



TPP Account Setup Guide

A step-by-step walkthrough to creating quotes or placing orders

Overview

The Training Partner Program (TPP) provides approved university faculty, clinical trainers, and practicum supervisors with access to Pearson assessment tools, digital resources, and member pricing. This guide supports users in navigating Pearson's online ordering system to ensure the appropriate account is selected, and member pricing is applied when creating quotes or orders.

By the end of this guide, you will be able to:

- ✓ Sign in to your approved Pearson account
- ✓ Confirm you are using the correct TPP membership account
- ✓ Create a quote or place an order with member pricing



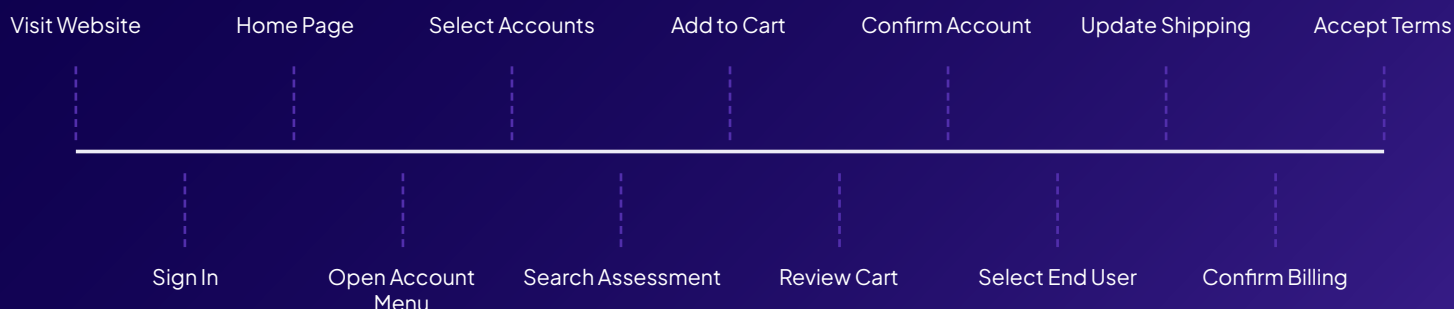
Additional Pearson Support Resources

Create a Pearson website account

Sign in or register for a Pearson Clinical Assessment account

Contents

Select a numbered step to open that section of the guide. Start with Step 1 and continue through each number in order to complete the process.



Step 1: Go to the Pearson Professional Assessments website.

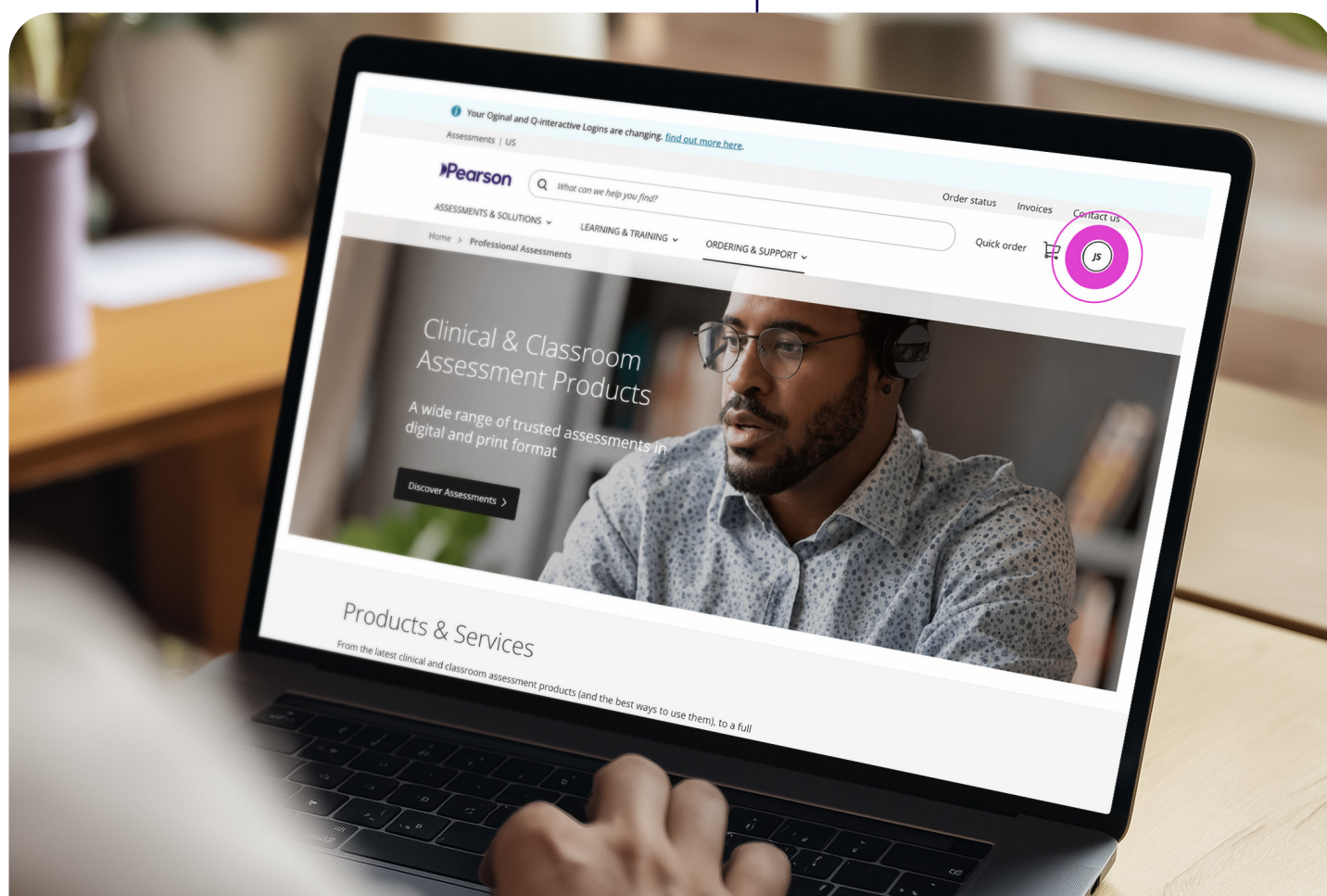


Step 2: Sign in to your Pearson account.

If you have already created an account, sign in using the email address associated with your approved TPP membership and the password you created. Pearson accounts use single sign-on (SSO), so your email address serves as your username.

Step 3: After signing in, you will be redirected to the home page.

Verify that your initials appear in the upper-right corner to ensure that you are signed in.



Order status Invoices Contact us

Quick order



Sign in

Sign In

New to Pearson? [Create an account](#)

Username

john.smith@pearson.com

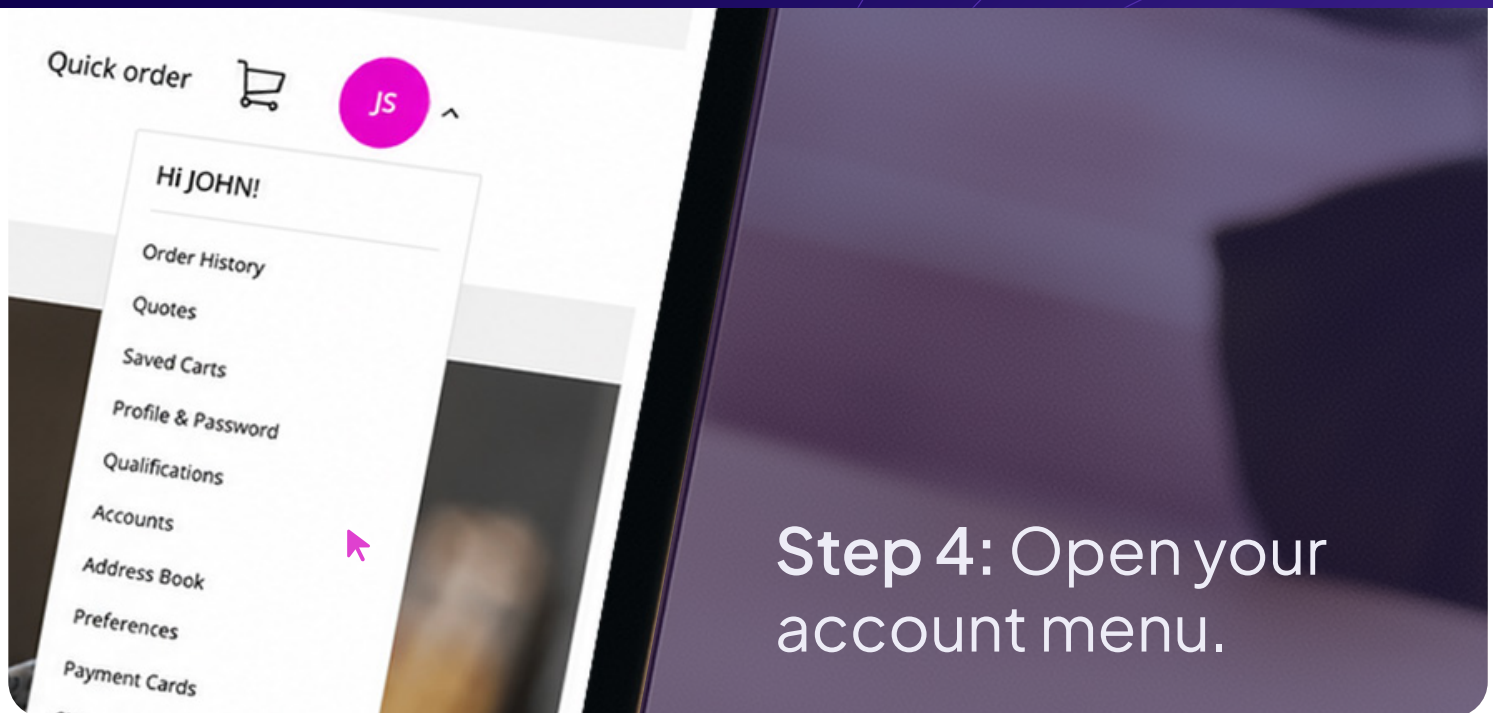
☒ Remember my username

[Forgot password?](#)

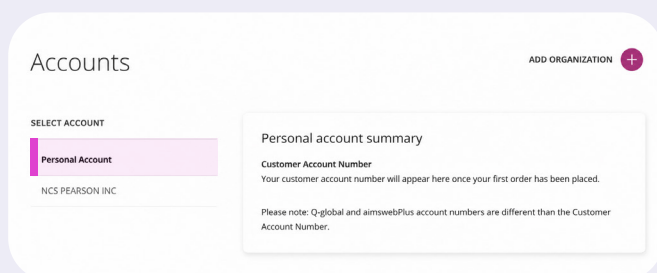
[Forgot username?](#)

Sign In

By signing in, you agree to our [Terms of Use](#).

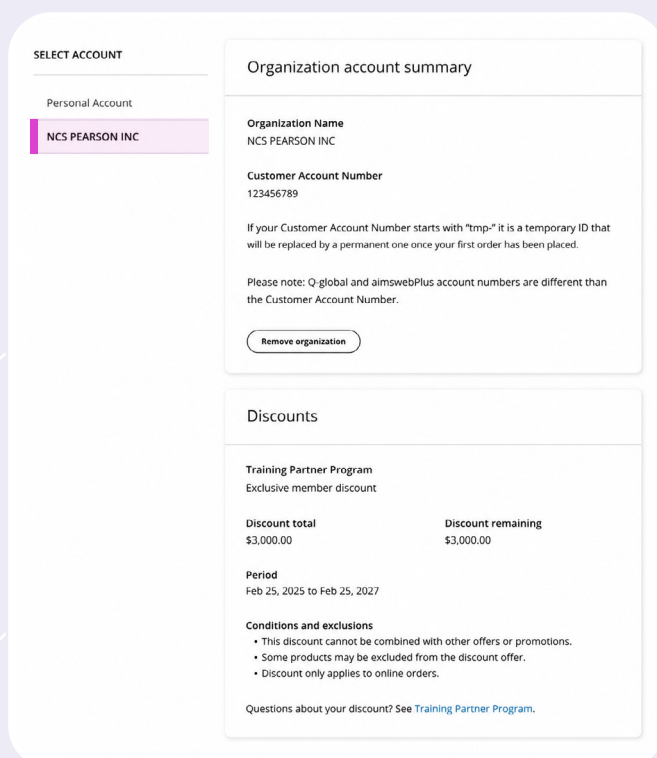


Step 4: Open your account menu.



Step 5: Select “Accounts”.

Your membership details and available account funds are displayed here. Be sure to choose the account under which your membership was approved, so your discount and membership dates display correctly.



Step 6: Enter the name of the assessment you need in the search bar.

Then select the appropriate product from the list of matching results.

Q WAIS



Step 7: Add the product to your cart.



WAIS-5 Complete Kit with Softcase (Print)

A103000372859 | Qualification Level

Includes Administration and Scoring Manual (Print), Technical and Interpretive Manual (Print), 3 Stimulus Books (Print), Record Forms Qty 25 (Print), Response Booklets Qty 25 (Print), Symbol Search Scoring Key (Print), Coding Scoring Template (Print), Running Digit Span Scoring Template (Print), Spatial Addition Response Grid (Print), Spatial Addition Set, Wechsler Standard Block Set, one #2 pencil, and a luggage tag, all in a box and a soft-sided carrying bag.

Qty

1

\$1,889.00

Add to cart

Buy now

WAIS-5 Complete Kit (Print)

A103000372264 | Qualification Level

Includes Administration and Scoring Manual (Print), Technical and Interpretive Manual (Print), 3 Stimulus Books (Print), Record Forms Qty 25 (Print), Response Booklets Qty 25 (Print), Symbol Search Scoring Key (Print), Coding Scoring Template (Print), Running Digit Span Scoring Template (Print), Spatial Addition Response Grid (Print), Spatial Addition Set, Wechsler Standard Block Set, one #2 pencil, and a luggage tag, all in a box.

Qty

1

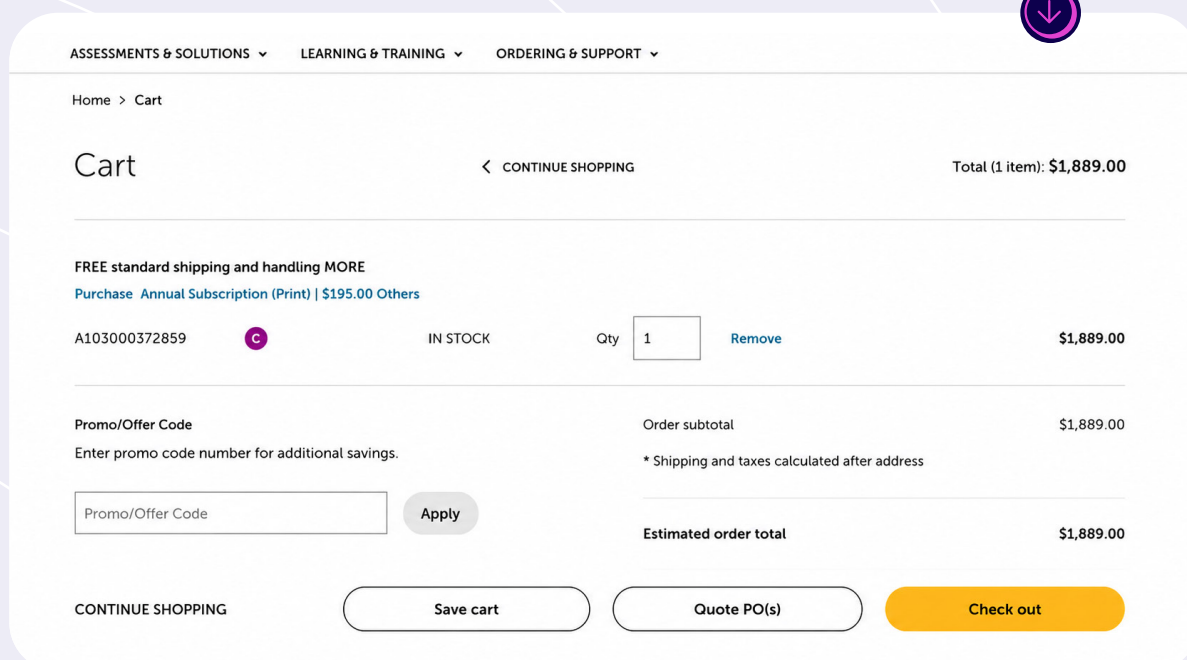
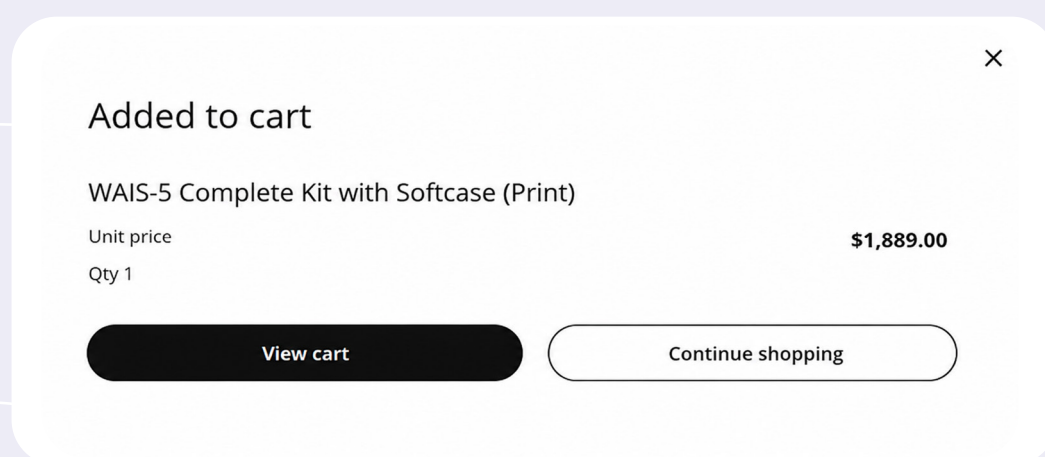
\$1,784.00

Add to cart

Buy now

Step 8: After selecting 'Add to Cart', a pop-up window will appear with options to view your cart or continue shopping.

Select 'View Cart' to review your selected product and proceed to checkout, as shown below. You can also select 'Continue Shopping' to add the item to your cart and return to the Products page, taking you back to step 6.



Step 9: Confirm that the correct customer account information is selected.

Step 10: Select the qualified end-user.

Once the correct account information is selected, your applicable discount will appear automatically.

Accounts for Checkout

1 Choose customer account

☒ NCS PEARSON INC

☐ Personal Account

Account's qualifications and orders to keep items in this cart

☐ Account not listed

Continue

2 Choose qualified user

Accounts for Checkout

1 Choose customer account

NCS PEARSON INC

Edit

2 Choose qualified user

Qualified user

☒ JOHN SMITH

Qualified to buy A, B & C products

Edit

☐ Add qualified user

Continue

Create Quote

1 Shipping address

Shipping contact details

Edit

John Smith
john.smith@pearson.com
+1 210 555 0123
123 Main Street
San Antonio, TX 78205-1234
United States

☒ Find a saved address

Start typing ZIP/Postal code or address

Search

☐ Add a new address

Next

2 Shipping method

3 Billing address

Quote Summary

WAIS-5 Complete Kit with Softcase (Print)

A103000372859

Item price

\$1,133.40

Qty: 1

[Add shipping instructions \(optional\)](#) ▼

Subtotal \$1,889.00

Training Partner Program - \$755.60

Shipping & handling \$0.00

Total \$1,133.40

Generate Quote

Step 11: You may update the shipping address as needed.

Remember to select the account that is affiliated with your university or organization for the information to display correctly.

Create Quote

1 Shipping address

Edit

2 Shipping method

Regular ground delivery - 10-15 business days - \$56.67



Next

3 Billing address

Quote Summary

WAIS-5 Complete Kit with Softcase (Print)

A103000372859

Item price

\$1,333.40

Qty: 1

Ship to

John Smith
john.smith@pearson.com
+1 210 555 0123

123 Main Street
San Antonio, TX 78205-1234
United States

[Add shipping instructions \(optional\)](#) ▾

Subtotal	\$1,889.00
Training Partner Program	-\$755.60
Shipping & handling	\$0.00
Estimated tax (actual tax on final invoice)	\$0.00

PLEASE NOTE: You are being charged tax, if this is incorrect, please see our [guide to requesting tax exemptions](#).

Total **\$1,133.40**

3

Billing address

- ☒ Use my Organization primary billing address

INTERMARK & SPARK INT, 13903 BULVERDE RD
SAN ANTONIO, Texas, 78258-4230
United States

- ☐ Search for other billing addresses

3

Billing address

- ☐ Use my Organization primary billing address

- ☒ Search for other billing addresses

Start typing ZIP/postal code or address

Search

123 Main Street,
San Antonio, TX 78205-1234
United States

Step 12: You may choose your organization's primary billing address or update it by clicking "Search for other billing addresses."

Either choice must remain affiliated with your university or organization.

Step 13: Accept the Terms & Conditions.

Select the checkbox to agree to the Pearson Clinical Terms of Sale & Use and acknowledge the Clinical Privacy Statement. Once selected, you will be able to generate your quote.

☒ I agree to the Pearson [Clinical Terms of Sale & Use](#) and acknowledge the [Clinical Privacy Statement](#).

Generate Quote

Secure checkout

1

Shipping address

Edit

2

Shipping method

Edit

3

Billing address

Edit

4

Payment

☐ Add new payment card

☐ Pay by PO

Invoice contact details ⓘ

Edit

John Smith
john.smith@pearson.com
+1 210 555 0123

Order Summary

WISC-V Record Forms Qty 25 (Print)

01589782498

Item price	\$122.88
Qty: 1	

Ship to

John Smith
john.smith@pearson.com
+1 210 555 0123

123 Main Street
San Antonio, TX 78205-1234
United States

[Add shipping instructions \(optional\) ▾](#)

Subtotal	\$204.80
Training Partner Program	-\$81.92
Shipping & handling	\$10.00
Estimated tax (actual tax on final invoice)	\$0.00

ⓘ PLEASE NOTE: You are being charged tax, if this is incorrect, please see our [guide to requesting tax exemptions](#).

Total **\$132.88**

Ordering Note: The same general steps apply when placing an order. Instead of generating a quote, continue through the payment step to complete your purchase.