Instructions for Accessing PAN

From January 9 until February 17, 2023, principals may submit a new request or update an existing request by following the steps below.

1. Go online to [pearsonaccessnext.com](http://pearsonaccessnext.com)

2. On the right side of the screen, click on the green **Sign In** button, then enter your school’s **Username** and **Password**, which you will receive on January 9 in a separate email from PearsonAccessNext System Message <noreply@mail.pearsonaccessnext.com>. Please be sure to maintain these login details in a secure location. If you do not receive the email containing initial login information for PAN, please contact Pearson at 888-705-9415 Monday – Friday from 7:30 a.m. to 4:30 p.m. (ET).

   (Please note: If your technology team uses ‘lockdown’ lists, add PearsonAccessNext to the ‘allow’ list.)

Once you are logged into PAN, you will be directed to the landing page for NYSESLAT Operational Test Administration. Ensure you are in the **NYSESLAT Operational Spring 2023** administration by clicking the down arrow in the upper right corner of this screen. Then click on **Setup**, go to **Organizations in the dropdown menu**.
3. Click the down arrow next to **Find Organizations** and select **By Ignoring Participation in NYSESLAT Operational Spring 2023**. Type the name of your organization into the search field and click **Search**. Then click the checkbox next to your organization.

![Find Organizations](image1)

4. Select **Tasks**, select **Manage Participation**, and click **Start**.

![Manage Participation](image2)

5. Click on the checkbox next to **Participating**.

![Participating](image3)
6. Click the down arrow under the prompt **Does your school need Writing scoring materials?** and select **Yes, send Writing scoring materials** if you need scoring materials. If your school uses a RIC/Scanning Center or another outside service to perform scoring for Writing, select **No, Writing scoring materials NOT needed.**

   a. **NOTE:** If you are not sure of your scoring process, please check with your school principal.

### Placing requests for NYSESLAT on PAN

You are now ready to enter your enrollment counts.

1. Select **Tasks**, click **Edit Enrollment Counts**, and click **Start**.

![Image of Organizations](image1)

2. Click the plus sign as indicated.

![Image of PearsonAccessTest](image2)

3. Enter or update the number of ELLs enrolled for each grade band for the 2023 administration in the **Standard Print** column. **Please request only the booklets needed for enrolled students.**

![Image of NYSESLAT Grades](image3)
4. You may indicate the number of Listening Scripts needed for Grades 3-12 in the appropriate column of the entry screen. Listening Scripts may be provided only to students with hearing impairments needing this accommodation as specified in their IEP or 504 Plan.  
   NOTE: Listening Scripts are included in the Directions for Administration for Grades K-2.

5. Use the Large Print column to indicate the number of booklets needed for Grades K-12. Large print materials may be provided only to students with visual impairments needing this accommodation as specified in their IEP or 504 Plan.

6. If braille test booklets are needed, enter these counts through the PAN additional order system beginning on March 6, 2023.

NOTE: Please be advised that schools will need to provide a CD audio player for the administration of the Grades 3-12 Listening sections.

Please contact Pearson’s New York State Customer Support at 888-705-9415 Monday – Friday from 7:30 a.m. to 4:30 p.m. (ET) with any questions about accessing PAN and/or requesting materials. Contact the Office of State Assessment at 518-474-5902 or via email with any questions about NYSESLAT or student participation.