

From: Gaffney-Dilley, Debra DPI [mailto:Debra.Gaffney-Dilley@dpi.wi.gov]
Sent: Monday, July 28, 2014 10:09 AM
To: DACs
Subject: ACT Aspire Portal

District Assessment Coordinators:

ACT Aspire Portal invitations to all District Assessment Coordinators (DACs) were sent out the first week of June and again the week of July 28 **if you did not accept the initial invitation**. If you are a DAC, and you have not logged into the ACT Aspire Portal, please do so by locating the email sent from admin.actaspire.org and follow the instructions for setting up your account. Work Instruction: "Accepting Invitations into the ACT Aspire Portal" is a helpful resource for you to reference the correct steps: <http://actaspire.avocet.pearson.com/actaspire/home#5382>

If you are a DAC who has **accepted the invite** and have accessed your ACT Aspire Portal account, please extend ACT Aspire Portal invites to your educator staff by following the steps located in the "Inviting New Users to the ACT Aspire Portal" Work Instruction found on Avocet: <http://actaspire.avocet.pearson.com/actaspire/Home#5246>

As a DAC, extending this invitation to your colleagues prior to attending the August Aspire training is not required, but it will help participants follow along during the session. Please make special note that pre-registration is required for the Aspire trainings, seating is limited and no walk-in registrations will be accepted.

In order for your colleagues to complete their PNP selections and Test Session set-up steps in the Portal, Paper based-testing (ASL, Braille and Large Print) invitations need to be sent and accepted by September 5. Computer based-testing invitations need to be sent and accepted by September 22.

If you need assistance, please contact ACT Aspire Early High School Customer Support at 888-802-7502 or ACTAspire_Implementation@ACTAspire.org.

Peggy Roush
College and Career Readiness Assessment Coordinator
Office of Student Assessment
Wisconsin Department of Public Instruction
608.266.5187 (phone)
608.267.8770 (fax)
margaret.roush@dpi.wi.gov

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Debbie Gaffney Dilley
Office of Educational Accountability
Office of Student Assessment
Department of Public Instruction
608-267-1072