

## New York State Grades 3-8 Testing

### Changing Session Access Codes in Nextera Admin – Quick Reference Guide

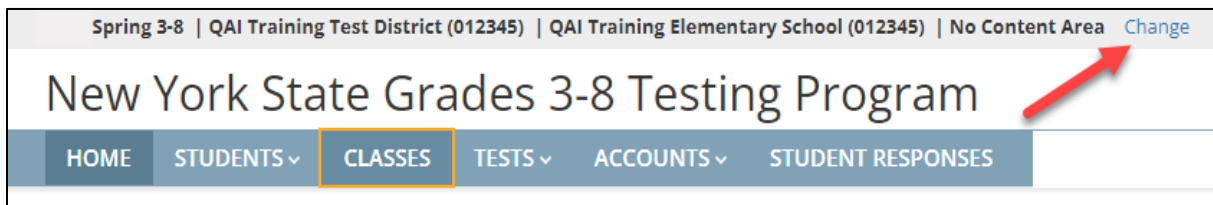
The purpose of this document is to provide information on how to change the session access codes in the Nextera Administration System (Nextera Admin). Session Access Codes are four-digit numerical codes students use to start their test sessions. This code is different from the 8-character alphanumeric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

#### Who can change Session Access Codes

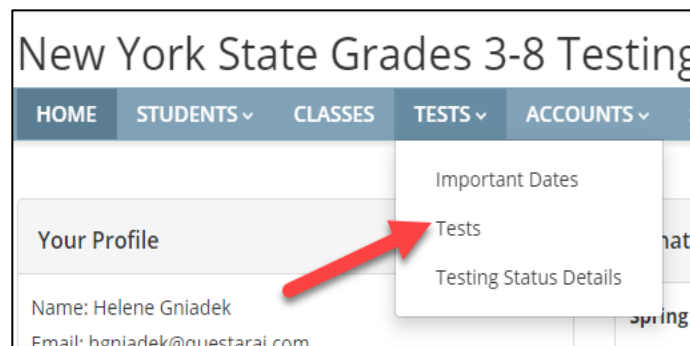
Principals (PRN), Building Level Users (BLU), School Test Coordinators (STC), District Test Coordinators (DTC), or District Level Users (DLU) of a school administering computer-based testing (CBT) in the spring can change the Session Access code in Nextera Admin.

#### Steps for changing the Session Access Codes

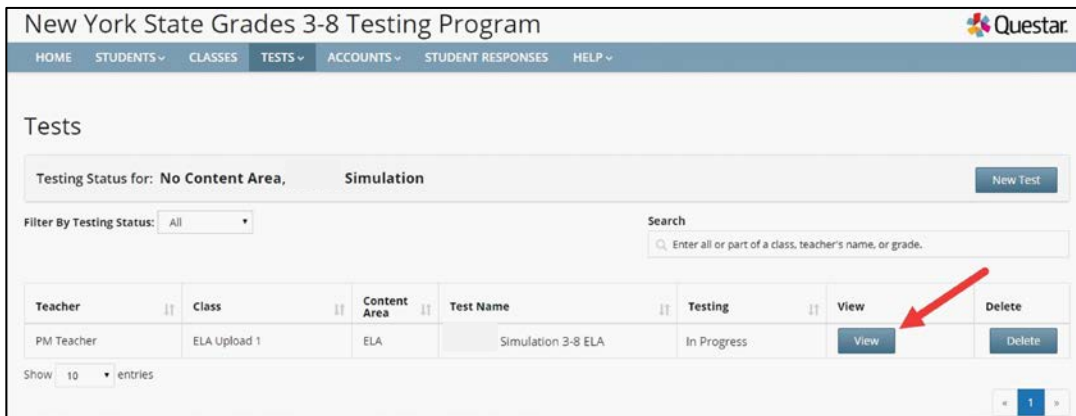
- 1) Log in to Nextera Admin
- 2) Click the “Change” link at the top of the page to filter to the appropriate district and school.



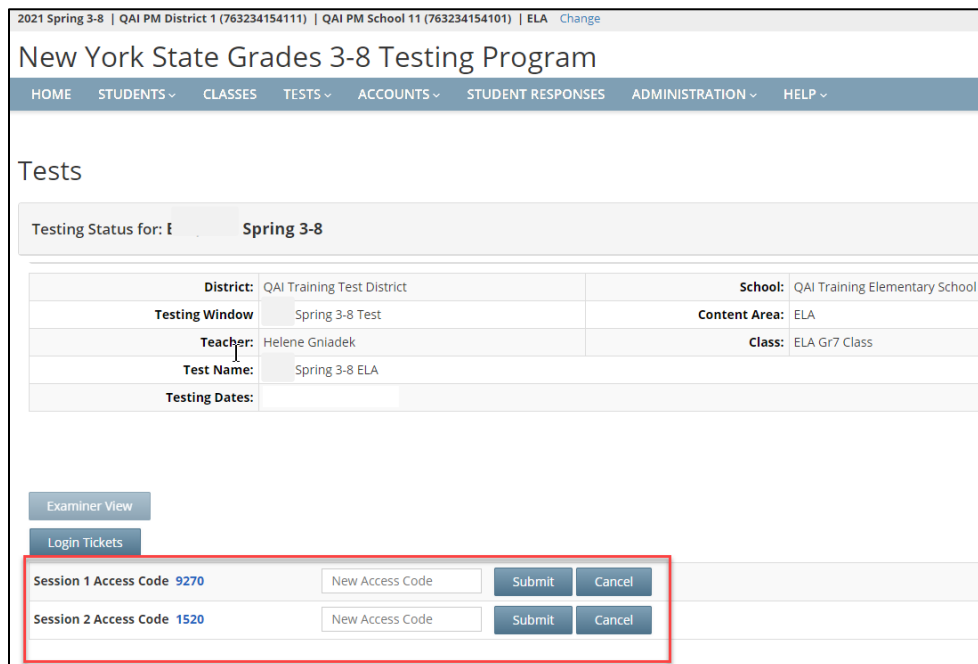
- 3) Click “Tests” > “Tests” to navigate to the Tests page.



- 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.



- 5) The Session 1 and Session 2 Access Codes are 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.



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

Questar's Customer Support team is available between the hours of 7:30am-4:30pm ET Monday-Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- Email: [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com)