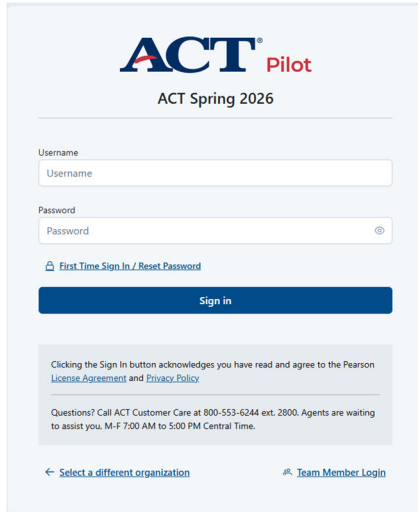


2. As an ADAM user, enter the Username and Password for your LaunchPad account and click the 'Sign in' button.

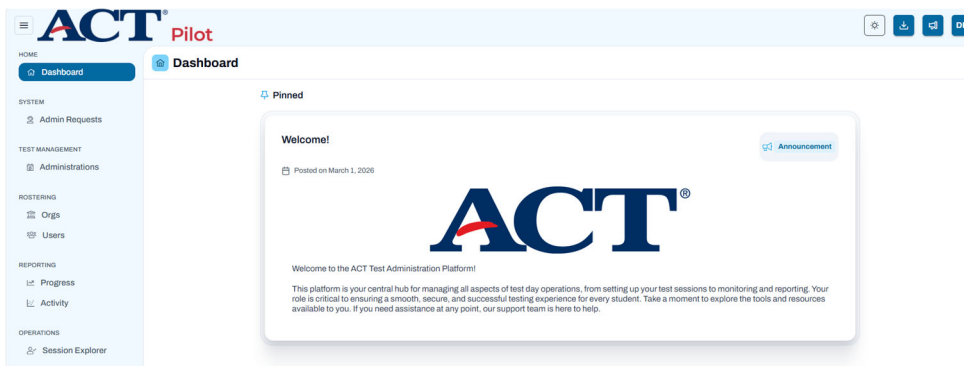


The image shows a sign-in form for the ACT Spring 2026 Pilot. At the top is the ACT Pilot logo and the text "ACT Spring 2026". Below this are two input fields: "Username" and "Password". A link for "First Time Sign In / Reset Password" is located below the password field. A prominent blue "Sign in" button is centered below the fields. At the bottom of the form, there is a disclaimer: "Clicking the Sign In button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy" with a link to the policy. Below the disclaimer is a support line: "Questions? Call ACT Customer Care at 800-553-6244 ext. 2800. Agents are waiting to assist you. M-F 7:00 AM to 5:00 PM Central Time." At the very bottom, there are two links: "Select a different organization" and "Team Member Login".

On the LaunchPad home screen, click the tile for "ACT Spring 2026 Pilot" to access the ADAM platform via single sign on (SSO).



The ADAM Dashboard for the ACT Spring 2026 Pilot will appear.



The following Order Management steps will assume the District/Site Test Coordinator is able to successfully login to ADAM via LaunchPad.



Placing an Additional Order in ADAM

1. On the ADAM user dashboard page, click 'Manage Orders' in the left navigation menu. The **Manage Orders** page will appear showing any existing orders.

Order Number	Order Name	Order Type	Administration Code	District	Ordered For	Actions
4da-1774385050	Any School Additional Order	Additional	actpilotspr2026	EE Billings School District	EE Seaside High School	⋮
8ff-177391196	ABERDEEN HIGH SCHOOL	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	ABERDEEN HIGH SCHOOL	⋮
138-1774322232	kh prod test 3_23	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	ABERDEEN HIGH SCHOOL	⋮
138-1774285521	ACT Dev Mtg 3_23	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	ABERDEEN HIGH SCHOOL	⋮
8ff-1773949247	last but not least	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	MCCCLUSKY HIGH SCHOOL	⋮
8ff-1773949287	MARSHALL AO	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	MARSHALL HIGH SCHOOL	⋮
8ff-1773949214	here we go again	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	CULLMAN HIGH SCHOOL	⋮
8ff-1773949147	CROSSROADS	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	CROSSROADS SCHOOL AND VOC	⋮
8ff-1773949085	another one bites the dust	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	COTTONWOOD HIGH SCHOOL	⋮
8ff-1773949001	GRAFTON	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	GRAFTON HIGH SCHOOL	⋮
8ff-1773948912	BROWN DEER	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	BROWN DEER MIDDLE HIGH SCHC	⋮
8ff-1773948863	Good Old Bessie	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	BESSEMER CITY HIGH SCHOOL	⋮
8ff-1773948756	GEORGE AO	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	GEORGE GERVIN ACADEMY	⋮
8ff-1773948567	ASHFORD HIGH SCHOOL	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	ASHFORD HIGH SCHOOL	⋮
8ff-1773948468	one more time	Additional	actpilotspr2026	THE CHRISTIAN ACADEMY-KALA	HENRY COUNTY HIGH SCHOOL	⋮

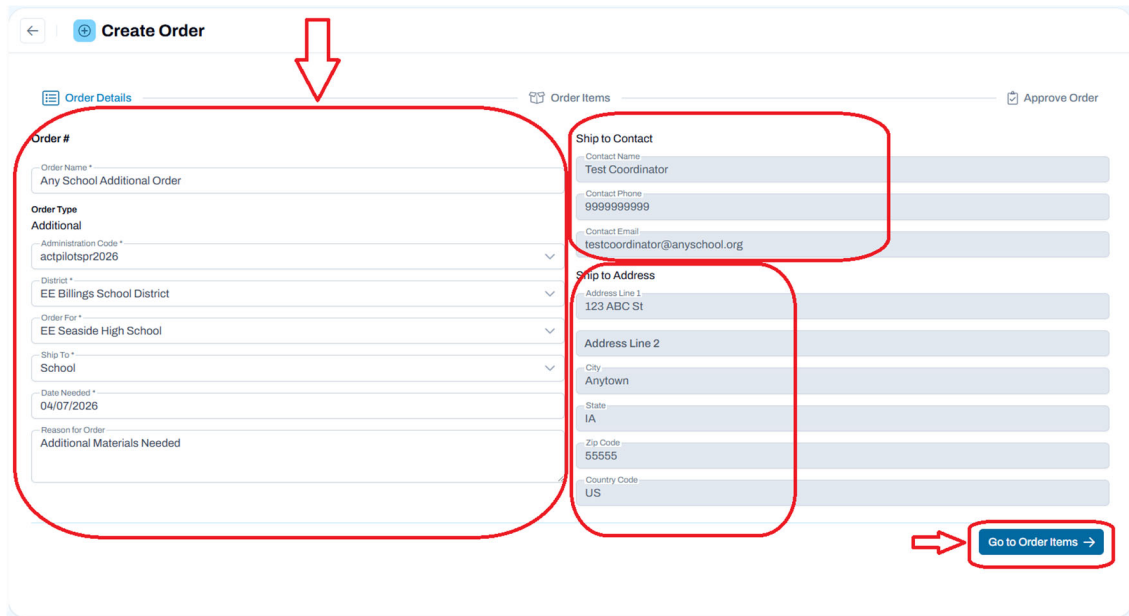
2. To create a new Order, click the “+ Create Order” button in the upper right corner of the page.

The **Create Order** page will appear.



3. Enter Order Details.

- a. **Order Name** – Enter relevant information to the order you’re placing. i.e. School Name Additional Order
- b. **Administration Code** – Choose *actpilotspr2026* from the dropdown.
- c. **District** – Choose your district from the dropdown.
- d. **Order For** – Choose the school that the order is for from the dropdown.
- e. **Ship To** – Choose *School* from the dropdown.
- f. **Date Needed** – Enter the test date you intend to use the materials
- g. **Reason for Order** – Any relevant information that you want to provide for the order can be entered here.
- h. **Ship to Contact** – Informational only – cannot be edited.
- i. **Ship to Address** – Informational only – cannot be edited.



Create Order

Order Details | Order Items | Approve Order

Order #
Order Name *
Any School Additional Order

Order Type
Administration Code *
actpilotspr2026

Additional
District *
EE Billings School District

Order For *
EE Seaside High School

Ship To *
School

Date Needed *
04/07/2026

Reason for Order
Additional Materials Needed

Ship to Contact
Contact Name
Test Coordinator

Contact Phone
9999999999

Contact Email
testcoordinator@anyschool.org

Ship to Address
Address Line 1
123 ABC St

Address Line 2

City
Anytown

State
IA

Zip Code
55555

Country Code
US

[Go to Order Items](#)



- Once you have completed entering all the required Order Details, click the “Go to Order Items →” button in the lower right corner to proceed with ordering the items needed.

Note: **Distribution** should be set to *932-211 ACT S/D SPRING 26 PILOT SAO*.

Create Order

Order Details | **Order Items** | Approve Order

Order #
Distribution *
932-211 ACT S/D SPRING 26 PILOT SAO

Orders Type
Additional

Search...

Refresh

1 to 25 (199) 25 << < (1 of 8) > >>

Item Number ↑↓	Item Description ↑↓	Quantity ↑↓
A01100126A	ACT S/D PROCESSING ENVELOPE - ACCOMS	0
A011035260	ACT S/D TA FORMS ACCOMS ONLINE	0
A01103726T	ACT S/D PROCESSING ENVELOPE - STD TIME	0
A01104126C	ACT S/D WRT ANSWER DOC 2025-2026	0
A01108126E	ACT S/D NW ANSWER DOC 2025-2026	0
A01136526A	ACT S/D TAKING THE ACT 2026	0
A011805260	ACT S/D TA FORMS ACCOMS PAPER TESTING	0
A011815260	ACT S/D TA FORMS STD TIME PAPER TESTING	0
A011825260	ACT S/D TA FORMS STD TIME ONLINE TESTING	0

- Populate the **Quantity** for each of the items you need to order.

Create Order

Order Details | **Order Items** | Approve Order

Order #
Distribution *
932-211 ACT S/D SPRING 26 PILOT SAO

Orders Type
Additional

Search...

Refresh

1 to 25 (199) 25 << < (1 of 8) > >>

Item Number ↑↓	Item Description ↑↓	Quantity ↑↓
A01100126A	ACT S/D PROCESSING ENVELOPE - ACCOMS	0
A011035260	ACT S/D TA FORMS ACCOMS ONLINE	0
A01103726T	ACT S/D PROCESSING ENVELOPE - STD TIME	0
A01104126C	ACT S/D WRT ANSWER DOC 2025-2026	0
A01108126E	ACT S/D NW ANSWER DOC 2025-2026	0
A01136526A	ACT S/D TAKING THE ACT 2026	0
A011805260	ACT S/D TA FORMS ACCOMS PAPER TESTING	0
A011815260	ACT S/D TA FORMS STD TIME PAPER TESTING	0
A011825260	ACT S/D TA FORMS STD TIME ONLINE TESTING	0



- Once all desired item quantities are entered, click the “Go to Confirm Order →” button in the lower right corner of the page.

The screenshot shows the 'Create Order' interface with a table of items. The item 'ACT S/D STD WRT TEST BOOKLET 3DB' is highlighted with a red box and has a quantity of 5. A red arrow points to the 'Go to Confirm Order' button in the bottom right corner.

Item ID	Description	Quantity
A011911260	ACT S/D AUDIO USB Z73	0
A011917260	ACT S/D WRT AUDIO USB Z73+4DH	0
A011924260	ACT S/D ACCOM TEST BOOKLET Z75	0
A011936260	ACT S/D AUDIO USB Z75	0
A011942260	ACT S/D WRT AUDIO USB Z75+5DF	0
A011974260	ACT S/D STD WRT TEST BOOKLET 8DE	0
A011975260	ACT S/D STD TEST BOOKLET J67	0
A011976260	ACT S/D WRT AUDIO USB Z75+4DC	0
A011980260	ACT S/D STD WRT TEST BOOKLET 3DB	5
A011981260	ACT S/D STD TEST BOOKLET J68	0
A011982260	ACT S/D WRT AUDIO USB Z73+3DD	0
A011984260	ACT S/D VASL AUDIO USB Z73	0
A011985260	ACT S/D VASL WRT AUDIO USB Z73+8AG	0
A011987260	ACT S/D VASL AUDIO USB Z75	0

- Confirm the details of your order.

The screenshot shows the 'Create Order' interface with order details and a table of order items. The order details section is highlighted with a red box. The order items table is also highlighted with a red box, and two red arrows point to the 'Quantity' column.

Order Details:

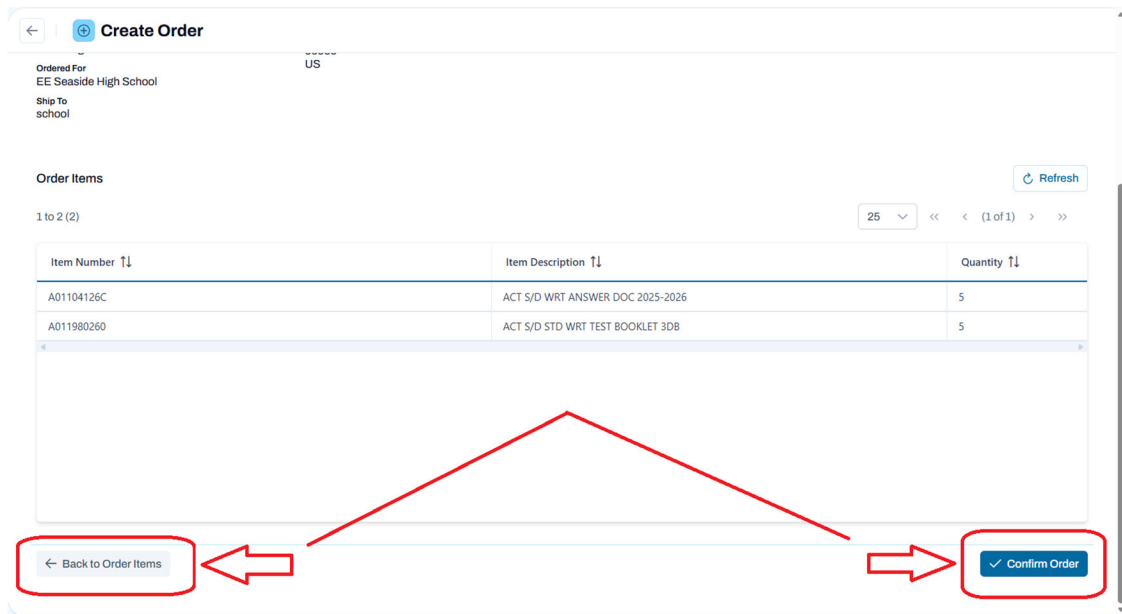
- Order Name: Any School Additional Order
- Order Type: Additional
- Administration Code: actpilotspr2026
- District: EE Billings School District
- Ordered For: EE Seaside High School
- Ship To: school
- Ship to Contact: Test Coordinator (9999999999, testcoordinator@anyschool.org)
- Shipping Address: 123 ABC St, Anytown, IA, 55555, US
- Ordered By: [Name]
- Date Needed: 04/07/2026
- Reason for Order: Additional Materials Needed
- Distribution: 932-211 ACT S/D SPRING 26 PILOT SAO (932-211AO)

Order Items:

Item Number	Item Description	Quantity
A01104126C	ACT S/D WRT ANSWER DOC 2025-2026	5
A011980260	ACT S/D STD WRT TEST BOOKLET 3DB	5



8. If the Order is accurate and complete, click the “Confirm Order” button in the lower right corner to confirm the order. Or, if any updates to the order are necessary, click the “←Back to Order Items” button in the lower left corner instead.



9. Once confirmed, your order will be reviewed by internal staff members and approved or rejected.
 - a. If approved, the order will flow to be shipped.
 - b. If rejected, you'll receive a reason for why the order was rejected in the Order History.

