

# Online Reporting and TAA

## Setting Up for Success at Success.act.org

PROGRAM: STATE, DISTRICT | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

**Success portal:** This resource provides information and instructions for school and district users to create accounts in the ACT portal Success ( [success.act.org](https://success.act.org) ) to view ACT test reports in the online reporting portal and submit/manage requests for accommodations in the Test Accessibility and Accommodations (TAA) system.

### Success.act.org

Success.act.org is a central location utilized by ACT customers for many services and platforms including:

- Z Online reporting:** To view your school's data, trends, and scores.
- Z TAA:** For test accommodation coordinator (TACs) to request a student's accommodations, or English learner (EL) supports, and to receive decision notifications.

You don't need to have multiple passwords for accessing a variety of ACT services and platforms. By logging in to success.act.org, you have single sign-on access to the services and platforms that you have been authorized to access.

#### Testadmin.org and Success.act.org

Testadmin.act.org (also known as PearsonAccess<sup>next</sup>) provides access to the test administration system where schools select test dates, verify enrollment counts, manage contacts, create users, and access the Accommodations and Supports roster, among other tasks. It has not been migrated to success.act.org but is linked to on the main page for your convenience.

## Access to Online Reporting and TAA

### Trusted Agents and Access

Trusted agents assume the responsibility of managing access to reporting data for their district or school in online reporting and receiving and approving TAA access requests.

#### Who is the trusted agent for my organization?

Trusted agent access will be automatically given to district test coordinators (DTCs) who are provided in the organization file submitted to PearsonAccess<sup>next</sup>. Trusted agents can grant or revoke access to other users in the organization based on access needs.

Other roles for online reporting that don't need user management functionality include detailed viewer, which includes reports with student personally identifiable information.

What if I don't know who my trusted agent is, or my school doesn't have one?

Sign into your success.act.org account and go to Manage My Access to request access. Once submitted, the request will be sent to the trusted agent for approval.

If you don't have a trusted agent, contact ACT for assistance with accessing or creating the account. Users can also apply for an access code from ACT Customer Support through <https://success.act.org/s/contactsupport>.

## Success Accounts

How do I create a Success account?

1. If you don't already have a Success account, dsnmnmnmnm /L Td ( )3580 0.176(rg68988 0 Tdi6 /L T55.8 (lc778 -1c

z Test accommodations coordinator: Test Accommodations Coordinators (TACs) are able to submit requests and reconsiderations for students who may need accommodations or EL supports.

## Requesting Access

How do I request access to online reporting?

Existing Online Reporting Users

Steps in the process are as follows:

1. Log in to [success.act.org](https://success.act.org).
2. Select Manage My Access .
3. Select Request More Access from the drop-down menu.
4. Enter your 4-digit PIN (s0e9.8sEh)8.796( 7.844(y <</MCID 11 >>BDT0 1 Tf 040702 Tc -16.40 Tw 1.75 08m [817.844()10814

## Where should my trusted agent look to grant me access to TAA?

A trusted agent should log in to success.act.org to view open requests under Important Messages.

Additionally, trusted agents will receive an email alerting them of your access request.

## If I cannot submit my requests by the deadline because I am waiting for TAA access, will ACT still accept them?

It's important that ACT receive accommodations requests by the deadline as this gives ACT the time needed to fulfill the requests. If you've requested access but it has not yet been approved, reach out to your district test coordinator to find out who your trusted agent is.

## Can I use my TAA credentials to log in to success.act.org?

You must first create an account in success.act.org. To do so, select Create Account on the left side of the screen. When creating your account, please use the email address associated with your TAA account.

## Do accommodations have to be approved again if ACT approved them in the past?

No, as long as the student does not need any new or additional accommodations. Once accommodations have been approved for a student, they don't need to be approved again.

Steps in the process are as follows:

1. Have the TAC locate the examinee's history in TAA.
2. Select the appropriate test and test administration.

3. Select the Assign Test Administration button.
4. Select the OK button when the confirmation pop-up message appears.

For help applying accommodations for a future date, visit the *Test Accessibility and Accommodations (TAA) User Guide*.

**Note:** EL supports are not the same as accommodations and expire annually on July 31, 2024. (Sif I r) In BDCr)1.ed.3