

New DAC Information for Accessing Systems and Resources

Get Designated at MDE as the District Assessment Coordinator¹

The District Assessment Coordinator (DAC) is the main contact between your district and Minnesota Department of Education (MDE) and our testing service providers. You must first be designated as the DAC for your district on the [MDE Organization Reference Glossary \(MDE-ORG\)](#) (MDE website > Data Center > Schools and Organizations (MDE-ORG)). To find contact information for district roles, search for your district and click on Contact View.

Contact information that is entered into MDE-ORG is sent to the testing service providers; see *Service Provider Systems* below for additional information. Once you are designated as the DAC, you will automatically begin to receive the weekly *Assessment Update* email, which provides assessment information to districts, reminds districts of 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 > Data Submissions > District and School Site Verification). Use the MDE-ORG system to look up the SVC in your district. If the SVC is not listed correctly in MDE-ORG, contact your superintendent or charter school director to designate a new SVC.
- MDE-ORG allows the SVC to enter multiple DACs, as well as enter District Technology Coordinators, Assessment Technology Coordinators, and School Assessment Coordinators.
 - 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 no alternates are designated, the contact with the last name that comes first alphabetically will be provided to the service provider.
 - District Technology Coordinators and Assessment Technology Coordinators should be entered to allow MDE to communicate directly with technology staff for online testing; they also receive the *Assessment Update*.

Note: While MDE-ORG has the capability to hold more than one contact for each role, only staff performing those roles should be listed. Additional staff can be created as needed directly in the service provider systems and/or added to the *Assessment Update* distribution list by emailing mde.testing@state.mn.us.

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

Get Access to MDE Systems

DACs will also 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 for your district’s Identified Official with Authority (IOwA) to pre-authorize you to access the applicable systems. Your district’s IOwA is listed in MDE-ORG. The IOwA grants pre-authorization in the External User Access Recertification system on the MDE website. Note: Do not create more than one MDE account. If you have an account that was created in another district, you can view or update your account on the [Data Submissions page](#) (MDE website > Districts, Schools and Educators > Data Submissions).
- After you are pre-authorized, you must log in to each applicable system and request access within 30 days. You will select the type of role (if applicable) and the organization to which you need access.
 - For Test WES, select the “District User Read/Write” role.
 - For MDE Secure Reports, select the “District User” role.
- 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 > Data Submissions).
- 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 email mde.testwes@state.mn.us.

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 Test WES or access user guides (MDE website > Districts, Schools and Educators > 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 Data Center (MDE website > Data Center > Secure Reports) and user guides on the Assessment Secure Reports page (MDE website > Districts, Schools and Educators > Data Submissions > Assessment Secure Reports).
Graduation Requirements Records (GRR)	Use the GRR system to request reimbursement for college entrance exams.	Enter the GRR system or access the user guide (MDE website > Districts, Schools and Educators > Data Submissions > Graduation Requirements (GRR)).

Service Provider Systems

The next step is to ensure you have login information for service provider secure systems. Refer to the chart below for more information. Once you have access, you will receive relevant communications directly from the service provider. Additional resources and contact information are available on each service provider’s website.

	Pearson	WIDA and Data Recognition Corporation (DRC)
Assessments	Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS
Contact Sent	All DACs and Alternate DACs	Primary DAC only
Receiving Login Information	New DACs will receive login information within two business days once updated in MDE-ORG.	Once designated in MDE-ORG, a new DAC will contact MDE to provide WIDA and DRC the updated DAC information in order to receive user accounts for WIDA’s website and the WIDA Assessment Management System (WIDA AMS).
Website	PearsonAccess Next (minnesota.pearsonaccessnext.com)	WIDA (wida.us) WIDA AMS (wida-ams.us)
Contact Information	(888) 817-8659 Submit a Pearson help desk request	WIDA: (866) 276-7735; help@wida.us DRC: (855) 787-9615; WIDA@datarecognitioncorp.com

Additional Resources

In addition to the weekly *Assessment Update*, there are a number of resources for you. These resources, many of which are updated annually, provide information you will need for successful test administration.

- A [DAC Resources Checklist](#) (MDE website > Districts, Schools and Educators > Statewide Testing) overviews all DAC resources and identifies the resources that are required for DACs to be considered trained.
- The [Procedures Manual for the Minnesota Assessments](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) is the main source of information related to the Minnesota Assessments. Chapter 2 provides an overview of the assessments; Chapter 4 defines the roles and responsibilities for testing; and Chapter 8 gives detailed information on test administration.

- A number of modules for DACs in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training), including New DAC Modules; there are also modules and courses for Test Monitors, technology staff, and other staff members involved in testing.
 - New users enter their email address to access the TMS and then their district and school name.
 - DACs can access a report of completed trainings for staff in their district by selecting “Reports” and entering their PearsonAccess Next login information. It may take up to two weeks to have access.
- The PearsonAccess Next user guides and quick guides provide detailed information about the specific tasks for MCA and MTAS, including administering online tests, receiving and returning secure test materials, and reporting. Access the [User Guides](#) (PearsonAccess Next > Resources & Training > User Guides) or the [Reporting Resources tab](#) (PearsonAccess Next > Reporting Resources) for the reporting guides.
- Contact Statewide Testing at mde.testing@state.mn.us with any questions about statewide assessments.