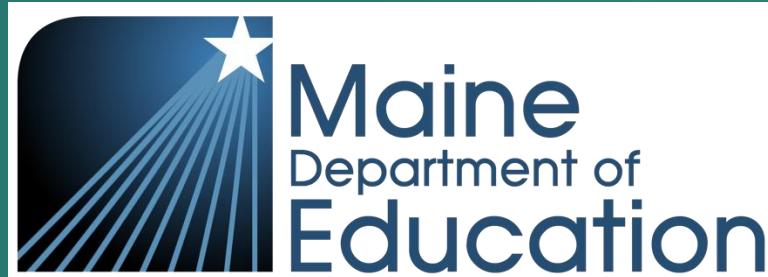




New Meridian  
**Science Exchange**



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

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Presenter: Susan Van Gundy, Technical Program Manager, MZD



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# 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

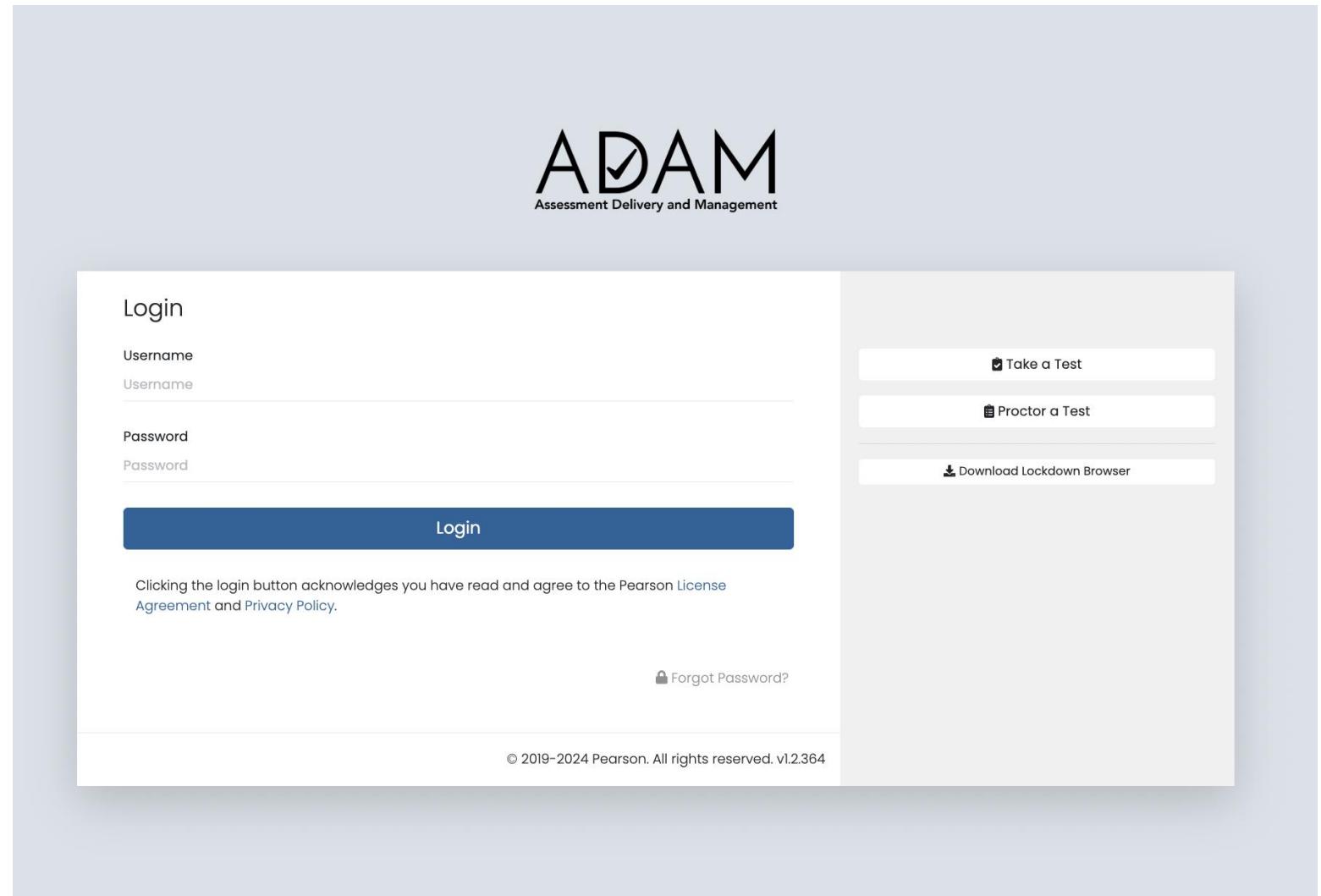


## District and School Coordinator Accounts in ADAM

- 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://adameexam.com>

## How to Log In to ADAM



The screenshot shows the ADAM (Assessment Delivery and Management) login page. The page has a light gray background with a white central content area. At the top right is the ADAM logo, which consists of the letters 'ADAM' in a large, bold, black font. A checkmark icon is integrated into the letter 'A'. Below the logo, the text 'Assessment Delivery and Management' is written in a smaller, gray font. The central content area is a white box with a thin gray border. At the top left of this box is the word 'Login' in a black font. Below it are two input fields: 'Username' and 'Password', each with a corresponding label and a text input field. A large, dark blue rectangular button with the word 'Login' in white is centered below the input fields. To the right of the input fields, there is a note in small gray text: 'Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.' At the bottom right of the white box is a link 'Forgot Password?' with a small lock icon. At the very bottom of the white box, the copyright notice '© 2019-2024 Pearson. All rights reserved. vi.2.364' is visible. To the right of the white box, there is a vertical sidebar with three buttons: 'Take a Test' (with a checkmark icon), 'Proctor a Test' (with a camera icon), and 'Download Lockdown Browser' (with a download icon).

## 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 reseat 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 reseat 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

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## 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

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## 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



APRIL 2  
2025

TEST ADMINS ARE  
AVAILABLE IN ADAM FOR  
GRADES 5 AND 8



MAY 12  
2025

SPRING 2025 ASSESSMENT  
WINDOW OPENS FOR  
GRADES 5 AND 8

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

MANAGE STUDENT  
SUPPORTS AND  
ACCOMMODATIONS FOR  
GRADES 5 AND 8

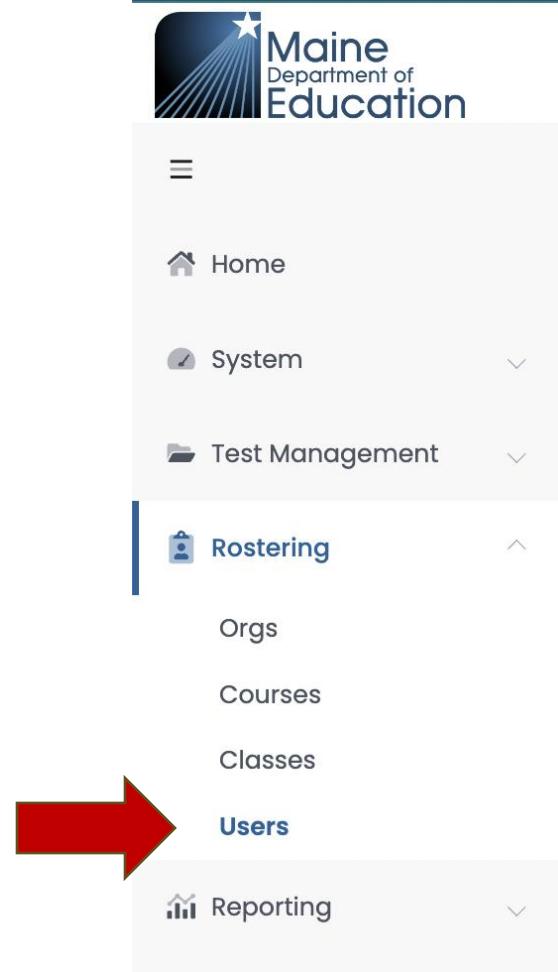
CONFIRM STUDENT TEST  
ASSIGNMENTS AND  
SUPPORTS/  
ACCOMMODATIONS

MAKE ADDITIONAL  
PROCTOR GROUPS

# 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)

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

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

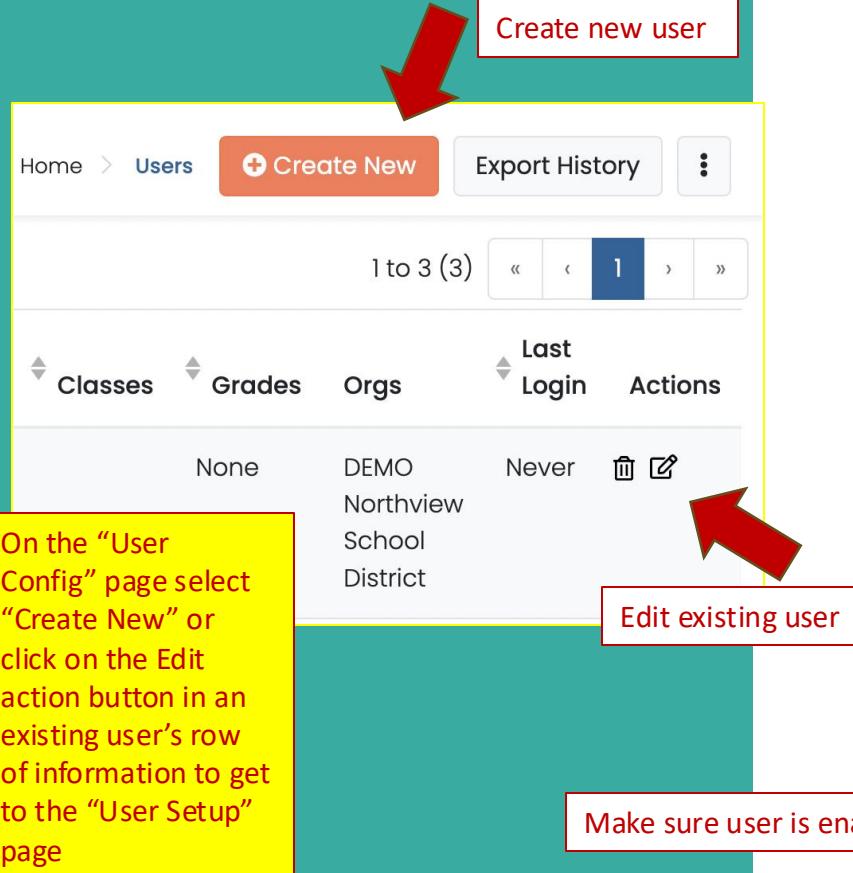
Create a new user based on your own role permissions

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

Edit existing users

Actions	Orgs	Last Login	Org	Identifier	Role	Classes	Grades	First Name	Last Name
	DEMO Northview School District	Never	DEMO Northview School District	jnorth1	District Assessment Coordinator			Julie	North
	DEMO Northview School District	Never	DEMO Northview School District	cbecker01	District Assessment Coordinator	3 Grades		Carrie	Becker
	DEMO Northview School District	Never	DEMO Northview School District	mjonesdac	District Assessment Coordinator			Mary	Jones-Edit

# How To Manage User Accounts in ADAM (continued)



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

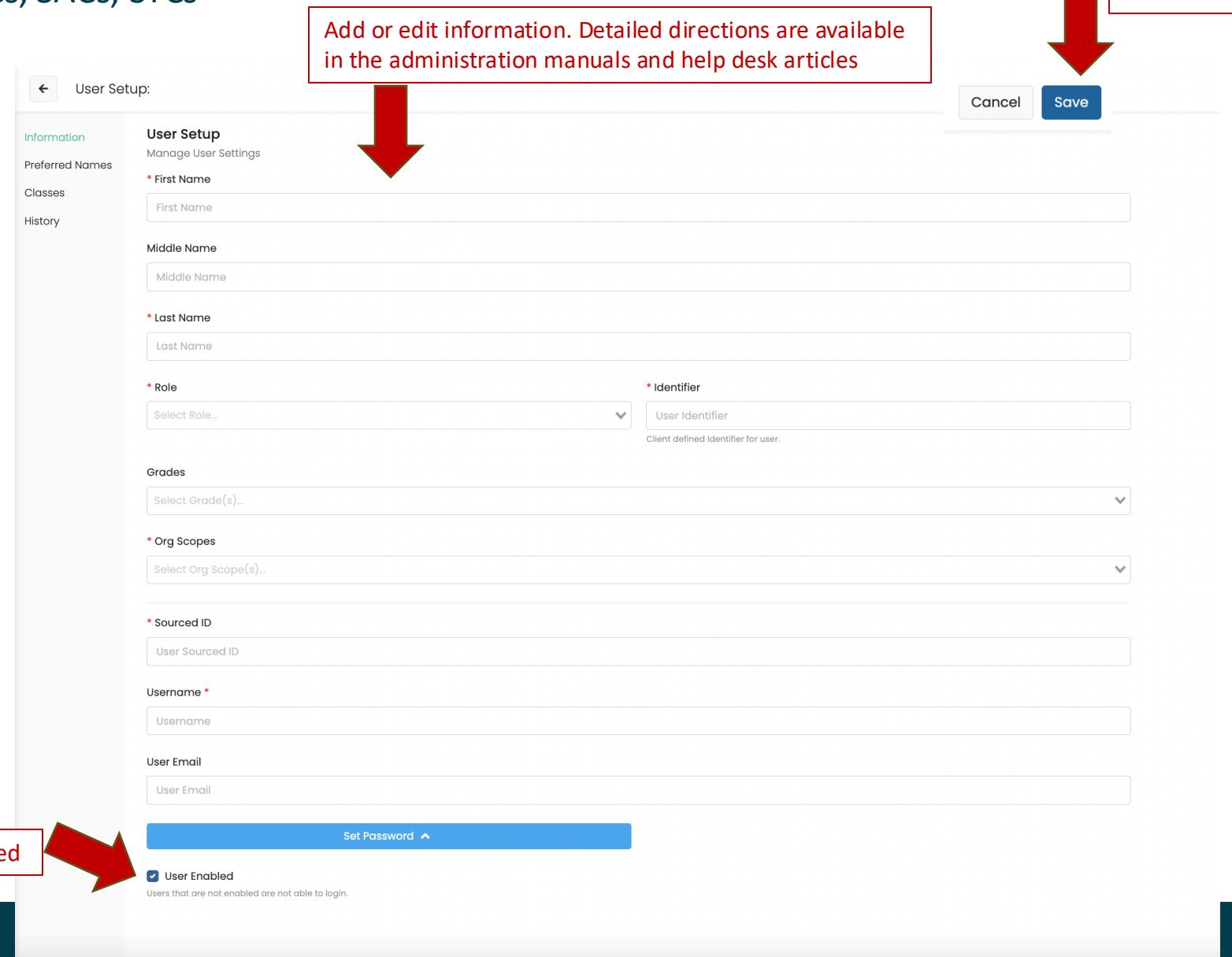
Create new user

Edit existing user

Make sure user is enabled

## STEPS...

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



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

Cancel Save

User Setup: User Setup Manage User Settings

Information Preferred Names Classes History

First Name:

Middle Name:

Last Name:

Role:  Identifier:

Grades:

Org Scopes:

Sourced ID:

Username:

User Email:

User Enabled:  User Enabled

Users that are not enabled are not able to login.

Set Password:

Don't forget to save

# How To Manage User Accounts in ADAM (continued)

## STEPS...

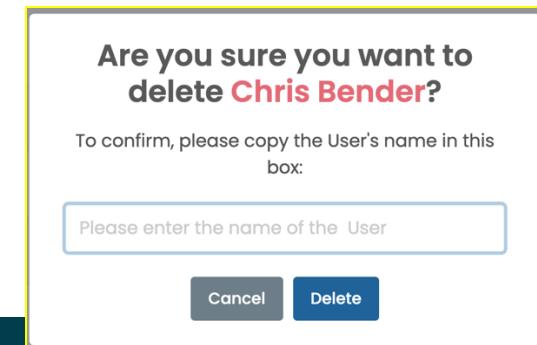
7. Delete the accounts of any DTCs, SACs, or STCs that are still in the system from last year who are no longer authorized to those roles for your organization.

User Config (644)

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

1 to 9 (9) [«](#) [«](#) [1](#) [»](#) [»](#)

	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="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Barth	Mary	mbarth1	School Assessment Coordinator		None	DEMO Northview High School	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Blue	Marge	mblue01	School Assessment Coordinator	08		DEMO Northview Middle School	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Humpal	Parker	phumpal01	School Assessment Coordinator		None	DEMO Middleview Middle School	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Wilson	Jeanine	j.wilson@noemail.moc	School Assessment Coordinator		None	DEMO Northview High School	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Booth	Marge	mbooth1	School Assessment Coordinator		None	DEMO Northview Elementary	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>
<input type="checkbox"/>	Bender	Chris	cbender1	School Assessment Coordinator		None	DEMO Northview Middle School	Never	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit</a>



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

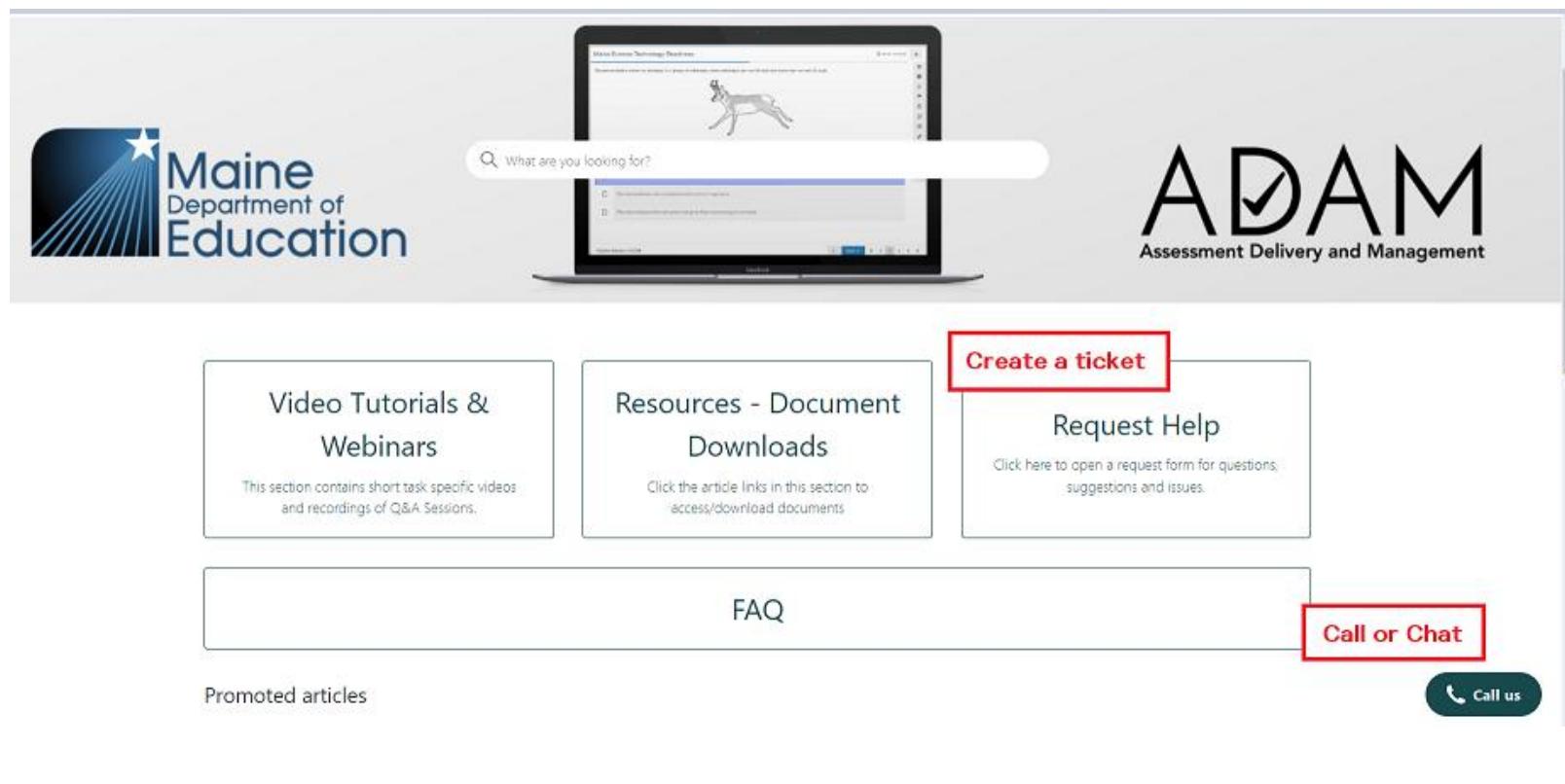
- Returning SACs— Log into ADAM with your email and last year’s password when ADAM opens for Spring 2025 in February. Reset your password if necessary.
- New SACs – Log in to ADAM after receiving email that an account has been created for you (by your DAC), when ADAM opens for Spring 2025 in February.
- 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.

## Account Access Resources at the Maine Science Support Desk

# 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>



The image shows a screenshot of the Maine Science Support Desk website. At the top left is the Maine Department of Education logo. In the center is a search bar with the placeholder "What are you looking for?" and a magnifying glass icon. To the right of the search bar is a laptop displaying a search results page with a leaping deer icon. To the right of the laptop is the ADAM (Assessment Delivery and Management) logo. Below these elements are several support options: "Video Tutorials & Webinars" (with a sub-note about task-specific videos and Q&A recordings), "Resources - Document Downloads" (with a sub-note about clicking article links to access/download documents), and "Request Help" (with a sub-note about opening a request form for questions, suggestions, and issues). A red box highlights the "Create a ticket" button. At the bottom, there is a "FAQ" section and a "Promoted articles" section. On the far right, there is a "Call or Chat" button with a phone icon and the text "Call us".

# 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



New Meridian  
**Science Exchange**

Thank you!

