

Export and Save a Copy of the Users in PearsonAccess^{Next}

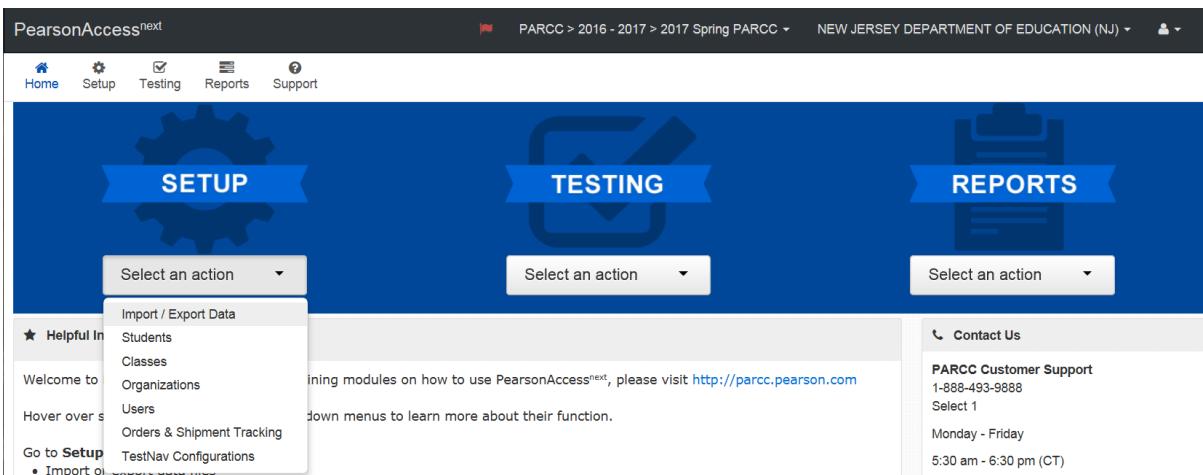
Before making any changes to the user account data in PearsonAccess^{Next}, export and save a copy of the current user account data. This copy will serve as a backup file and can be used to create a user import template to update your user accounts.

To update user accounts, make an additional copy of the export file to modify, update your accounts, and import the file.

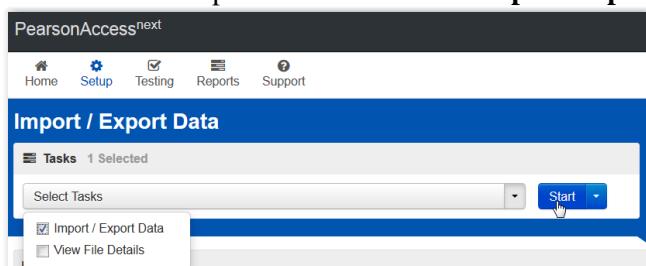
1. To create an export file, log into PearsonAccess^{Next} and verify that the **appropriate test administration is selected for the current year (i.e. 2017 Spring PARCC, etc.)**.



2. Go to **Setup** and select **Import/Export Data**

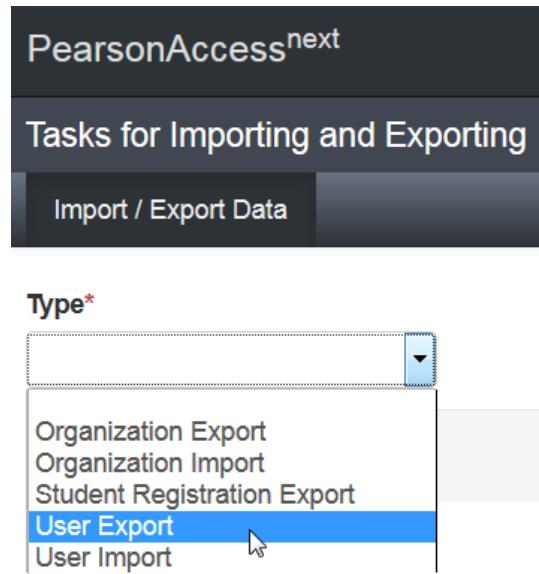


3. Click the **Select Tasks** dropdown box and select **Import/Export Data**.

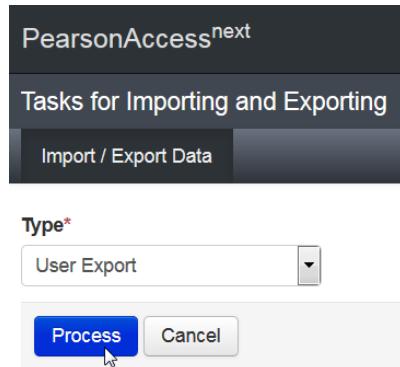


4. Click the **Start** button.

5. Click the **Type** dropdown box and select **User Export**.



6. Click the **Process** button to begin the export. When the file is created, it will be included in the list of export files.



7. To download the file containing the exported data, select the file from the list.
8. Select **View File Details** and select **Download File**.

Again, store this file as a backup. Then, create a copy of it to use as an import template and import it by using the process listed above and selecting “User Import” in step 5.