

## General Information

The Training Management System (TMS) offers users with a Coordinator user account in PearsonAccess<sup>next</sup> the **Admin** option. This option allows the Coordinator to view a list of testing staff that have completed the training modules and allows documentation of training module completion in a group setting.

## Account Matching Schedule

Pearson runs an account match compare in TMS and PearsonAccess<sup>next</sup> in order to ensure only **active Coordinators** have access to the Admin option. This means any deactivated Coordinator user accounts or new Coordinators may not see the Admin option in TMS. During the State-Designated testing window, Pearson will be completing the account matching process by **each week on Friday**.

If you have had your Coordinator user account recently enabled again, or you are a new Coordinator, refer to the schedule below to see when you will get access to the Admin option in TMS.

Coordinator User Account Created or Enabled in PearsonAccess <sup>next</sup> Before...	Account Matching Completed by...
March 8, 2021	Friday, March 12, 2021
March 15, 2021	Friday, March 19, 2021
March 22, 2021	Friday, March 26, 2021
March 29, 2021	Friday, April 2, 2021
April 5, 2021	Friday, April 9, 2021
April 12, 2021	Friday, April 16, 2021
April 19, 2021	Friday, April 23, 2021
April 26, 2021	Friday, April 30, 2021
May 3, 2021	Friday, May 7, 2021
May 10, 2021	Friday, May 14, 2021