

## Onboarding Checklist

### Step 1: Login

- URL, Customer ID Number, Username, and Password all located in your aimsweb email *(Note: If you need a new password, you can request one from the login screen. At the login home screen, click the link entitled, "Need Login Assistance" and enter in your email address. A link to change your password will be emailed to you)*

### Step 2: Set Up Your Account

- Download the Roster and User Import Templates via the Attachments tab of the Import Tutorial links below and Watch the Import Tutorials for instructions on building out the templates *(Import templates are recommended for ease of use and time saving while setting up your account)*
  - [Roster Tutorial](#) *(must be uploaded to the account first)*
  - [User Tutorial](#) *(must be done after the Roster Import has been confirmed)*
- For instructions on Manual account setup, please contact your Implementation Manager

### Step 3: Review Materials

- Getting Started Guide – located in the Welcome email
- System Requirements – located in the Help File of your aimswebPlus account. *(When logged in, click the icon at the bottom right entitled "How can we help?" and click "show" to locate the search option)*
- Introductory Guide and Technical Manual – located in the Help File
- Training Tutorials located in Help File and Administration & Scoring Videos
  - [Administration and Scoring of Early Literacy](#)
  - [Administration and Scoring of Early Numeracy](#)
  - [Administration and Scoring of Grade 2-8 Measures](#)

### Step 4: Download TestNav for Assessing Grades 2 and Above

- TestNav is the technology system used for the online testing Grades 2-8. For ease of use, we recommend using the downloadable client interface
  - [TestNav](#)

### Step 5: Download Your Testing Materials

- All testing materials are available in the Help File, which contains links to printable documents and reference information

### Step 6: Test Assignment

- Digital Record Forms for grades K-1 are accessed on the Benchmark Comparison screen and can be accessed by clicking the Assess icon
- For testing grades 2-8, download the Test Assignment Import Template (Manage > Import) to import all test assignments. Once the test assignment import has been uploaded to the account, go to Students > Test Assignment List. A username and passcode for each student will be provided, which is what needs to be used in TestNav to launch the online assessment

### Step 7: Complete your Testing and Generate Reports

- Reports and Norms may be found within the Groups tab of your account. Once testing has been completed, refer to the Help File for questions about how to generate specific student reports
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### Questions?

Feel free to call or email the aimswebPlus team!

#### General Technical Support

1-866-313-6194, option 1

Email [aimswsupport@pearson.com](mailto:aimswsupport@pearson.com)

(8am-5pm Central Time)

#### Data, Imports, Exports

866-313-6194, option 1, and then option 3

Email [aimswdata@pearson.com](mailto:aimswdata@pearson.com)

(8am-5pm Central Time)