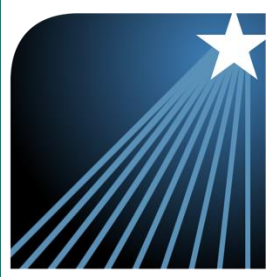




New Meridian

**Science Exchange**



**Maine**  
Department of  
**Education**

# Maine Science Assessment Training Module: **Setting Up Accounts in ADAM**

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Presenter: Susan Van Gundy, Technical Program Manager, MZD



New Meridian

School Year 2024-2025

# Module Overview

- User accounts in ADAM
- How to access your account for 2024 - 2025
- Roles and Permissions overview
- Access timeline
- How To: DACs create accounts for School Assessment Coordinators (SACs)
- Access checklist
- How to get help

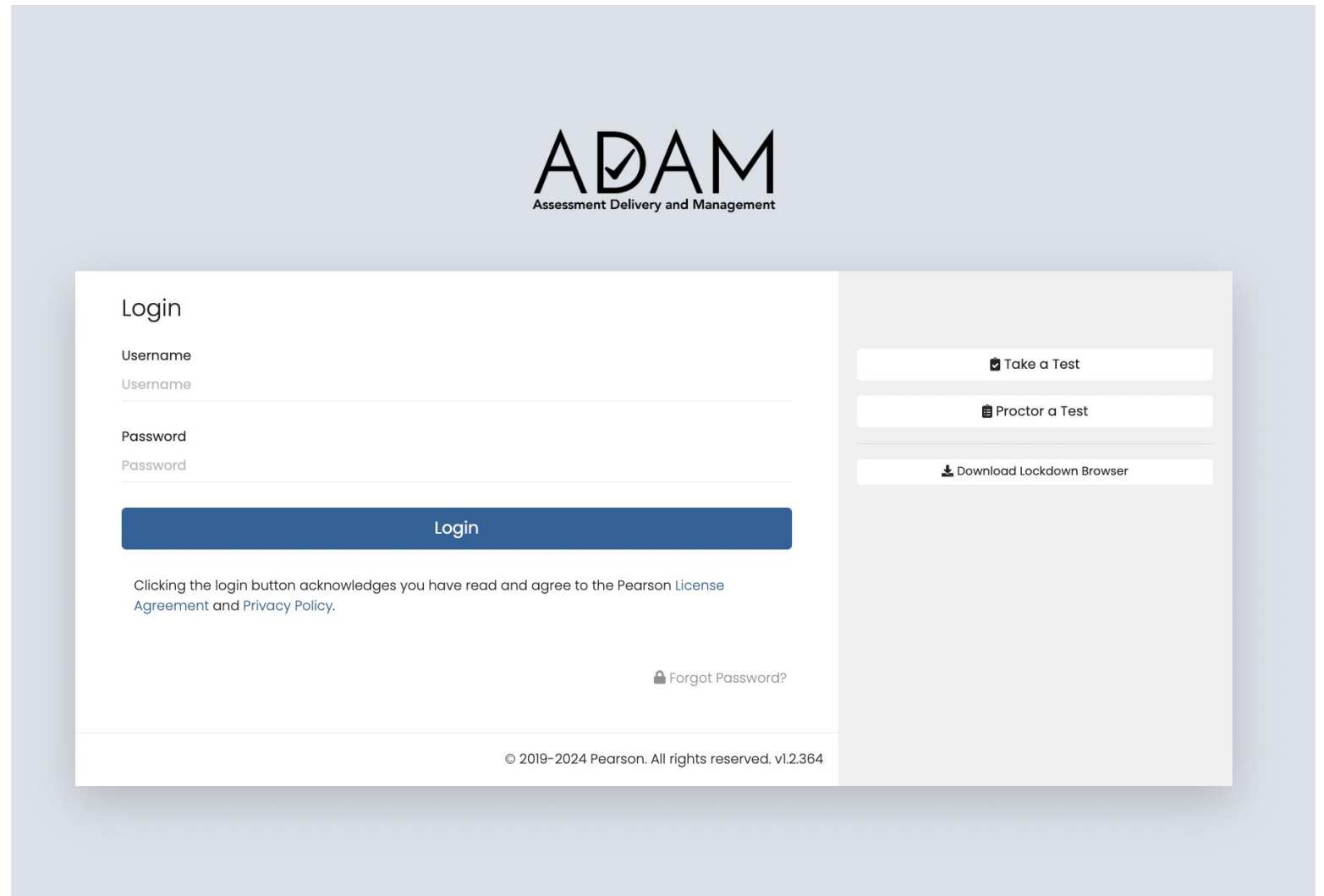


## District and School Coordinator Accounts in ADAM

- Returning District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) will have their accounts retained for Spring 2025.
- DACs/SACs can access their accounts by entering their SAU/school email at <https://adamexam.com>, and password. If password is forgotten, then select "Forgot Password" to create a new password for Spring 2025.
- New DAC accounts will be created by Maine DOE.
- DACs will create accounts in ADAM for their new District Technology Coordinators (DTCs) and SACs and **remove previous DTC and SAC accounts as necessary.**
- SACs will create accounts in ADAM for new School Technology Coordinators (STCs) and **remove previous STC accounts as necessary.**
- **Teachers and Proctors do not have individual account logins.** They will use Test Codes and Proctor Codes to administer assessments.

# https://adamexam.com

## How to Log In to ADAM



The screenshot shows the ADAM (Assessment Delivery and Management) login interface. At the top center is the ADAM logo with the tagline "Assessment Delivery and Management". Below the logo is a white login box. Inside the box, the title "Login" is at the top. There are two input fields: "Username" and "Password", each with a placeholder text of the same name. Below these fields is a blue "Login" button. Under the button, a line of text states: "Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy." At the bottom right of the login box is a link "Forgot Password?" with a lock icon. To the right of the login box is a light gray sidebar containing three buttons: "Take a Test" (with a document icon), "Proctor a Test" (with a document icon), and "Download Lockdown Browser" (with a download icon). At the very bottom of the login box, a copyright notice reads: "© 2019-2024 Pearson. All rights reserved. v1.2.364".

ADAM  
Assessment Delivery and Management

Login

Username  
Username

Password  
Password

Login

Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.

Forgot Password?

Take a Test

Proctor a Test

Download Lockdown Browser

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## Roles

### District Assessment Coordinators and School Assessment Coordinators

- Access the proctor dashboard through the test admin cards when logged in to ADAM
- View and manage multiple proctor groups in their school or district
- Have authority to pause, resume, and reseal student test sessions
- Create and manage proctor groups

### Teachers and other Proctors

- Access the proctor dashboard with a test code and proctor code unique to each proctor group per session
- View and manage only the students in that specific proctor group and session
- Have authority to pause, resume, and reseal student test sessions
- Cannot create or manage proctor groups

# Roles and Permissions

				DAC	DTC	SAC	STC	Teacher	Proctor
<b>User access</b>									
Make user accounts for district users				x					
Make user accounts for school users				x	x	x			
<b>Student rostering</b>									
Change student preferred name				x	x	x	x		
Add/remove/edit students' accommodations				x	x	x	x		x - TTS only
Request paper accommodation				x					
Create/delete/edit a class				x	x	x	x		
Add/remove/change students class assignment				x	x	x	x		
<b>Test assignment</b>									
View test assignments/test admins				x	x	x	x		
Change student test assignment				x	x	x	x		
View/print test tickets				x	x	x	x		x
View/print roster lists				x	x	x	x		x
<b>Test proctoring</b>									
View test progress				x	x	x	x		x
Reseat a student				x	x	x	x		x
Unsubmit a test									
Request to unsubmit a test				x					
View student test progress				x	x	x	x		x
Add/remove TTS for student's current session				x	x	x	x		x
<b>Activity reports</b>									
View/export activity/progress for district				x	x				
View/export activity/progress for schools				x	x	x	x		



# ACCESS TO ADAM TIMELINE — HIGH SCHOOL ADMINISTRATIONS

## HIGH SCHOOL



**FEBRUARY 4  
2025**

DACS / SACS ACCESS TO  
ADAM IS ENABLED  
MANAGE (CREATE /  
REMOVE) OTHER DISTRICT  
AND SCHOOL ACCOUNTS



**FEBRUARY 4  
2025**

STUDENT ROSTERS ARE  
AVAILABLE IN ADAM FOR  
HIGH SCHOOL

MANAGE (CREATE / EDIT)  
CLASSES FOR HIGH SCHOOL

MANAGE STUDENT  
SUPPORTS AND  
ACCOMMODATIONS FOR  
HIGH SCHOOL



**FEBRUARY 25  
2025**

TEST ADMINS ARE  
AVAILABLE IN ADAM FOR  
HIGH SCHOOL

CONFIRM STUDENT TEST  
ASSIGNMENTS AND  
SUPPORTS/  
ACCOMMODATIONS

MAKE ADDITIONAL  
PROCTOR GROUPS



**APRIL 2  
2025**

SPRING 2025 ASSESSMENT  
WINDOW OPENS FOR HIGH  
SCHOOL

# ACCESS TO ADAM TIMELINE — GRADES 5 AND 8 ADMINISTRATIONS

## GRADES 5 AND 8



**FEBRUARY 4  
2025**

DACS / SACS ACCESS TO  
ADAM IS ENABLED  
MANAGE (CREATE /  
REMOVE) OTHER DISTRICT  
AND SCHOOL ACCOUNTS

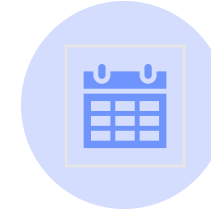


**APRIL 2  
2025**

STUDENT ROSTERS ARE  
AVAILABLE IN ADAM FOR  
GRADES 5 AND 8

MANAGE (CREATE / EDIT)  
CLASSES FOR  
GRADES 5 AND 8

MANAGE STUDENT  
SUPPORTS AND  
ACCOMMODATIONS FOR  
GRADES 5 AND 8



**APRIL 2  
2025**

TEST ADMINS ARE  
AVAILABLE IN ADAM FOR  
GRADES 5 AND 8

CONFIRM STUDENT TEST  
ASSIGNMENTS AND  
SUPPORTS/  
ACCOMMODATIONS

MAKE ADDITIONAL  
PROCTOR GROUPS



**MAY 12  
2025**

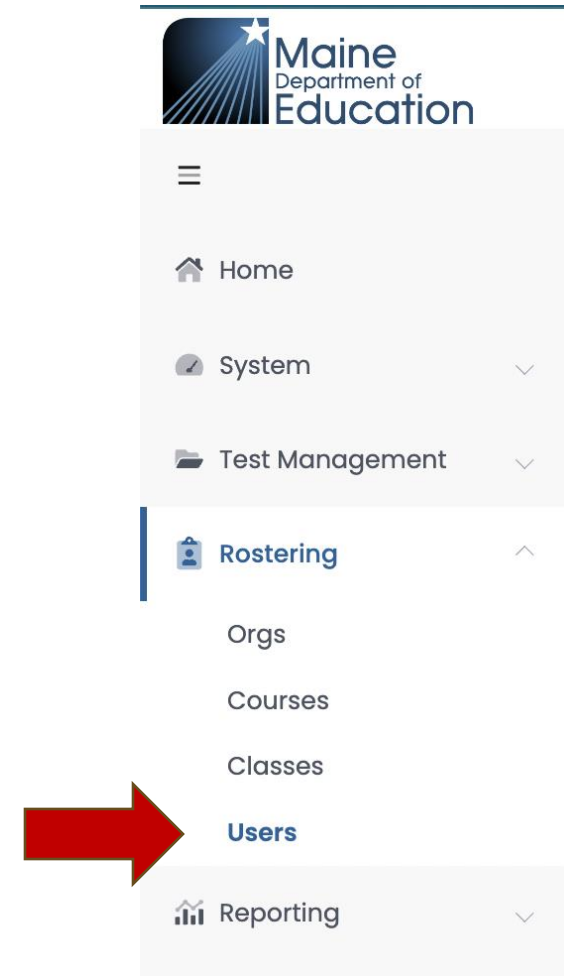
SPRING 2025 ASSESSMENT  
WINDOW OPENS FOR  
GRADES 5 AND 8



# How To Manage User Accounts in ADAM

## STEPS

1. Log in to your DAC or SAC account at adamexam.com
2. From your Home Page find the navigation menu on the left side of the screen
3. Select Rostering
4. From the Rostering submenu select Users



# How To Manage User Accounts in ADAM (continued)

## STEPS...

5. Search for existing users to edit or create a new school or district user (depending on your own role permissions)

Open "User Config" page from the Users option under Rostering in the left navigation bar

Search for DACs, DTCs, SACs, and STCs by Name, Org, Role

Find and sort by user details including Name, Role, Org

Create a new user based on your own role permissions

Maine Department of Education

User Config (51)

Home > Users [Create New](#) [Export History](#)

1 to 3 (3)

	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	North	Julie	jnorth1	District Assessment Coordinator		None	DEMO Northview School District	Never	
<input type="checkbox"/>	Becker	Carrie	cbecker01	District Assessment Coordinator		3 Grades	DEMO Northview School District	Never	
<input type="checkbox"/>	Jones-Edit	Mary	mjonesdac	District Assessment Coordinator		None	DEMO Northview School District	Never	

Edit existing users



# How To Manage User Accounts in ADAM (continued)

Home > Users

Create NewExport History

1 to 3 (3)

ClassesGradesOrgsLast LoginActions

None	DEMO Northview School District	Never	 
------	--------------------------------	-------	---

On the “User Config” page select “Create New” or click on the Edit action button in an existing user’s row of information to get to the “User Setup” page

Create new user

Edit existing user

Make sure user is enabled

## STEPS... 6. User Setup Page: Add or Edit user information for DTCs, SACs, STCs

User Setup:CancelSave

InformationPreferred NamesClassesHistory

User SetupManage User Settings

\* First NameFirst Name

Middle NameMiddle Name

\* Last NameLast Name

\* RoleSelect Role...

\* IdentifierUser IdentifierClient defined identifier for user.

GradesSelect Grade(s)...

\* Org ScopesSelect Org Scope(s)...

\* Sourced IDUser Sourced ID

Username \*Username

User EmailUser Email

Set Password ^

☒ User EnabledUsers that are not enabled are not able to login.

Add or edit information. Detailed directions are available in the administration manuals and help desk articles

Don't forget to save

# How To Manage User Accounts in ADAM (continued)

## STEPS...

7. Delete the accounts of any DTCs, SACs, or STCs that are still in the system from last year who are no longer authorized to those roles for your organization.

User Config (644)

Home > Users [Create New](#) [Export History](#)

Clear Search

Name or ID ▼

Org ▼

DEMO Northview School District x ▼

Class ▼

Filter by class... ▼

Role ▼

School Assessment Coordinator x ▼

User Status ▼

User Status ▼

Accommodation ▼

Filter by Accommodation... ▼

Advanced Filters ▼

Results

1 to 9 (9) « < **1** > »

<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	Wolff	Patty	pwolff2	School Assessment Coordinator		None	DEMO Northview Elementary	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Barth	Mary	mbarth1	School Assessment Coordinator		None	DEMO Northview High School	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Blue	Marge	mblue01	School Assessment Coordinator		08	DEMO Northview Middle School	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Humpal	Parker	phumpal01	School Assessment Coordinator		None	DEMO Middleview Middle School	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Wilson	Jeanine	j.wilson@noemail.moc	School Assessment Coordinator		None	DEMO Northview High School	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Booth	Marge	mbooth1	School Assessment Coordinator		None	DEMO Northview Elementary	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>
<input type="checkbox"/>	Bender	Chris	cbender1	School Assessment Coordinator		None	DEMO Northview Middle School	Never	<a href="#">→</a> <a href="#">🗑</a> <a href="#">✎</a>

Are you sure you want to delete **Chris Bender**?

To confirm, please copy the User's name in this box:

Please enter the name of the User

Cancel

Delete

Delete existing accounts using the trash can icon and complete the confirmation box that will appear

# Account Access Checklist

## DACs

- ☐ Returning DACs– Log into ADAM with your email and last year’s password when ADAM opens for Spring 2025 in February. Reset your password if necessary.
- ☐ New DACs – Log in to ADAM after receiving email that an account has been created for you (by MDOE), when ADAM opens for Spring 2025 in February.
- ☐ All DACs - Check your district (DTC) and school coordinator (SAC) accounts. Add new or edit existing accounts as necessary.
- ☐ All DACs – Delete any DTCs or SACs from last year who are no longer authorized to those roles.
- ☐ All DACs – When rosters and admins become available in ADAM, review and manage classes, student supports/accommodations, and test assignments before testing windows open.

## SACs

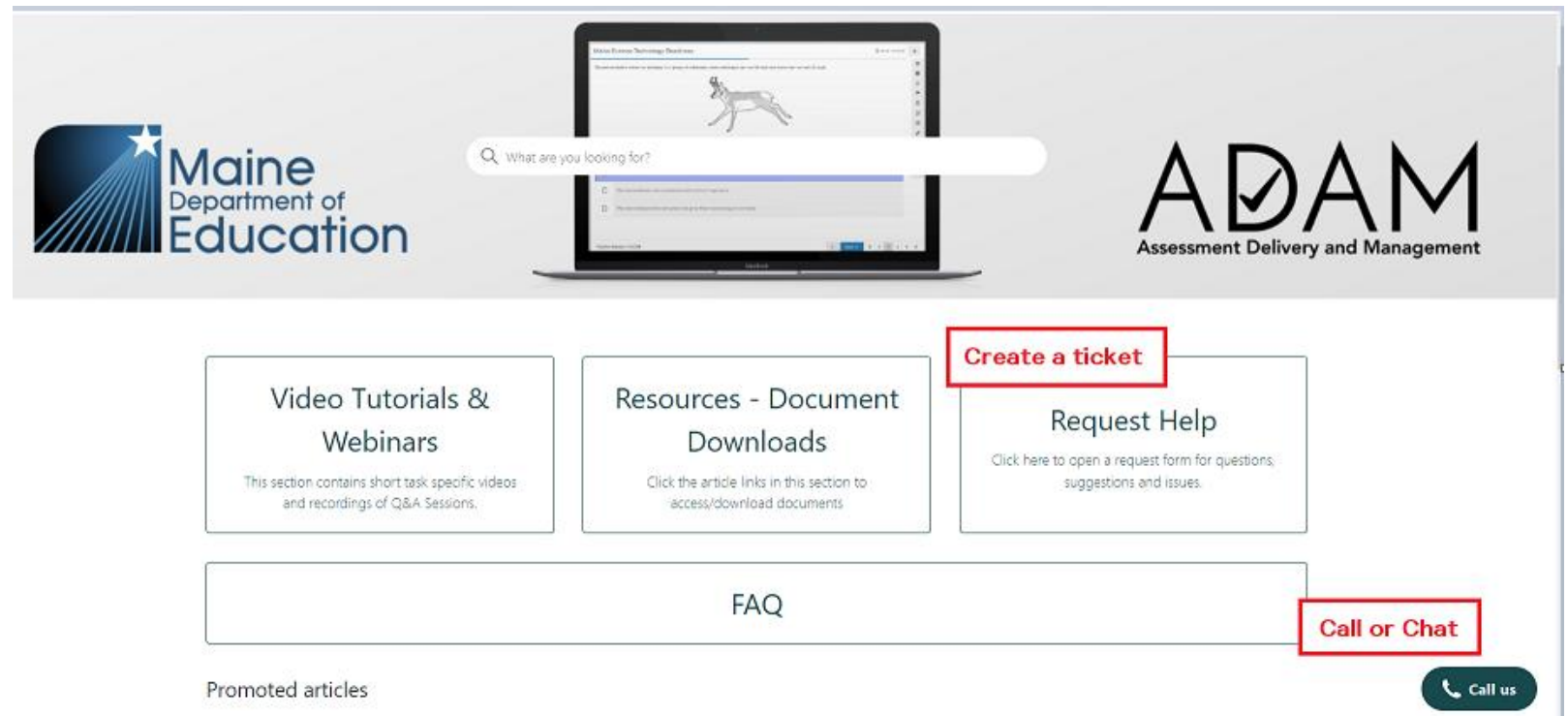
- ☐ Returning SACs– Log into ADAM with your email and last year’s password when ADAM opens for Spring 2025 in February. Reset your password if necessary.
- ☐ New SACs – Log in to ADAM after receiving email that an account has been created for you (by your DAC), when ADAM opens for Spring 2025 in February.
- ☐ All SACs - Check your school coordinator (SAC, STC) accounts. Add new or edit existing accounts as necessary.
- ☐ All SACs – Delete any STCs or SACs from last year who are no longer authorized to those roles.
- ☐ All SACs – When rosters and admins become available in ADAM, review and manage classes, student supports/accommodations, and test assignments before testing windows open.

# Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: <https://mescience.zendesk.com>

Account Access  
Resources at the  
Maine Science  
Support Desk



# SAU Science Assessment Administration Support

*\* Note the New  
Meridian/MZD Help Desk  
contact information provided  
here is unique to Maine  
Science.*

*Math and Reading  
assessments have a separate,  
different help desk.*

## Maine Department of Education Science Assessment Coordinator

[Krista.Averill@maine.gov](mailto:Krista.Averill@maine.gov) or 207-215-2568

- [Maine Science | Department of Education](#) – Resource Page
- Accommodations, irregularities, assessment content, and policy questions

## MEDMS Support Team

[MEDMS.Support@maine.gov](mailto:MEDMS.Support@maine.gov) or (207) 624-6896

- Questions regarding assessment rosters in NEO

## New Meridian/MZD

Toll Free Number: 855-544-0842 or

Online Self-Service: <https://mescience.zendesk.com>

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & support
- Rostering information and support
- ADAM Platform





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**Science Exchange**

Thank you!