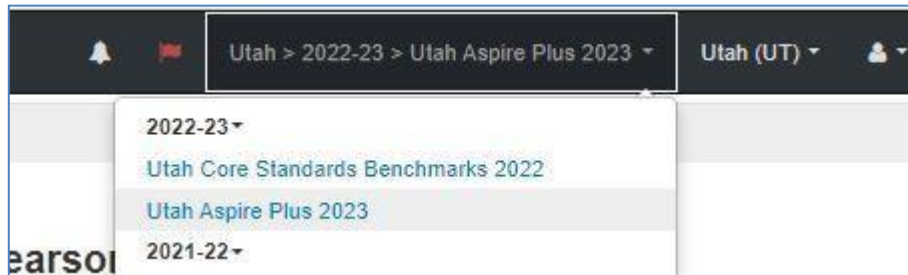


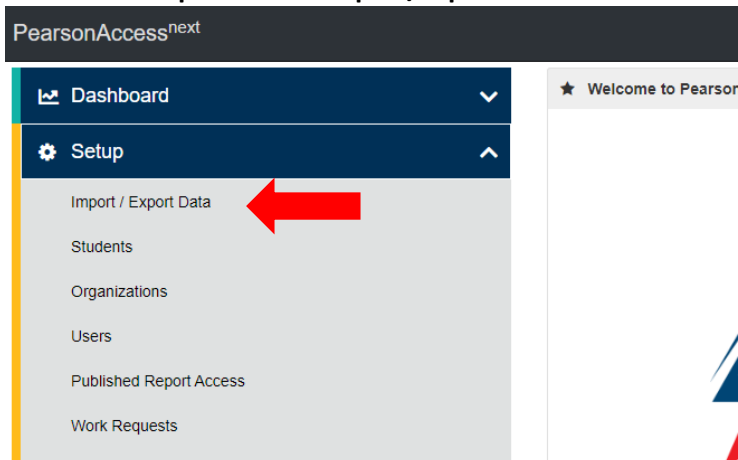
Verifying Students by Student Registration Export from PearsonAccess^{next} Utah Aspire

To verify students in PearsonAccess^{next} using file export, use the following directions.

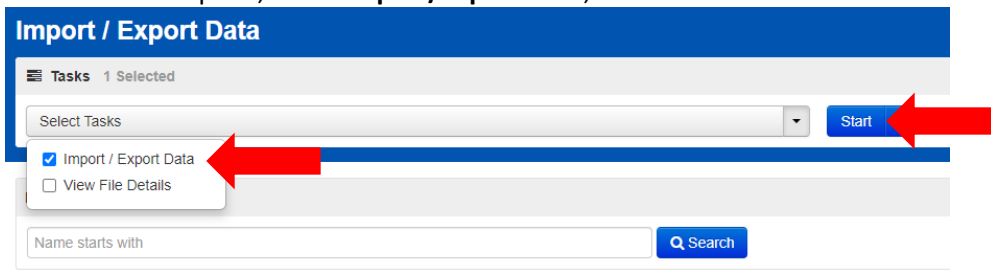
1. Log in to PearsonAccess^{next} here: <http://ut.pearsonaccessnext.com>.
2. Within PearsonAccess^{next}, ensure the correct administration and school are selected in the top right corner of the home screen.



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**.

Tasks for Importing and Exporting

Import / Export Data

Type*
 Student Registration Export

Test Status Filter
 assign testing

Subject
 Select Subject(s) to limit results

Include tests with Unlock - Create Student Tests

Process Re

6. Select **Process**.

DETAILS 

Complete

File is ready for download

File Information

Type
 Student Registration Export

Request Date
 03/06/2023 12:41:43 PM

Total Records
 126

Successful Records
 126

Error Records
 0

Organization
 SAMPLE SCHOOL 1 (zy001)

User
 tyler.hix@pearson.com

[Download File](#) 

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^{next} 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>