

## New District Assessment Coordinators: Getting Access

### Get Designated as the District Assessment Coordinator<sup>1</sup>

The District Assessment Coordinator (DAC) is the main contact between the district and the Minnesota Department of Education (MDE) and testing service providers. First, a new DAC must be designated as the DAC on the [MDE Organization Reference Glossary \(MDE-ORG\)](#) (MDE website > Data Center > Schools and Organizations (MDE-ORG)).

Contact information that is entered into MDE-ORG is sent to the testing service providers; see *Service Provider Systems* below for additional information. Once indicated in MDE-ORG, DACs will automatically begin to receive the weekly *Assessment Update* email, which provides assessment information to districts, announces upcoming tasks and trainings, and clarifies policies and procedures.

- In order to be designated as the DAC in MDE-ORG, the Site Verification Coordinator (SVC) must update the information in the [District and School Site Verification system](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > District and School Site Verification). Use the MDE-ORG system to look up the SVC.
- MDE-ORG allows the SVC to enter multiple DACs, as well as District Technology Coordinators (DTCs).
  - If there are multiple DACs, the primary contact should be designated as the “District Assessment Coordinator” and others added to MDE-ORG as the “Alternate District Assessment Coordinator.”
    - If a service provider can only take contact information for one District Assessment Coordinator, the primary contact will be sent over the alternates.
    - If all contacts have the District Assessment Coordinator role (no alternates designated), the service provider will use alphabetical order (using last name) to contact the “first” DAC.
  - A district should enter a DTC to allow MDE to communicate directly with technology staff, as all DTCs automatically receive the *Assessment Update*.

**Note:** If additional staff want to receive the *Assessment Update*, they should email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).

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<sup>1</sup> District Assessment Coordinators in nonpublic schools should also refer to [Nonpublic School Participation in Minnesota Assessments](#) for additional information (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing).

## Access to MDE Systems

DACs will need access to a few MDE systems, and the process for getting access must be done in addition to getting designated as the DAC in MDE-ORG.

- The first step in getting access to MDE systems is to have the district’s Identified Official with Authority (IOwA) to pre-authorize the user for access to the applicable systems. The IOwA is listed in MDE-ORG and pre-authorizes users in the External User Access Recertification system on the MDE website.
- After pre-authorized, the user must log in to each applicable system and request access within 30 days. Select the type of role (if applicable) and the correct organization.
  - For Test WES, select the “District User Read/Write” role.
  - For MDE Secure Reports, select the “District User” role.
- When requesting access, allow one to seven business days for approval. For questions about accessing MDE secure systems, contact Melody Pomerence at 651-582-8500 or [mde.testwes@state.mn.us](mailto:mde.testwes@state.mn.us).

Step-by-step instructions for creating an MDE account and requesting access to MDE secure systems are on the [Data Submissions page](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions). Note: Do not create more than one MDE account. If an account was created in another district, view or update the account on the [Data Submissions page](#).

System	Description	Links to System and User Guides
Test WES	Use Test WES to work with student precode files, perform pretest and posttest edits on test records, and submit test security information to MDE.	Enter <a href="#">Test WES or access user guides</a> (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).
MDE Secure Reports	Use the links under Assessment Secure Reports to see a variety of test data.	Access Secure Reports in the <a href="#">Data Center</a> (MDE website > Data Center > Secure Reports) and user guides on the <a href="#">Assessment Secure Reports page</a> (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Assessment Secure Reports).
Graduation Requirements Records (GRR)	Use the GRR system to request reimbursement for college entrance exams.	Enter the <a href="#">GRR system or access the user guide</a> (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)).

## Service Provider Systems

For login information for service provider systems, refer to the chart below for more information. Additional resources and contact information are on each service provider’s website.

	Pearson	WIDA
<b>Assessments</b>	Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for ELLs
<b>Receiving Login Information</b>	New DACs will receive login information within two business days once updated in MDE-ORG.	Once designated in MDE-ORG, new DACs must contact MDE; MDE must provide approval to WIDA and DRC to create district-level accounts for WIDA’s website and the WIDA Assessment Management System (WIDA AMS).
<b>Website</b>	<a href="http://minnesota.pearsonaccessnext.com">PearsonAccess Next</a> (minnesota.pearsonaccessnext.com)	<a href="http://wida.wisc.edu">WIDA</a> (wida.wisc.edu) <a href="http://wida-ams.us">WIDA AMS</a> (wida-ams.us)
<b>Contact Information</b>	(888) 817-8659 <a href="#">Submit a Pearson help desk request.</a>	WIDA: (866) 276-7735; <a href="mailto:help@wida.us">help@wida.us</a> DRC: (855) 787-9615; <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>