Using the Manage Institution Users Tool

Welcome to the Pearson ePortfolio system.

This guide contains instructions for Faculty Administrators to assign roles to participating faculty.

The role assignment process consists of the following steps:

- Step 1: Create an Account to Access the System
- Step 2: Manage Role Assignments
- Step 3: Check the Status of Assignments
- Step 4: Assign a Backup Faculty Administrator (optional)

In addition to this guide, please refer to the Texas Educator Certification Examination Program website for links to additional information and updates.

Why Does a Faculty Administrator Need an Account?

Teacher preparation candidates at your institution will be using the Pearson ePortfolio system to submit work they have completed as part of the edTPA assessment. When they upload documents and videos to the Pearson system, they will have the ability to request feedback from faculty members prior to submitting their assessment for scoring.

If your institution chooses to use the faculty feedback feature, then it is your role as Faculty Administrator to enter and maintain the list of faculty members who are available for candidates to select to review their work.

If your institution chooses not to use the faculty feedback feature, then you do not have to maintain a faculty reviewer list.

You may also use this tool to assign another Faculty Administrator as a backup for your role.

To learn more about edTPA and the Pearson ePortfolio system, visit www.tx.nesinc.com. For technical assistance, contact edTPA-customer-support@pearson.com or call (866) 565-4872.

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Step 1: Create an Account to Access the System

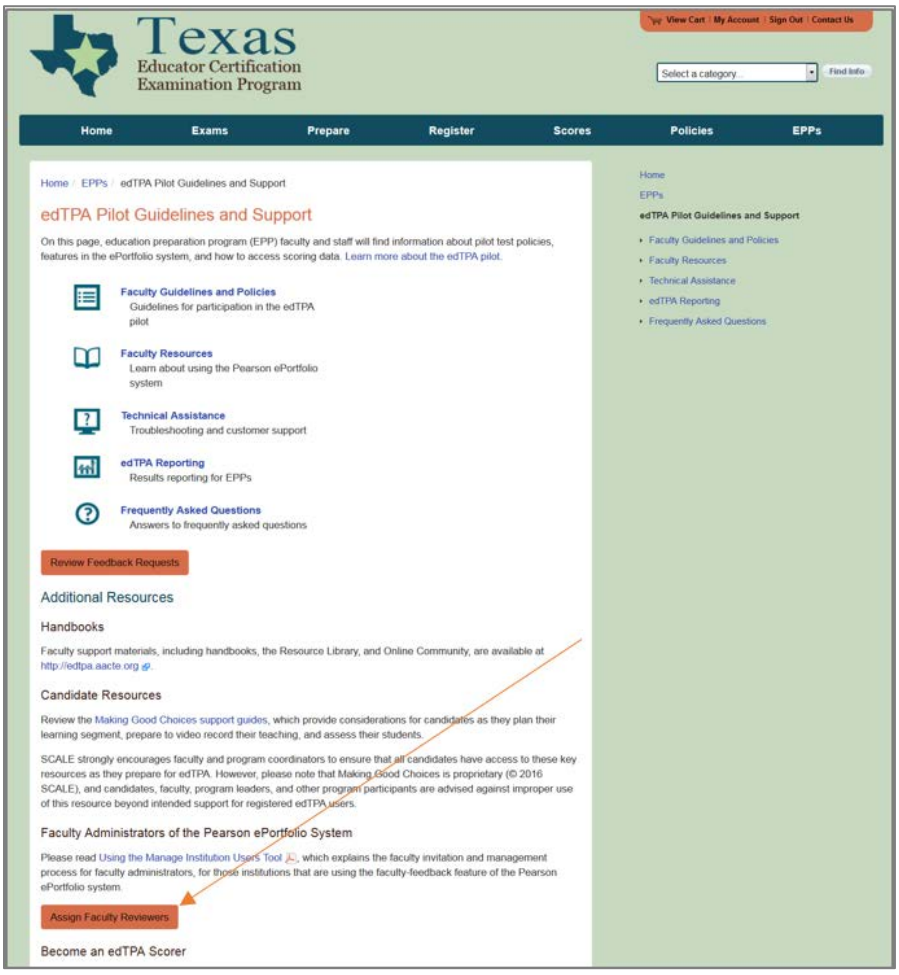
As the designated Faculty Administrator for edTPA, you will receive an email that contains a link to the Pearson registration website.

Follow these steps to create an account to access the Pearson ePortfolio system:

1. Click on the link in the email.
2. Create an account by entering your username (email address) and password.
3. Read the terms and conditions and confirm your acceptance of the Faculty Administrator role.

Step 2: Manage Role Assignments

1. On the Texas Educator Certification Program website, sign in to your account.
2. Select the **EPPs** link on the top menu bar.
3. Click the **edTPA Pilot Guidelines and Support** link in the side navigation menu.
4. Once on this page, select the **Assign Faculty Reviewers** button in the **Additional Resources** section.



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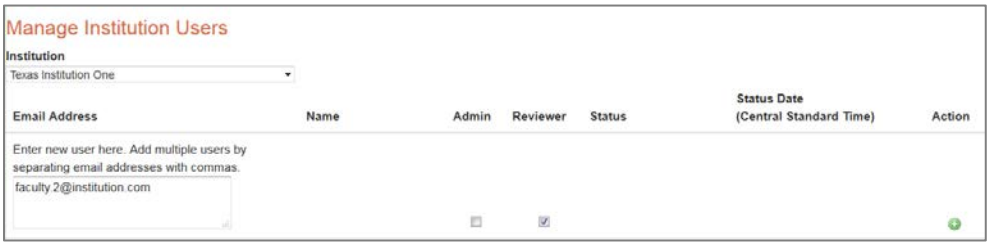
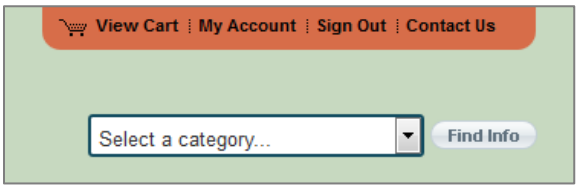
5. Select **Manage Institution Users**.

6. On the Manage Institution Users screen, enter an email address for each faculty member who will be providing candidate feedback and click the box in the **Reviewer** column.



7. Click in the Action column to add them. The system will automatically send an invitation to each faculty member notifying them of their new role and requesting their acceptance.
8. To enter multiple email addresses at once, type each email address separated by a comma (no spaces).
9. To exit, click **Sign Out** in the top right corner of the screen.



Faculty reviewers will be provided instructions on the use of the faculty feedback feature in the Pearson ePortfolio system. Online tutorials and system documentation are accessible from the **edTPA Pilot Guidelines and Support** page of the program website.

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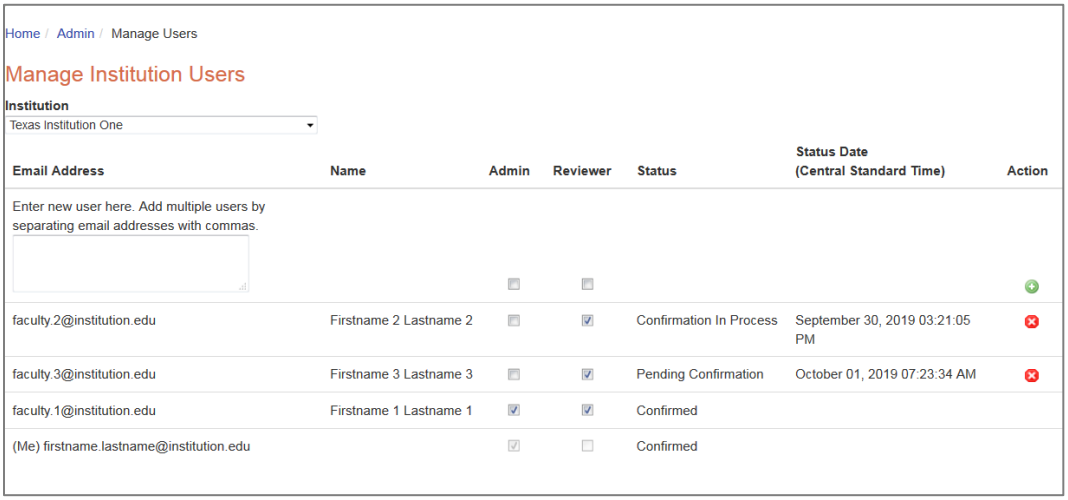
Step 3: Check the Status of Assignments

When faculty reviewers or administrators receive the email invitation, they will be asked to create an account and confirm their acceptance of the assigned role. You may check the status of assignments that you have added.

1. On the Texas Educator Certification Examination Program website, select **EPPs** on the top menu bar.
2. Click the **edTPA Pilot Guidelines and Support** link in the side navigation menu.
3. Once on this page, select the **Assign Faculty Reviewers** button in the **Additional Resources** section and sign in to your account.
4. Select **Manage Institution Users**.
5. On the Manage Institution Users screen, the status column will indicate one of the following:
    - Confirmed: faculty reviewer/Administrator responded to the email invitation and accepted the role.
    - Confirmation in Process: faculty reviewer/Administrator was sent an email invitation, but a reply has not yet been received.
    - Pending Confirmation: faculty reviewer/Administrator was selected for the role, but an email invitation has not yet been sent. The system will automatically check for the addition of assignments, generate email invitations and change the status to Confirmation in Process.
    - Confirmation Expired: faculty reviewer/Administrator was sent an email invitation, but has not responded within a specified period of time (e.g., six months). Click ⊗ to delete from the system.
    - Declined: faculty reviewer/Administrator responded to the email invitation and declined the role. Click ⊗ to delete from the system.



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Step 4: Assign a Backup Faculty Administrator (optional)

You may also use this tool to assign another Faculty Administrator as a backup for your role. To do this, follow these instructions:

1. On the Texas Educator Certification Examination Program website, select the **EPPs** link on the top menu bar.
2. Click the **edTPA Pilot Guidelines and Support** link in the side navigation menu.
3. Once on this page, select the **Assign Faculty Reviewers** button in the **Additional Resources** section and sign in to your account.
4. Select **Manage Institution Users**.
5. On the Manage Institution Users screen, enter the email address of the person who will be assigned an Administrator role and click the box in the **Admin** column.
6. Click to send a system-generated invitation to the backup Faculty Administrator.
7. To cancel a confirmation that is in progress click .

The backup Faculty Administrator should follow the same process described in Step 1: Create an Account to Access the System.

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