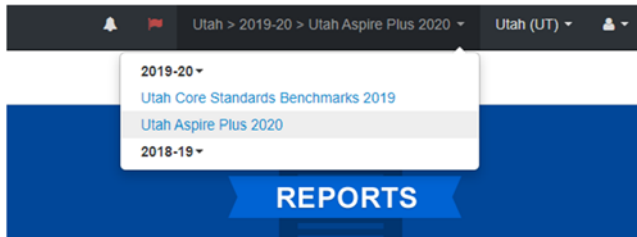


## Verifying Students by Student Registration Export from PearsonAccess<sup>next</sup> Utah Aspire

To verify students in PearsonAccess<sup>next</sup> using file export, use the following directions.

1. Log in to PearsonAccess<sup>next</sup> here: <http://ut.pearsonaccessnext.com>.
2. Within PearsonAccess<sup>next</sup>, ensure the correct administration and school are selected in the top right corner of the home screen.



3. Go to **Setup** and select **Import/Export Data**.
4. In the **Tasks** pane, select **Import/Export Data**, and select **Start**.
5. In the **Type** dropdown, select **Student Registration Export**.
6. Select **Process**.
7. Refresh your screen until the process has completed. Then select **Download File**.
8. Save the file in a location that you can find easily (e.g., your computer's hard drive).
9. Compare the Student Registration Export against the student list in the UTrex system.
10. If there are any discrepancies, please update the student information in UTrex.
11. Once the student information is updated in UTrex, PearsonAccess<sup>next</sup> will be updated the following day.

### For Assistance

If you have any questions regarding Student Registration Export, please contact Pearson Help Desk at (877) 227-5009 or Chat: <https://ut.pearsonaccessnext.com> or Help Desk Support Form: <http://download.pearsonaccessnext.com/ref/WebToCase.html?p=UTAH>

If you have questions regarding UTREx, please contact the UTREx Help Desk at <https://datagateway.schools.utah.gov/UTREx/Help>