



# Adding and Updating Students in PearsonAccess Next State Testing/District Testing | Fixed-Width File Instructions

## Overview

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Each student who takes the ACT® or ACT® WorkKeys® tests must have a student record in PearsonAccess<sup>next</sup>ent recoiutudtw.

## Part B. Import Your File

1. Sign in to PearsonAccess<sup>next</sup> at <https://testadmin.act.org>.
- 2.

## **Updating Student Information with a Student Data Upload**

Follow the actions in Part A - Create Your File, and Part B - Import Your File to update existing information.

*Note: Editing an exported file may result in slight differences in formatting that could lead to duplicate records being created. To avoid this, ensure that leading zeros are still included in the document and that fields are formatted exactly as required in the*