

0

Successful Records

0

Error Records

0

Organization

1GEORGE HUNT (SAMP-999999-999999)

User

EricaATCaspire

[Download File](#) [i](#)



USER IMPORT FILE UPLOAD

User Import File Layout



User Import File Layout

Field Order	Field Name	Max Length	Required?	Description	Rules and Comments
-------------	------------	------------	-----------	-------------	--------------------



USER IMPORT FILE UPLOAD

Setup > Import / Export Data

Tasks for Importing and Exporting

Import / Export Data

View File Details

Type*

User Import

Source File

Choose File User Export ...0000 (1).csv

Process

Reset



USER IMPORT FILE UPLOAD

User Import

Complete

Saved information for all records in the file.

File Information

Type

User Import

Name

User Import [REDACTED]
(1).csv

Request Date

[REDACTED]

Total Records

0

Successful Records

0

Error Records

0

Organization

1GEORGE HUNT (SAMP-9999999-9999998)

User

EricaATCaspire

[Download File](#) ⓘ



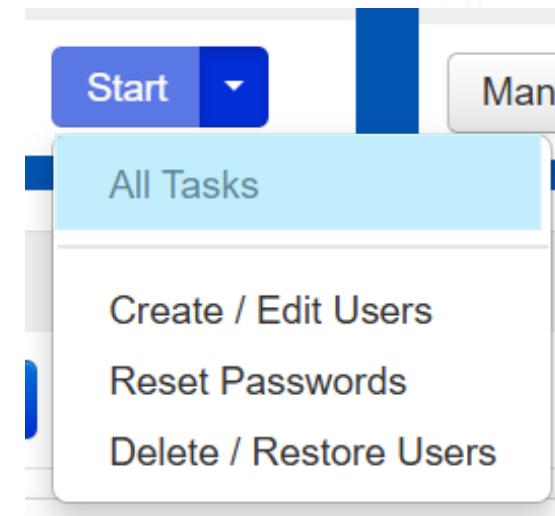
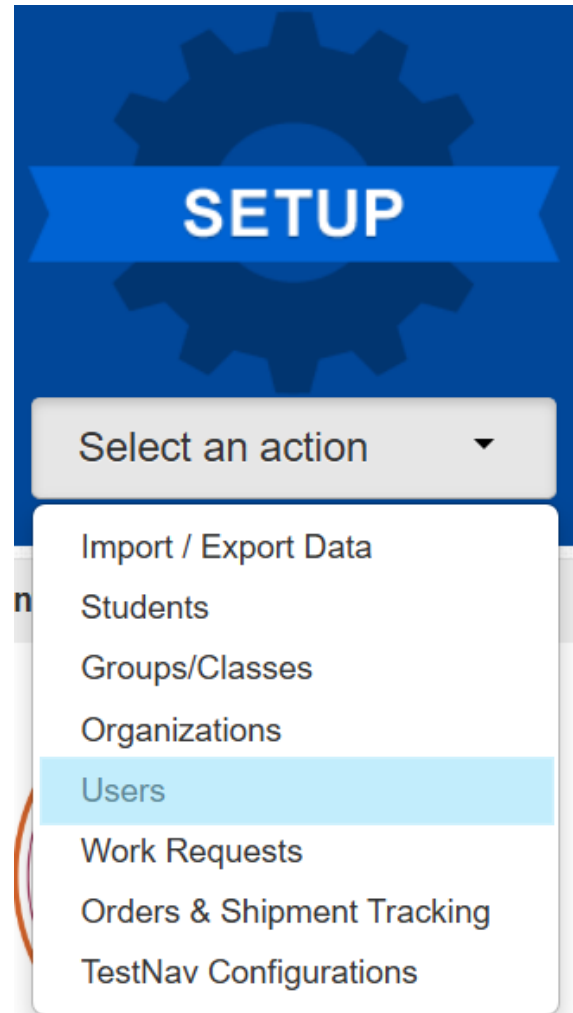


CREATE / ENABLE USER ACCOUNTS MANUALLY



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Create Users



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Create Users

DETAILS

New User

Create

Reset

Selected Organizations*

x 1GEORGE HUNT (SAMP-9999999-9999998)

Selected Roles*

x Test Coordinator

Account

Enable

First Name*

Sample

Active Begin Date

Last Name*

User

Active End Date

Email*

erica.buller@pearson.com

Delete Date



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

The screenshot displays the ACT Aspire user management interface. At the top, there is a navigation bar with the ACT Aspire logo and menu items: Home, Setup, Testing, Reports, and Support. Below this is a blue header for the 'Users' section, which includes a 'Tasks' dropdown menu (currently showing '0 Selected') and a 'Start' button. A 'Find Users' section contains a search input field labeled 'Last Name or Email starts with' and a 'Search' button. To the left of the search results is a 'Filters' panel with options to 'Restrict to selected organization', 'First Name' (Starts with), 'Username' (Starts with), 'Account Status' (Select), 'Roles' (Select one or more), and 'Organizations' (Select one or more). A 'Toggle secondary filters' link is located at the bottom of the filters panel. The search results area shows 'No Results' and a table with columns for 'Username*', 'First Name*', and 'Last Name*'. A message below the table reads 'Search or select a filter to view results.' The ACT Aspire logo is visible in the bottom left corner of the overall image.



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

The screenshot displays a user management interface. At the top right, it indicates 'Users 1 Selected' and a 'Manage' button. A 'Start' dropdown menu is open, showing options: 'All Tasks', 'Create / Edit Users', 'Reset Passwords', and 'Delete / Restore Users'. Below the menu is a search bar with a 'Search' button. A table below shows '1 Results' and a single user entry with a checked selection box.

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*
<input checked="" type="checkbox"/>	EricaT@capire <i>i</i>	Sample	User	erica.talbot@capire.com



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

DETAILS

EricaTCaspire

Selected Organizations*

Select

Selected Roles*

x Test Coordinator

Account

Enable

First Name*

Sample

Active Begin Date

Last Name*

User

Active End Date

Email*

eric.t.caspire@act.org

Delete Date

Username*

EricTCaspire

* Required

Save

Reset



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

DETAILS

EricaTCaspire

Selected Organizations*

× 1GEORGE HUNT (SAMP-9999999-9999998)

Selected Roles*

× Test Coordinator

Account

Enable

First Name*

Sample

Active Begin Date

Last Name*

User

Active End Date

Email*

eric.t.caspire@act.org

Delete Date

Username*

EricaTCaspire

* Required

Save

Reset



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

Users

Tasks 0 Selected

Select Tasks

Find Users

Last Name or Email starts with

Filters

[Clear](#) [Hide](#)

Restrict to selected organization

First Name

Starts with

Username

Starts with

Account Status

Disabled

Select

Deleted

Disabled

Organizations

Select one or more

[Toggle secondary filters](#)



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

Erica Baierna (erica.baierna@pearson.com) is signed in

Users

Tasks 0 Selected Users 2 Selected Clear

Select Tasks Start Manage

Find Users

Last Name or Email starts with Search

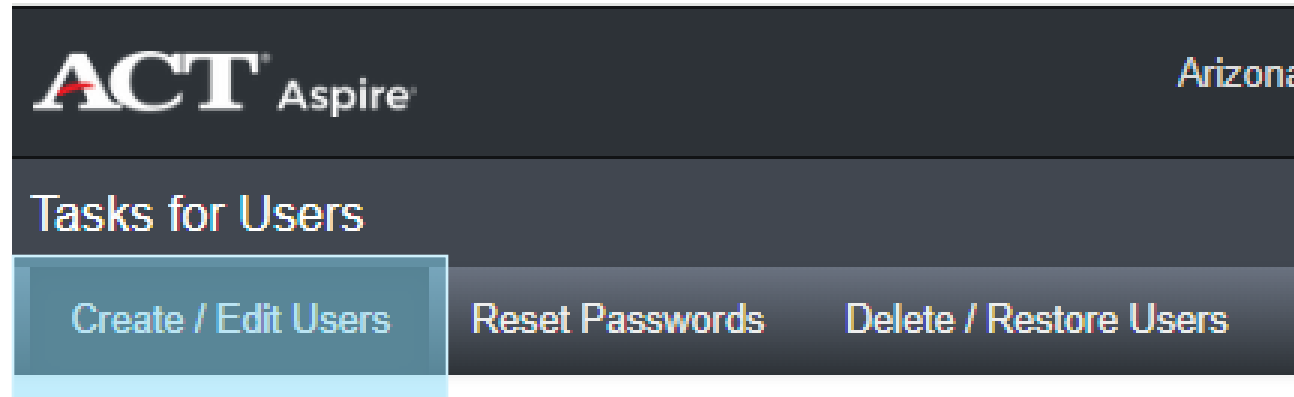
1 Results Show Filters Displaying 25 Manage Columns

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input checked="" type="checkbox"/>	sample.sample@school.com	sample	sample	sample.sample@school.com	12/08/2025	Left school district			



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

DETAILS

sample.sample@school.com Save Reset

[Show User Details](#)
[Show Audit Trail](#)

Selected Organizations*

× TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Selected Roles*

× Administrator

Account

Enable ▼
Enable
Disable
Enable and Reset Password

Active Begin Date

Active End Date

Last Name

sample

Delete Date

Email*

sample.sample@school.com



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

ACT Aspire

Arizona

Tasks for Users

Create / Edit Users

Reset Passwords

Delete / Restore Users



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

ACT Aspire Arizona Aspire > 2024 - 2025 > Summative Spring 2025 TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Users + Add Task < Previous Task Next Task > Exit Tasks ✕

Create / Edit Users Reset Passwords **Delete / Restore Users**

Delete / Restore Users **Delete / Restore** Reset

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input type="checkbox"/>	sample.sample@school.com	sample	sample	sample.sample@school.com			12/08/2025		

* Required

Delete / Restore Reset



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

ACT Aspire Arizona Aspire > 2024 - 2025 > Summative Spring 2025 TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Users + Add Task < Previous Task Next Task > Exit Tasks ✕

[Create / Edit Users](#) [Reset Passwords](#) [Delete / Restore Users](#)

Delete / Restore Users Delete / Restore Reset

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input checked="" type="checkbox"/>	sample.sample@school.com ⓘ ✕	sample	sample	sample.sample@school.com			12/08/2025		

* Required

Delete / Restore Reset



CREATE AND ENABLE USER ACCOUNTS MANUALLY

Enable Existing Users

ACT Aspire Arizona Aspire > 2024 - 2025 > Summative Spring 2025 TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Tasks for Users + Add Task < Previous Task Next Task > Exit Tasks ✕

Create / Edit Users Reset Passwords Delete / Restore Users

Success
Changes saved

Delete / Restore Users Delete / Restore Reset

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input type="checkbox"/>	sample.sample@school.com ⓘ	sample	sample	sample.sample@school.com					

* Required

Delete / Restore Reset



RESOURCES

WEB PAGES AND RESOURCES

- **Arizona ACT Aspire Support Page**
 - <https://az-support.mypearsonsupport.com/aspire/>

Managing Users

User Role Matrix »

User Import Layout »



QUESTIONS?

We're here to help!

Pearson Customer Support

- Phone: 1.888.705.9421 Option 4 (ACT Aspire), 7:00 a.m. – 7:00 p.m., central time, Monday through Friday

