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New York State Grades 3-8 Testing Changing Session Access Codes in Nextera Admin – Quick Reference Guide

The purpose of this document is to provide information on how to change the session access codes in the Nextera Administration System (Nextera Admin). Session Access Codes are four-digit numerical codes students use to start their test sessions. This code is different from the 8-character alphanumerical Proctor PIN found on Nextera Admin homepage that is required to reactivate a paused test.

Who can change Session Access Codes?

Principals (PRN), Building Level Users (BLU), School Test Coordinators (STC), District Test Coordinators (DTC), or District Level Users (DLU) of a school administering computer-based testing (CBT) in the spring can change the Session Access code in Nextera Admin.

Steps for changing the Session Access Codes

- 1) Log in to Nextera Admin.
- 2) Click the "Change" link at the top of the page to filter to the appropriate district and school.



3) Click "Tests" > "Tests" to navigate to the Tests page.





4) All classes for the selected school and/or content area (depending on how you have filtered), will appear in a list on the Tests page. Click "View" next to the appropriate class to see test details.

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HOME ST	UDENTS -	CLASSES	TESTS - AC	ccounts ~	डा	UDENT RESPONSES	HELP -						
Tests													
Testing Sta	tus for: No	Content	Area Sir	mulation									New Test
Filter By Testin	g Status: Al	•						Searc	h				
								Q, B	nter all or part of a c	lass, teach	er's name, or g	rade.	
Teacher	It	Class	1	Content	11	Test Name		11	Testing	П	View		Delete
PM Teacher		ELA Upload	11	ELA		Simulation 3-8 ELA			In Progress		View		Delete
Show 10 •	entries												« 1 »

5) The Session 1 and Session 2 Access Codes are populated and found on this page. In this example, the current Session 1 Access Code is 9270 and the current Session 2 Access Code is 1520. To change the Session Access Code, type in a new 4-digit number into the box and click "Submit". Each class is assigned a specific access code for Session 1 and Session 2.

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HOME STUDENTS~ CLASSES	TESTS ~ ACCOUNTS ~ STUDENT RESPO	NSES ADMINISTRATION ~ 1	HELP ~	
ests				
Testing Status for: ELA, Spring	3-8			
	Training Test District		Training Elementary School	
Testing Window		Content Area:		
1	Helene Gniadek	Class:	ELA Gr7 Class	
Test Name:	Spring 3-8 ELA			
Testing Dates:				
Examiner View				
Login Tickets				
Session 1 Access Code 9270	New Access Code Submit	Cancel		

Note: For security purposes, do not set the same Access Code for both sessions.

6) Repeat for any session and class you wish to change.



Customer Support

NWEA Customer Support is available between the hours of 7:30 a.m.—4:30 p.m. ET Monday—Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- <u>Email</u>: NYTesting@nwea.org