

Organization Management and Student Rostering in LaunchPad

The first step in setting up your district and schools for ACT pilot testing on the new platform is to create your organization structure in the systems. You will start in LaunchPad, a secure gateway that allows you to define your schools and create users that will participate in testing activities. In addition, LaunchPad allows you to roster students into the testing platform, either through manual upload of a file or through automated integration with your Student Information System (SIS).

For the ACT testing pilots, your district organization has already been set up in LaunchPad for you. You will need to create your schools and school level users in LaunchPad. The next step after that will be to roster your students. These processes are covered in this document.

Accessing LaunchPad

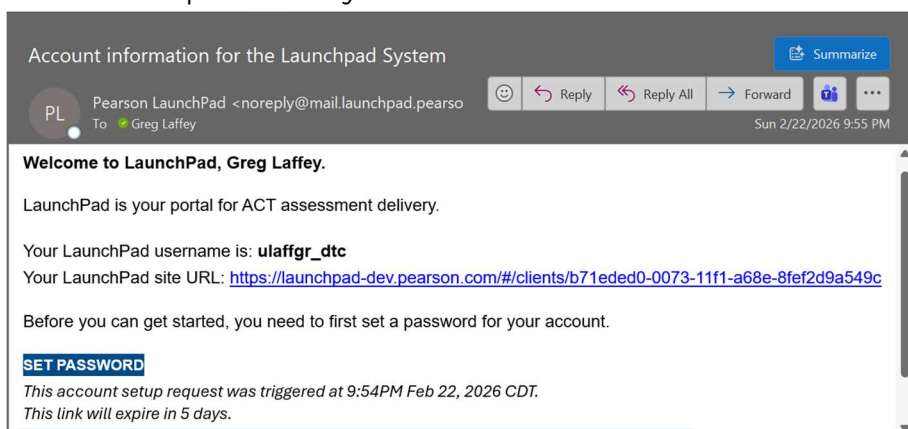
User Roles

The following user roles will be available for ACT pilot testing within your organization. These roles can be assigned to users during the user creation process described in a subsequent section of this guide.

- District Test Coordinator
- Site Test Coordinator
- Test Accommodations Coordinator

Logging In

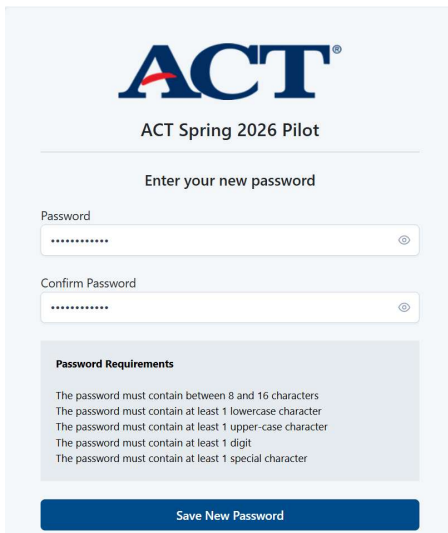
1. For ACT pilot testing, once your district account has been created by ACT/Pearson staff, LaunchPad will trigger a Welcome email to the district test coordinator provided by ACT.



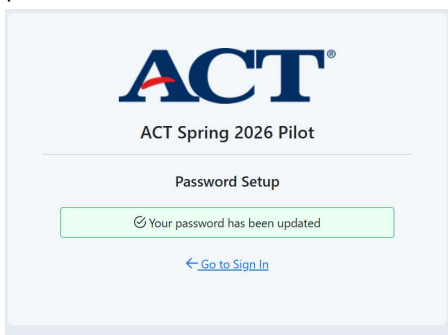
2. Click the SET PASSWORD link in the Welcome email. You must take action to set your password within five days of receipt of the Welcome email, or the link will expire.

SET PASSWORD

3. On the LaunchPad password set/reset screen, enter your desired password in the Password field and re-enter it in the Confirm Password field. Password requirements are listed at the bottom of the screen.



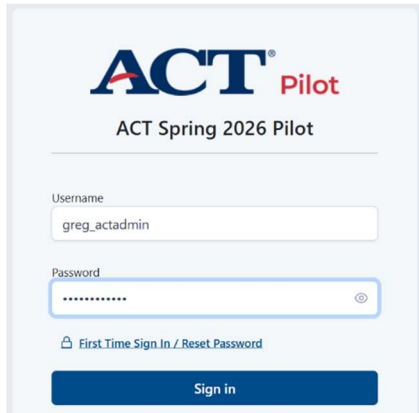
4. Click the Save New Password button at the bottom of the screen to save your password.



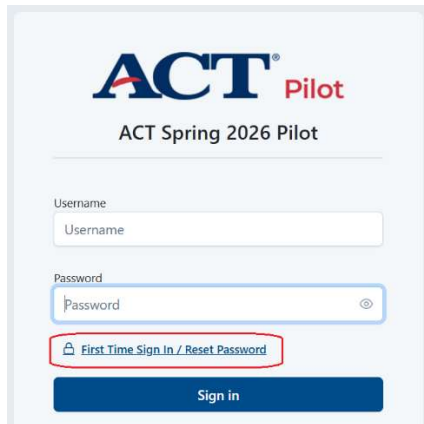
5. Click the Go to Sign In link to access the LaunchPad login page.



6. Enter the Username and the password you just created on the Sign In screen and click Sign in.



7. If you need to access LaunchPad for the first time and know an account has been created for you, but you did not receive the Welcome email, use your browser to navigate to <https://launchpad.pearson.com> and click the First Time Sign In / Reset Password link and follow the instructions.



Note: Your account in LaunchPad will allow Single Sign On (SSO) between LaunchPad and other systems supporting the pilot (e.g., ADAM test administration management) for the pilots. In Fall 2026, SSO will be incorporated across these platforms, as well as additional ACT portals and systems you interact with.



Creating Your Schools/Organization Structure

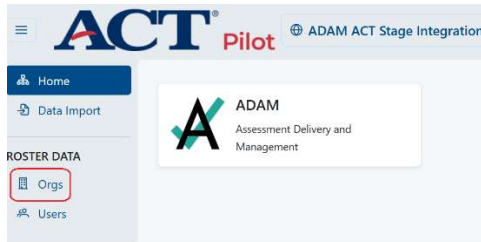
As stated, your district level organization account has already been created for you in LaunchPad. You will need to add your district schools as organizations in LaunchPad.

If you are taking advantage of Student Information System (SIS) integration to automatically ingest your student roster and other institution data into LaunchPad, your district schools will be ingested along with student information, so you will not have to create those manually in LaunchPad. If you are not using SIS integration, the simplest and most efficient way to create larger numbers of schools is to upload a comma separated values (CSV) file with the necessary information for each of your schools. However, if you have a small number of schools, you can also add them individually in the user interface.

Adding Individual Organizations

To view the organizations that have been set up within LaunchPad for your district and to add additional individual organizations (schools) one at a time under your district:

1. Sign in to LaunchPad using the process defined in the Logging In section above.
2. From the home page, click on Orgs in the left navigation menu.

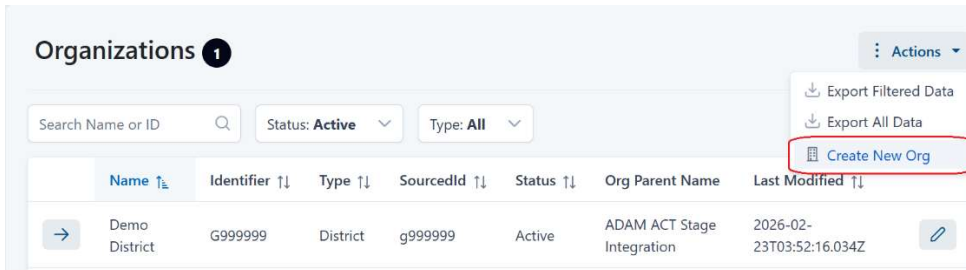


3. The Organizations screen will appear. When you first log in, you should see only the district level organization.

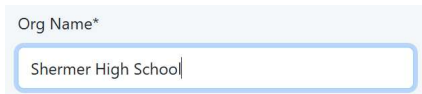
	Name ↑	Identifier ↑	Type ↑	SourcedId ↑	Status ↑	Org Parent Name	Last Modified ↑
→	Demo District	G999999	District	g999999	Active	ADAM ACT Stage Integration	2026-02-23T03:52:16.034Z



4. Click the Actions button in the upper right corner of the screen and then click "Create New Org."



5. On the Org screen, enter the name of the school in the Org Name field.



The screenshot shows a form field labeled 'Org Name*'. The text 'Shermer High School' is entered into the field.

6. Select the parent organization from the Parent Org drop down menu. Your district should be the only option to select for parent organization.



The screenshot shows a form field labeled 'Parent Org*'. The dropdown menu is open, showing a search bar and a list of options. The option 'Demo District (G999999)' is selected and highlighted.

7. Enter your local School Code for the school in the Identifier field. The Source ID field will automatically populate.



The screenshot shows two form fields. The first is labeled 'Identifier*' and contains the text 'g999991'. The second is labeled 'Sourced ID*' and contains the text 'g999991'.



8. Enter the contact information for the primary contact at the school in the Contact Info fields.

Contact Info

Org Contact

Org Email

Org Phone **Org Phone Ext**

9. Enter the shipping information for the school in the Shipping Address fields.

Note: The shipping information entered here will be used within ADAM to generate and ship initial orders for paper materials. You must provide this shipping information to support paper processing to each school. **Materials cannot be shipped to post office boxes. Shipping address information must include the schools physical address.**

Shipping Address

Shipping Address Line1

Shipping Address Line2

Shipping City

Shipping Country Code (2-Character)

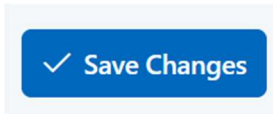
Shipping State Province Region **Shipping Zip Postal Code**

Shipping Contact Name

Shipping Contact Email



10. Click Save Changes in the upper right corner of the screen to save your school organization.

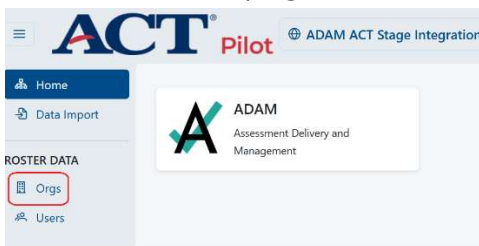


Updating Shipping Details for Organizations Ingested via SIS Integration

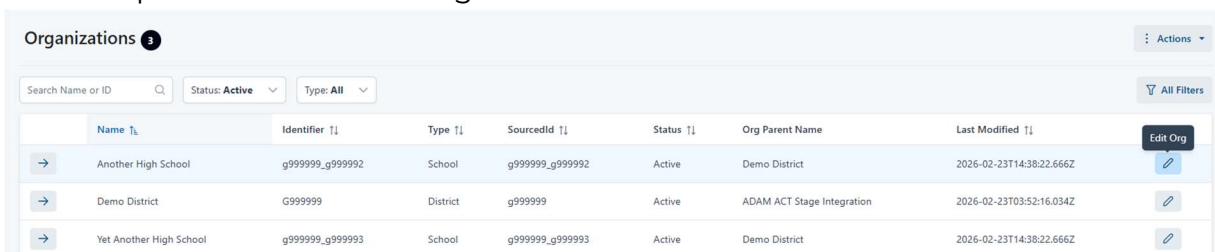
Integration protocols for SIS do not include shipping information, so schools ingested into LaunchPad through SIS integration will not have shipping information included. You will need to edit the school in LaunchPad to add the shipping details.

To update SIS integration ingested schools with shipping information to support paper processing:

1. From the home page, click on Orgs in the left navigation menu.



2. On the Organizations screen, next to the first school ingested from your SIS, click the pencil icon for Edit Org.



3. On the Edit Org screen for the selected school, enter the appropriate shipping information as described in Step 9 in the manual org creating process above.
4. Click the Save Changes button to save the shipping information for the school.



Creating Multiple School Organizations via File Upload

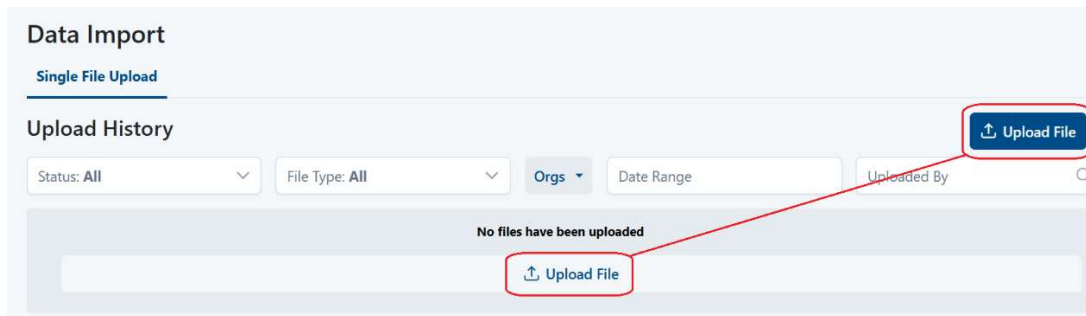
For larger numbers of school organizations, you can use a Comma Separated Values (CSV) file to streamline the process.

To use a CSV file to define and add your school orgs to LaunchPad:

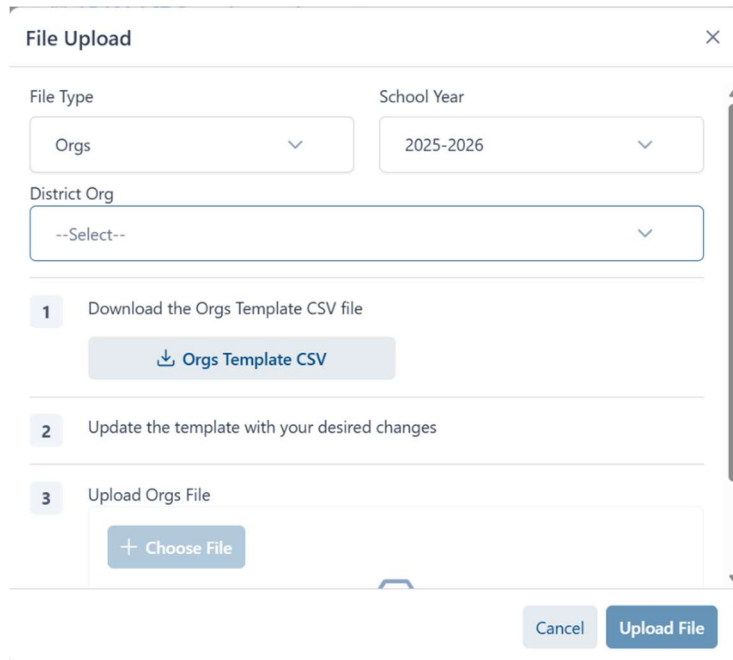
1. Sign in to LaunchPad using the process defined in the Logging In section above.
2. Select Data Import.



3. On the Single File Import tab of the Data Import screen, click the Upload File button in the upper right OR the Upload File link in the bottom center of the screen to select the file for upload.



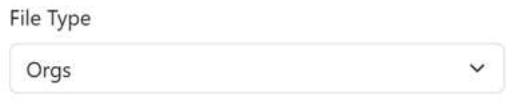
The File Upload window will open.



The screenshot shows a 'File Upload' dialog box with the following elements:

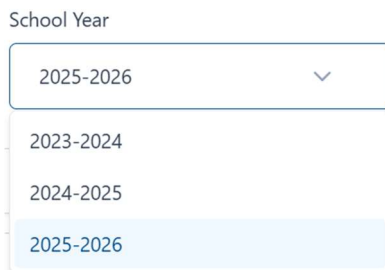
- File Type:** A dropdown menu with 'Orgs' selected.
- School Year:** A dropdown menu with '2025-2026' selected.
- District Org:** A dropdown menu with '--Select--' selected.
- Step 1:** 'Download the Orgs Template CSV file' with a button labeled '↓ Orgs Template CSV'.
- Step 2:** 'Update the template with your desired changes'.
- Step 3:** 'Upload Orgs File' with a button labeled '+ Choose File'.
- Bottom:** 'Cancel' and 'Upload File' buttons.

4. In the File Type drop-down menu, leave the default “Orgs” value.



A close-up of the 'File Type' dropdown menu showing 'Orgs' as the selected option.

5. If necessary , select the appropriate school year from the School Year drop-down menu.



A close-up of the 'School Year' dropdown menu. The menu is open, showing the following options: '2025-2026' (selected), '2023-2024', '2024-2025', and '2025-2026'.

6. Click the Orgs Template CSV button to download the organization CSV file template.



A button labeled '↓ Orgs Template CSV'.



- Open the CSV file for editing (Excel, Sheets or Numbers work well). The header row is found in Row 1 with column names in each column. Complete the CSV template for your schools using the table below as a guide for the necessary and valid values.

	A	B	C	D	E	F	G
1	sourcedId	status	name	type	identifier	parentSourcedId	metadata
2	g999992	active	Another High School	school	g999992	g999999	
3	g999993	active	Yet Another High School	school	g999993	g999999	
4							

- Save the file to your computer or network drive, making sure to save in .csv format.
- Return to the File Upload window where you downloaded the template and drag your CSV file with school org data to the “Click or Drag File to this area to upload” section of the screen OR click the area to navigate to and select your CSV file.

Upload Orgs File



- Click the Upload File button to upload your CSV or click Cancel to cancel the file upload.



The Upload History section of the Data Import screen will display your upload and the status. A status of “Complete” indicates a fully successful upload of your schools within the file.

Upload History					Upload File
Status: All	File Type: All	Orgs	Date Range	Uploaded By	
Status	Uploaded By	User Org	File Type	Date/Time	
Complete	Greg Laffey	Demo District	Orgs	02/23/26 08:38:22 AM	Download



A status of “Complete with Errors” indicates that one or more of the rows in your upload file were not successfully added. You can click on the upload history row to open a summary of the orgs that were successfully created or erred.

Single File Sync Details							Complete with Errors	×
Entity ↑↓	Status ↑↓	Total ↑↓	Modified ↑↓	Deleted ↑↓	Unchanged ↑↓	Failed ↑↓		
Orgs	Complete with Errors	1	0	0	0	1		

[Download Error Report](#)
[Close](#)

- Click Orgs under Roster Data in the left navigation menu to display the organizations that have been set up. The schools you added in the CSV upload process will now be included in the list of orgs. **The Identifier for the schools will be the district code followed by the school code with an underscore (_) between to ensure unique values in the platforms.**

Organizations 3								Actions
Search Name or ID		Status: Active	Type: All					All Filters
	Name ↑↓	Identifier ↑↓	Type ↑↓	SourcedId ↑↓	Status ↑↓	Org Parent Name	Last Modified ↑↓	
→	Another High School	g999999_g999992	School	g999999_g999992	Active	Demo District	2026-02-23T14:38:22.666Z	✎
→	Demo District	G999999	District	g999999	Active	ADAM ACT Stage Integration	2026-02-23T03:52:16.034Z	✎
→	Yet Another High School	g999999_g999993	School	g999999_g999993	Active	Demo District	2026-02-23T14:38:22.666Z	✎



Org File CSV guidance for pilot participants:

CSV files should contain field values separated by commas, with line breaks between rows. Double quotes around fields are optional.

A header row is required. Headers must match the header names in the specification exactly. When using the Orgs Template CSV file, you do not need to add or adjust the header row. All column headers are required, but not all fields are required. When adding your schools, you will need to add data for the following fields: **sourcedId**, **status**, **name**, **type**, **identifier**, and **parentSourcedId**. If any of these required fields are left blank, that row will not be processed. In addition, you can provide school contact and shipping information to be used for initial paper material orders by using the metadata fields on the far right of the template.

Field	Field Definition and Notes	Expected or Valid Values
sourcedId	<p>Unique identifier for the school organization.</p> <p>If you are using a Student Information System integration with LaunchPad, this value will be system-generated.</p> <p>If you are manually loading organizations, this value should be the same as the "identifier" value below.</p>	Any consecutive character combination is supported.
status	<p>This could be generated from the Student Information System (if using SIS integration).</p> <p>If you are manually loading organizations, set this value to active in your CSV file.</p>	active Tobedeleted
name	Name of the organization.	All characters supported.
type	Type of organization.	school, district



	Note: for the ACT pilots, Pearson will create the district level organization using district Org Codes provided to ACT. District users will then create their participating school(s).	
identifier	Org ID that will be used for display purposes. For schools, this is your local “School Code”.	Any consecutive character combination is supported, though this is generally a numeric value.
parentSourcedId	SourcedId of an Org representing the Parent organization. For ACT pilots, as you add schools to your CSV file, this value will be the “identifier” or Org Code for the district.	Must be the sourcedId of a valid org record.
metadata.orgContact	An overall contact for the school/organization. This field is metadata. This individual will NOT automatically receive an account in the platform.	All characters supported.
metadata.orgEmail	Email address for the primary contact at the organization.	
metadata.orgPhone	Phone number for the primary contact at the organization.	Numeric only.



metadata.orgPhoneExt	Phone extension for the primary contact at the organization.	Numeric only.
metadata.shippingAddressLine1	Shipping address line 1 for the organization.	All characters supported.
metadata.shippingAddressLine2	Shipping address line 2 for the organization.	All characters supported.
metadata.shippingCity	City in which the organization is located.	All characters supported.
metadata.shippingContactEmail	Email address for the shipping contact at the organization.	
metadata.shippingContactName	Full name of the shipping contact at the organization.	All characters supported.
metadata.shippingCountryCode	Two-character country code for the organization (e.g., "US" = United States)	Two character alpha.
metadata.shippingStateProvinceRegion	State, province or region within which the organization is located.	All characters are supported.
metadata.shippingZipPostalCode	Zip or postal code for the organization.	Any consecutive character combination is supported, though this is generally a numeric value.

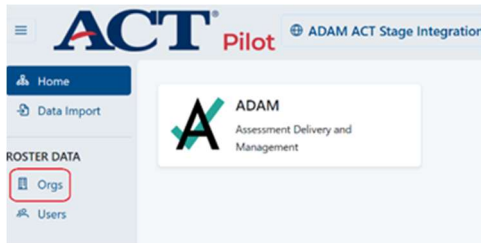


Creating Your Users

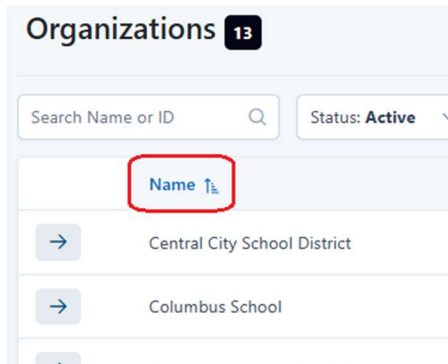
Once you have created your schools, you are ready to create school-level coordinators (Test Coordinator role) and accommodations request submitters (Test Accommodations Coordinator role). The easiest and most efficient way to create users is to bulk upload using a CSV file, similar to the process you used for creating your school orgs.

To create users within your district organization's schools using bulk upload:

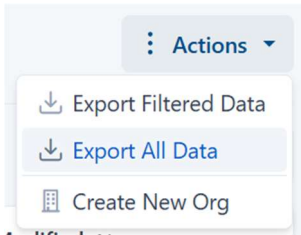
1. Sign in to LaunchPad using the process defined in the Logging In section above.
2. In order to fill out the user template, you'll need a list of the organization IDs for your district and schools. Under Roster Data in the left navigation column, select "Orgs."



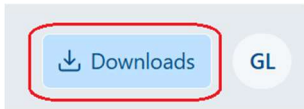
3. If necessary, sort the organizations by the Name column.



- In the Actions menu (top right), select Export All Data.



- Next to your name in the top right, select the Downloads button.



- Locate the export and select its download button. Keep this document handy for filling out the user template.

Account ↑↓	File Type ↑↓	School Year ↑↓	Requested ↑↓	Status ↑↓
ADAM ACT Stage Integration	Orgs	2026	02/23/26 08:53:25 AM	Ready

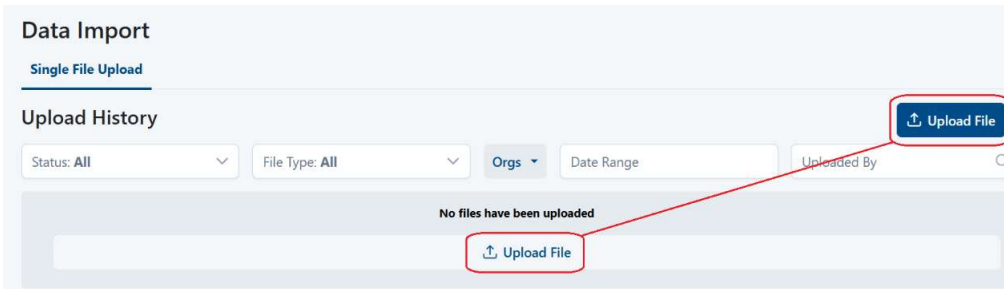
Open the file and reference the Identifier column for the organization IDs to be used in the user creation process.

A	B	C	D	E	F	G
sourcedId	status	name	type	identifier	parentSou	dateI
g999999	active	Demo Dist	district	G999999	actdistrict	2026
g999999_g999992	active	Another Hi	school	g999999_g999992	g999999	2026
g999999_g999993	active	Yet Anothe	school	g999999_g999993	g999999	2026

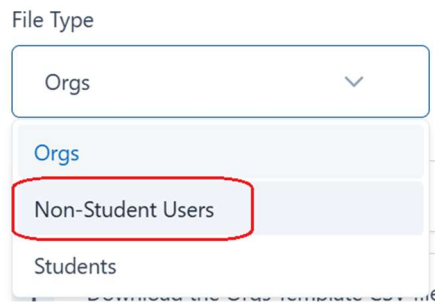
- Now that you have the Org IDs downloaded, select Data Import.



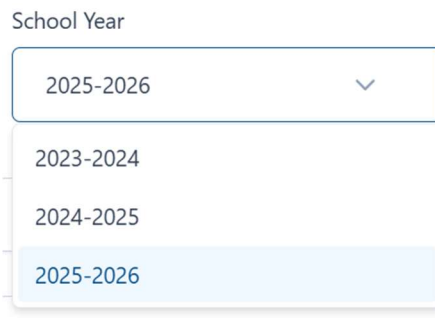
8. On the Single File Import tab of the Data Import screen, click the Upload File button in the upper right OR the Upload File link in the bottom center of the screen to select the file for upload.



9. In the File Type drop-down menu, select the "Non-Student Users" value.



10. If necessary, select the appropriate school year from the School Year drop down menu.



11. Select a user role for the upload. Only one role can be assigned per CSV upload, so you will want to create all of your Test Coordinators in one upload, all of your Test Accommodations Coordinators in another, etc..

Role

--Select--

District Test Coordinator

Test Coordinator

Test Accommodations Coordinator

12. Select the district organization for the users from the District Org drop down menu. **Your district should be the only option available in this drop down.**

District Org

Demo District

Search

Demo District

13. To have LaunchPad generate a welcome email to the users upon creation, ensure the Send Welcome Email to New Users toggle is turned on.

File Upload

File Type

Non-Student Users

Role

Test Coordinator

District Org

Central City School District

Send Welcome Email to New Users

1 Download the Users Template CSV file

[↓ Users Template CSV](#)

14. Click the Users Template CSV button to download the user CSV file template.

1 Download the Users Template CSV file

[↓ Users Template CSV](#)

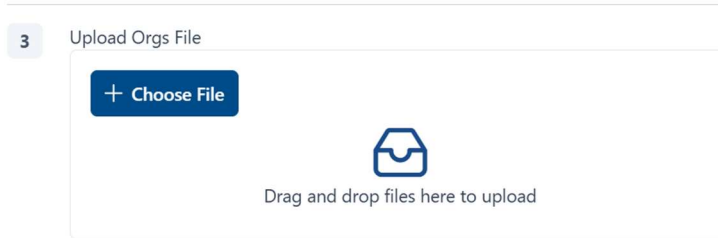


15. Open the downloaded template (Excel, Sheets or Numbers work well). The header row is found in Row 1 with column names in each column. Complete the CSV template for your users using the *Template Field Definitions* in the table below as a guide for the necessary and valid values.

	A	B	C	D	E	F	G	H
1	sourcedId	orgSourcedIds	username	firstName	lastName	identifier	email	status
2	marcia.brady@anotherhs.k-12.il.us	g999999_g999992	mbrady_tc	Marcia	Brady	marcia.brady@anotherhs.k-12.il.us	marcia.brady@anotherhs.k-12.il.us	active
3	peter.brady@yetanotherhs.k-12.il.us	g999999_g999993	pbrady_tc	Peter	Brady	peter.brady@yetanotherhs.k-12.il.us	peter.brady@yetanotherhs.k-12.il.us	active
4								

16. Once the template is filled in, save the file, ensuring you save it as .CSV format.

17. Return to the File Upload window where you downloaded the template and drag your CSV file with user data to the “Click or Drag File to this area to upload” section of the screen OR click the area to navigate to and select your CSV file.



Note: After the file is selected, a pre-scan is automatically performed on the file to validate the file layout. If the file format does not align with the expected layout, the user is alerted and the file cannot be imported. If the file format aligns with the expected layout, the user is notified of the number of records the file contains.

18. Click Upload File to upload your CSV. Once complete, your upload will appear in the Upload History screen. If any individual rows erred during the upload, follow the same steps to review as used with the organization CSV upload process described above.

Upload History					Upload File
Status: All	File Type: All	Orgs	Date Range	Uploaded By	
Status	Uploaded By	User Org	File Type	Date/Time	
Complete	Greg Laffey	Demo District	Users - Test Coordinator	02/23/26 09:42:48 AM	Download

19. Repeat to create users for other user roles as needed.



Non-Student User CSV guidance for pilot participants:

CSV files should contain field values separated by commas, with line breaks between rows. Double quotes around fields are optional.

A header row is required. Headers must match the header names in the specification exactly. When using the Users Template CSV file, you do not need to add or adjust the header row. All column headers are required, and you will need to add data for the following fields: **sourcedId, orgSourcedIDs, username, firstName, lastName, identifier, email, and status**. If any of these required fields are left blank, that row will not be processed.

Since the files are uploaded to a specific role, separate CSV files should be prepared for each type of user: Test Coordinator (school-level coordinator role), Test Accommodations Coordinator (school level accommodations request submitter role).

	Field	Field Definition and Notes	Expected or Valid Values
A	sourcedId	Unique identifier for the user. This is commonly populated with the user's email address, staff ID, or staff username.	Any consecutive character combination is supported.
B	orgSourcedIDs	All organizations to which the user should be associated. Use the SourcedIDs from the org file downloaded in steps 2 through 6 above. You can copy/paste values from that file for accuracy. A district user, if associated with the sourcedId for the district org, will inherit access to all schools within the district. They do not need to be granted per-school rights to each org.	This field must contain one or multiple values that match the sourcedId of an existing org record.
C	username	The username for the user's LaunchPad user account.	Any consecutive character



		This is commonly populated with the user's email address, staff ID, or staff username.	combination is supported.
D	firstName	The full legal first name	
E	lastName	The full legal last name	
F	identifier	Staff ID that will be used for display purposes. This is commonly populated with the user's email address, staff ID, or staff username.	Any consecutive character combination is supported, though this is generally a numeric value.
G	email	Email address for username setup.	
H	status	Identifies the status of the user. Set to Active for all current users. Set to ToBeDeleted for existing users who should be inactivated.	active Tobedeleted



Rostering Students

There are two ways to roster students into LaunchPad and ADAM for ACT pilot administrations. The first is to use the same type of CSV manual upload used for organizations and non-student users described in the sections above. The other method is using a direct integration with your student information system (SIS).

SIS Integration

LaunchPad supports direct system-to-system integration with a variety of common SIS applications, including:

- PowerSchool
- Infinite Campus
- EduPoint Synergy
- Skyward (via OneRoster or CSV)

as well as rostering / access platforms such as:

- Clever
- Classlink

Direct integration with SIS will allow you to roster students who will take ACT assessments for the pilot into the systems with no additional manual intervention after the initial setup is complete. If your district wishes to take advantage of this time savings and use one of the supported SIS or rostering/access platforms, Pearson will work directly with you to support setup of the integration with LaunchPad. In addition, we have easy-to-follow documentation for each integration type that can be provided to your organization.

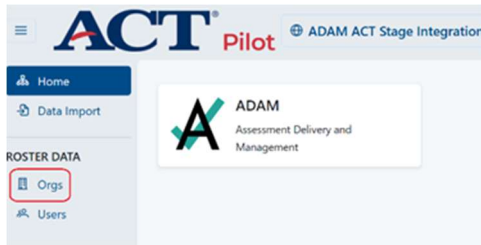
Manual Student Upload/Import

If you do not wish to use SIS integration, or if you do not use one of the supported SIS or rostering/access platforms, you can manually upload a CSV file with your students.

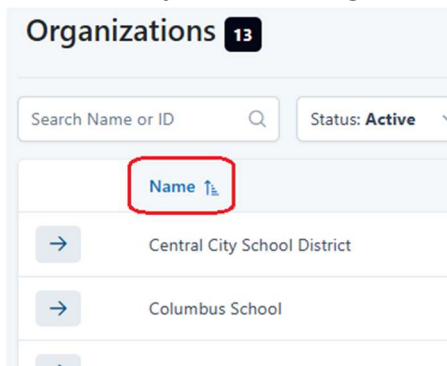
1. Sign in to LaunchPad using the process defined in the Loggin In section above.



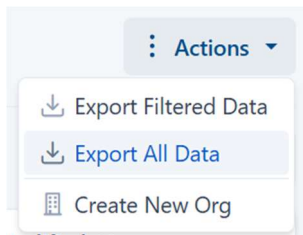
- To fill out the student template, you'll need a list of the organization IDs for your district and schools. Under Roster Data in the left navigation column, select "Orgs."



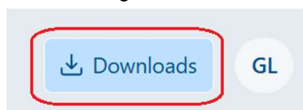
- If necessary, sort the organizations by the clicking the Name column.



- In the Actions menu (top right), select Export All Data.



- Next to your name in the top right, select the Downloads button.



- Locate the export and select its download button. Keep this document handy for filling out the user template.

Account ↑↓	File Type ↑↓	School Year ↑↓	Requested ↑↓	Status ↑↓	
ADAM ACT Stage Integration	Orgs	2026	02/23/26 08:53:25 AM	Ready	Download



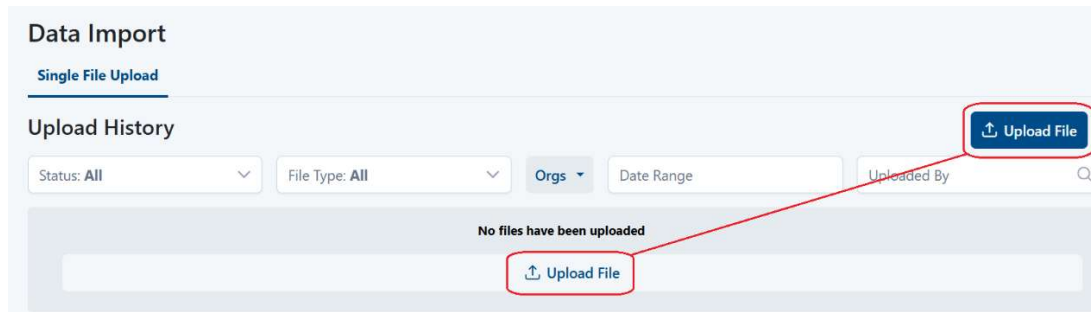
Open the file and reference the Identifier column for the organization IDs to be used in the user creation process.

A	B	C	D	E	F	G
sourcedId	status	name	type	identifier	parentSou	dateI
g999999	active	Demo Dist	district	G999999	actdistrict	2026
g999999_g999992	active	Another Hi	school	g999999_g999992	g999999	2026
g999999_g999993	active	Yet Anothe	school	g999999_g999993	g999999	2026

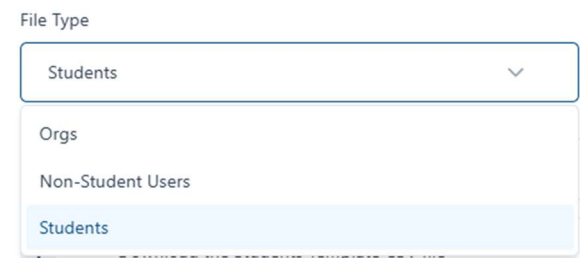
- Now that you have the Org IDs downloaded, select Data Import.



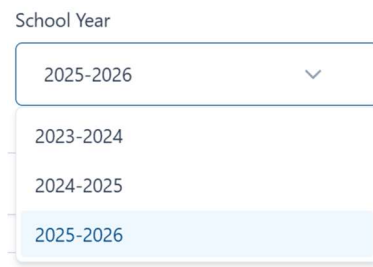
- On the Single File Import tab of the Data Import screen, click the Upload File button in the upper right OR the Upload File link in the bottom center of the screen to select the file for upload.



- In the File Type drop-down menu, select the "Students" value.



- If necessary, select the appropriate school year from the School Year drop down menu.



- Select the district organization for the students from the District Org drop down menu. **Your district should be the only option available in this drop down.**

District Org

Demo District ▼

🔍

Demo District

- Click the Students Template CSV button to download the user CSV file template. This is the file you will fill in with new students and then upload from this same window.

1 Download the Students Template CSV file

↓ [Students Template CSV](#)

- Open the downloaded template (Excel, Sheets or Numbers work well). The header row is found in Row 1 with column names in each column. Complete the CSV template for your students using the *Template Field Definitions* in the table below as a guide for the necessary and valid values.

	A	B	C	D	E	F	G	H	I
1	status	uniqueStudentId	firstName	lastName	middleName	grades	schoolSourcedId	birthDate	sex
2	active	G1234567	Greg	Brady	Alan	12	g999999_g999992	2/14/2005	M
3	active	G1234568	Jan	Brady	Alice	11	g999999_g999993	6/14/2006	F
4									

- Once the template is filled in, save the file, ensuring you save it as .csv format.
- Return to the File Upload window where you downloaded the template and drag your CSV file with student data to the “Drag and drop files here to upload” section of the screen OR click Choose File to navigate to and select your CSV file.

3 Upload Orgs File

+ Choose File

📁

Drag and drop files here to upload



Note: After the file is selected, a pre-scan is automatically performed on the file to validate the file layout. If the file format does not align with the expected layout, the user is alerted and the file cannot be imported. If the file format aligns with the expected layout, the user is notified of the number of records the file contains

- Click Upload File to upload your CSV. Once complete, your upload will appear in the Upload History screen. If any individual rows erred during the upload, follow the same steps to review as used with the organization or user CSV upload process described above.

Upload History				
Status: All	File Type: All	Orgs	Date Range	Uploaded By
Status	Uploaded By	User Org	File Type	Date/Time
Complete	Greg Laffey	Demo District	Students	02/23/26 11:57:00 AM

Student CSV guidance for pilot participants:

CSV files should contain field values separated by commas, with line breaks between rows. Double quotes around fields are optional.

A header row is required. Headers must match the header names in the specification exactly. When using the Students Template CSV file, you do not need to add or adjust the header row. All column headers are required, and you will need to add data for the following fields: **status, uniqueStudentId, firstName, lastName, grades, schoolSourcedId, birthdate, sex**. If any of these required fields are left blank, that row will not be processed. The **middleName** field is optional and will not affect upload success.

	Field	Field Definition and Notes	Expected or Valid Values
A	status	Identifies the status of the student. Set to Active for all current students needing to be added to an administration. Set to ToBeDeleted for	active Tobedeleted



		existing students who should be inactivated/removed.	
B	uniqueStudentId	Student ID that will be used for display purposes.	Any consecutive character combination is supported, though this is generally a numeric value.
C	firstName	The full legal first name	
D	lastName	The full legal last name	
E	middleName	The full legal middle name given to a person. This field is optional.	
F	grades	Actual grade(s) student is enrolled in during testing administration.	9 or 09 = Ninth Grade 10 = Tenth Grade 11 = Eleventh Grade 12 = Twelfth Grade
G	schoolSourcedId	Unique school level identifier for the school.	This will be a valid school-level org code from LaunchPad with the org code of the district followed by an underscore (_) and the school code.
H	birthDate	The month, day, and year on which a person was born.	mm/dd/yyyy mm-dd-yyyy mm/dd/yy mm-dd-yy



I	Sex	Student gender.	M, Male, m, male F, Female, f, female unspecified, Unspecified
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