

Updating Personal Needs Profile (PNP)

A student's PNP must be updated after the student's data is uploaded into the portal, but *before* the student is placed into a test session.

To update a student's PNP please follow the step-by-step instructions listed below.

1. Log into the ACT Aspire Portal at: www.actaspire.org.
2. From the **STUDENTS** menu, select **FIND STUDENTS**.
3. Search for the student you wish to update.

**Students can be searched by name, grade, teacher, or by group*

4. Click on the Student's ID, select **PERSONAL NEEDS** and then **EDIT** to adjust the student's supports. Click **SAVE** to save your changes.

**A student's PNP cannot be edited if the student is enrolled in one or more unclosed tests. That is, if the student is enrolled in one or more unclosed tests, the student must first be removed from the test session or must wait until all his or her test sessions are closed.*

To ensure that paper-based materials are delivered in a timely manner, please make sure that changes to a student's Personal Needs Profile are placed in advance of the test window.

Additional training available at <https://actaspire.tms.pearson.com/>.