

Verify Contact Information & Shipping Address

Viewing Your Contact and Shipping Information in PearsonAccess^{next}

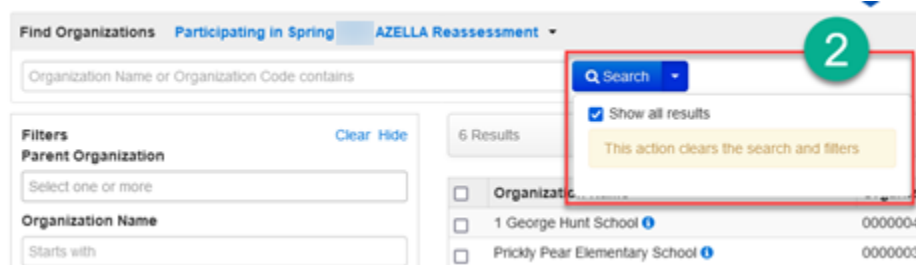
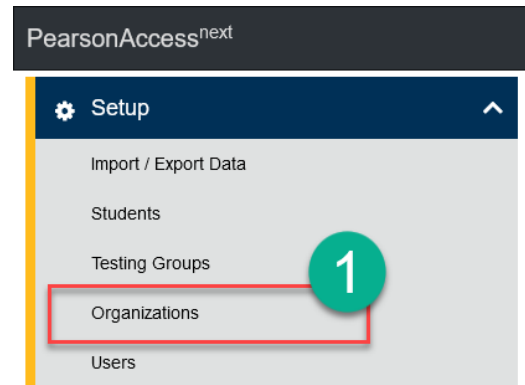
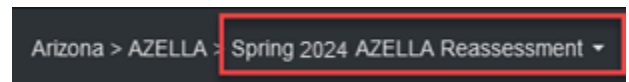
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6 steps

AZELLA District Test Coordinators need to verify their contact information and district's shipping address. AZELLA District Test Coordinators with more than one district must verify contact information and the shipping address for each of their districts. When assigned to more than one district, the steps below must be followed for each district.

To verify your contact information and the district's shipping address for **AZELLA Spring 2024 Reassessment** in PearsonAccess^{next}:

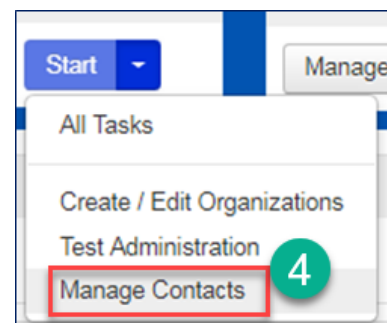
1. Go to the **SETUP** section and use the **Select an action** drop-down menu to select **Organizations**.
2. On the Organizations screen, click the Search drop-down and place a check in the **Show all results** check box.



3. Place a check in the checkbox by the district name.

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	School Type
<input type="checkbox"/>	1 George Hunt School ⓘ	000004	School	Tumbleweed Unified District(999999)	State Funded
<input checked="" type="checkbox"/>	Tumbleweed Unified District ⓘ	999999	District	Arizona Dept of Education(az)	

4. From the **Start** drop-down menu, select **Manage Contacts**.



5. On the **Manage Contacts** tab, verify that the AZELLA District Test Coordinator's name, contact address (district's shipping address), phone number, and email are correct.

If there are any corrections needed, please contact the AZELLA State Test Coordinator at azella@azed.gov and provide ADE's AZELLA Team with the correct information. You do **not** need to communicate with ADE when the information is correct.

The **Contact Address** is the address where the test materials and reports will be delivered.

CONTACT DETAILS

AZELLA District Test Coordinator

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Contact Name*	Contact Address Line 1*
<input type="text" value="Brenda Vanderwerp"/>	<input type="text" value="1535 West Jefferson Street Bin 6"/>
Contact Title	Contact Address Line 2
<input type="text" value="AZELLA Test Coordinator"/>	<input type="text" value="Required if necessary for delivery"/>
Contact Phone (main)*	Contact City*
<input type="text" value="6025425233"/>	<input type="text" value="Phoenix"/>
Contact Phone (extension)	Contact State*
<input type="text"/>	<input type="text" value="AZ"/>
Contact Email*	Contact Zip Code*
<input type="text" value="azella@azed.gov"/>	<input type="text" value="85007"/>

When changing this email address, ensure you change the Work Request Email on the Create/Edit Organization task page.

* Required

6. Exit the **Tasks for Organizations** screen by clicking the **Exit Tasks** button.

