

New Mexico Public Education Department Assessments QuickStart: Exporting Student Logins

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can export student test logins. Student logins will contain students' usernames and passwords to sign in to the New Mexico Public Education Department Assessments Kiosk. Student logins can be exported in three different ways:

- Student logins can be exported from the Scheduled Test Details page as a PDF or .CVS file for a class.
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for a selected school and test.
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for all tests scheduled within a selected subject for the selected school.

The screenshot shows the 'Test Scheduling' page in the NMPED system. The page title is 'Displaying scheduled tests for NMDI MATH in Cyber City Sch2-997'. The interface includes several dropdown menus for selection: 'Cyber City Sch2-997 (Cyber City-999)' (labeled 2), 'Mathematics' (labeled 4), 'NM-MSSA (Summative)' (labeled 3), and 'NMDI MATH' (labeled 5). A 'Schedule New Test' button is visible. Below the filters, there is a table of scheduled tests. The table has columns for School, Class, Testing Status, Created Date, Created By, and a link to View Details/Student Logins. The first row shows 'Cyber City Sch2-997', 'CyberCitySch2, FZ-FZ_Math_1-(Grade -5)', 'In Progress', '7/24/2025 9:19:08 AM', 'Demo User', and a 'View Details/Student Logins' link. A 'Delete' button is also present. The page indicates 'Showing 1 of 1'.

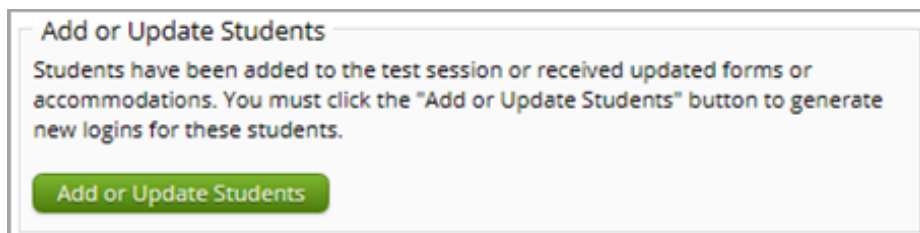
School	Class	Testing Status	Created Date	Created By	
Cyber City Sch2-997	CyberCitySch2, FZ-FZ_Math_1-(Grade -5)	In Progress	7/24/2025 9:19:08 AM	Demo User	View Details/Student Logins Delete

To export student logins:

1. In Administration click on **Test Scheduling**.
2. Select your **Organization** from the organization drop-down menu.
3. Select the desired **Program** (NM-MSSA, or iMSSA) from the program drop-down menu.
4. Select the **Subject** from the subject drop-down menu.
5. Select a **Test** from the test drop-down menu. The scheduled tests will be displayed.

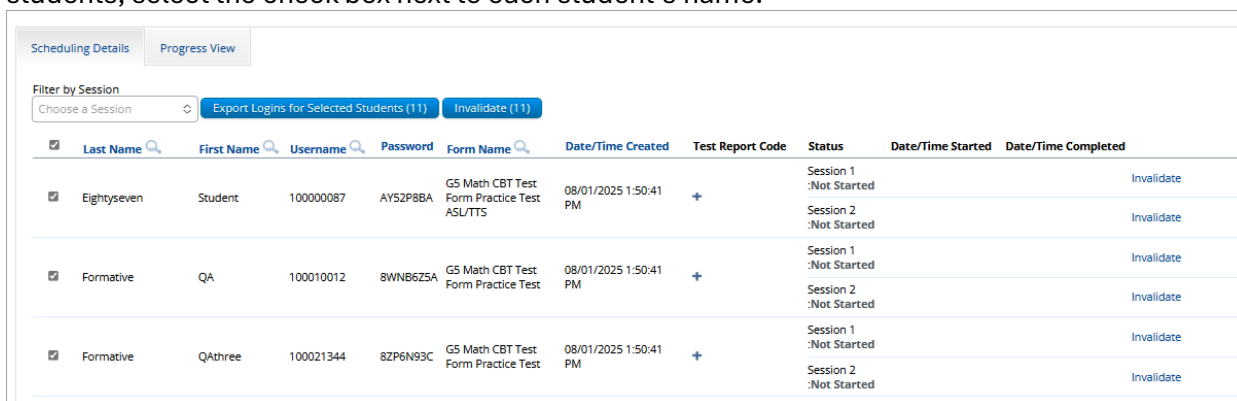
Export Student Test Logins for a Class

Student test logins can be exported from the Scheduled Test Details page as a PDF or .CSV file. If students were added to the class after the test was scheduled or if the text-to-speech accommodation was changed for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the scheduled test with the new or updated students.



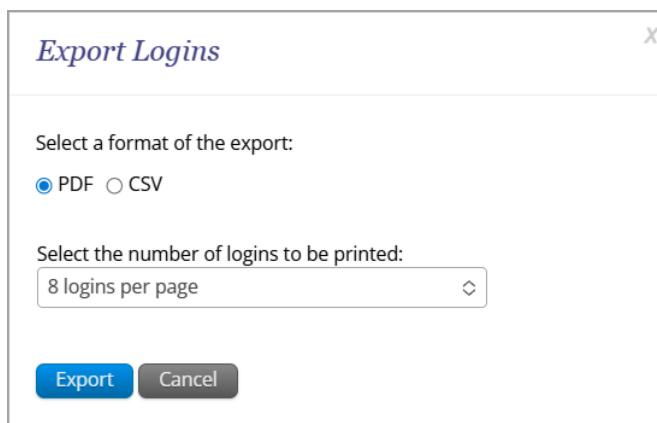
To export student logins as a PDF, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

A screenshot of the "Scheduled Test Details" page. At the top, there are tabs for "Scheduling Details" and "Progress View". Below the tabs, there is a "Filter by Session" dropdown menu set to "Choose a Session". To the right of the dropdown are two buttons: "Export Logins for Selected Students (11)" and "Invalidate (11)". Below these are three rows of student data. Each row has a checkbox in the first column. The columns are: Last Name, First Name, Username, Password, Form Name, Date/Time Created, Test Report Code, Status, Date/Time Started, and Date/Time Completed. The first row is for a student named "Eightyseven", the second for "Formative", and the third for "Formative". Each row has a "+" icon in the "Test Report Code" column and an "Invalidate" link in the "Date/Time Completed" column.

☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☒	Eightyseven	Student	100000087	AY52P8BA	G5 Math CBT Test Form Practice Test ASL/TTS	08/01/2025 1:50:41 PM	+	Session 1 :Not Started		Invalidate
☒	Formative	QA	100010012	8WNB6Z5A	G5 Math CBT Test Form Practice Test	08/01/2025 1:50:41 PM	+	Session 1 :Not Started		Invalidate
☒	Formative	QAthree	100021344	8ZP6N93C	G5 Math CBT Test Form Practice Test	08/01/2025 1:50:41 PM	+	Session 1 :Not Started		Invalidate

2. Click Export Logins.
3. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.
4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) then click **Export**.

A pop-up dialog box titled "Export Logins" with a close button (X) in the top right corner. Inside the dialog, there is a section "Select a format of the export:" with two radio buttons: "PDF" (selected) and "CSV". Below that is a section "Select the number of logins to be printed:" with a dropdown menu showing "8 logins per page". At the bottom, there are two buttons: "Export" and "Cancel".

Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page

Export **Cancel**

- The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet listing the session access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Teacher Name: TA, Support Class Name: TA, Support-Support Go Live G3 Math-(Grade -3) Test Name: QA-OS Testing 25-26 Testing Window: 8/1/2025 to 6/30/2026				
Session Sequence	Session Name	Access Code		
1	Session 1	4005206285		
2	Session 2	4004788175		
Student Name	Date of Birth	Username	Password	Accommodations
Eightyseven, Student	1/3/1999	100000087	AY52P8BA	Reverse Contrast,Color Contrast,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics TTS Spanish,ASL Video ELA (Summative Only),Basic Calculator on Non- Calculator Sections of Mathematics Test,Scientific Calculator on Non- Calculator Sections of Mathematics Test,Word Prediction (Embedded),SLA TTS Spanish (Summative Only)
Formative, QA	1/1/1993	100010012	8WNB6Z5A	ELA TTS English
Formative, QAthree	1/1/1990	100021344	8ZP6N93C	ELA TTS English
Formative, QAtwoa	1/1/1993	100012313	A7ZTEBG3	
Klober, Sebastian	9/27/2013	123156455	F2F4ADSS	

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

Eightyseven, Student DOB:1/3/1999 QA-OS Testing 25-26 Username: 100000087 Password: AY52P8BA	Formative, Qa DOB:1/1/1993 QA-OS Testing 25-26 Username: 100010012 Password: 8WNB6Z5A
Formative, Qathree DOB:1/1/1990 QA-OS Testing 25-26 Username: 100021344 Password: 8ZP6N93C	Formative, Qatwoa DOB:1/1/1993 QA-OS Testing 25-26 Username: 100012313 Password: A7ZTEBG3

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

Scheduling Details Progress View									
Filter by Session									
Choose a Session									
Export Logins for Selected Students (11) Invalidate (11)									
☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started
☒	Eightyseven	Student	100000087	AY52P8BA	G5 Math CBT Test Form Practice Test ASL/TTS	08/01/2025 1:50:41 PM	+	Session 1 :Not Started	Invalidate
☒	Formative	QA	100010012	8WN6Z5A	G5 Math CBT Test Form Practice Test	08/01/2025 1:50:41 PM	+	Session 2 :Not Started	Invalidate
☒	Formative	QAtwo	100021344	8ZP6N93C	G5 Math CBT Test Form Practice Test	08/01/2025 1:50:41 PM	+	Session 1 :Not Started	Invalidate
☒	Formative	QAtree	100021344	8ZP6N93C	G5 Math CBT Test Form Practice Test	08/01/2025 1:50:41 PM	+	Session 2 :Not Started	Invalidate

2. Click **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

Export Logins

Select a format of the export:

☐ PDF
☒ CSV

Export

Cancel

3. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

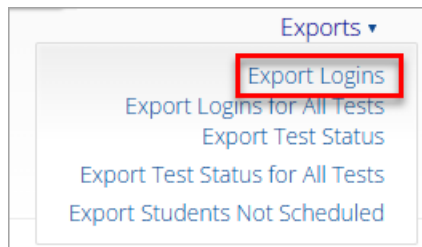
	A	B	C	D	E	F	G
1	Listing Test Logins for TA, Support-Support Go Live G3 Math-(Grade-3)						
2	Access code for Session 1: 4005206285						
3	Access code for Session 2: 4004788175						
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name
5	Eightyseven	Student			1/3/1999	100000087 AY52P8BA	QA-OS Testing 25-26
6	Formative	QA			1/1/1993	100010012 8WN6Z5A	Reverse Contrast,Color Contrast,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics TTS Spanish,ASL Video ELA (Summative Only)
7	Formative	QAtree			1/1/1990	100021344 8ZP6N93C	QA-OS Testing 25-26
8	Formative	QAtwo			1/1/1993	100012313 A7ZTEBQ3	QA-OS Testing 25-26
9	Klober	Sebastian			9/27/2013	123156455 F2F4ADSS	QA-OS Testing 25-26
10	OnethouSeventynine	Student			9/21/2001	100001079 573MC2SC	QA-OS Testing 25-26
11	studentTwo	second org			1/2/1993	987654321 R22432V	Reverse Contrast,Custom Masking,Color Contrast,ELA TTS English,Answer Masking,Mathematics TTS Spanish,Word Prediction (Embedded)
12	Testing	SebastianTeast			9/27/2016	545845126 U0TC0PX98	Reverse Contrast,Color Contrast,Mathematics TTS Spanish
13	Utah	Mallory			10/22/2013	900955944 ZVICZCUE	QA-OS Testing 25-26
14	Utah	Natalie			12/29/2013	988977966 QA38BBAX	ELA TTS English,Mathematics TTS English,Basic Calculator on Non-Calculator Sections of Mathematics Test,Word Prediction (Embedded)
15	Utah	Wyatt			1/15/2014	922337799 RD23RMTV	QA-OS Testing 25-26
16							Reverse Contrast,Custom Masking,Color Contrast,ELA TTS English,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics TTS Spanish,ASL Video ELA (Summative Only)

Export Student Test Logins in Bulk for a Scheduled Test

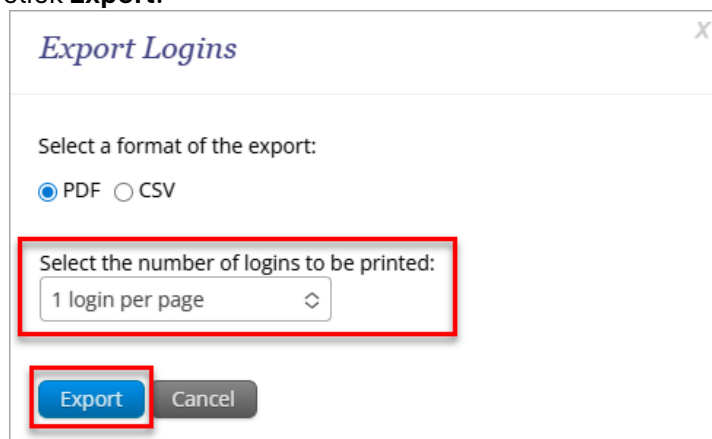
Exporting student test logins in bulk for a scheduled tests allows DTCs and STCs to export and print all student logins for a selected test at a school at one time. Student test logins can be exported in bulk as a PDF or .CSV.

To export student logins in bulk as a PDF for a scheduled test, follow the steps below:

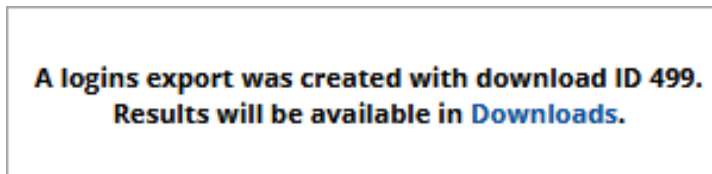
1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Then select **Exports** to expand the exports menu.
6. Select Export Logins.



7. A pop-up will be shown with the options of choosing PDF or CSV. Select **PDF**.
8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

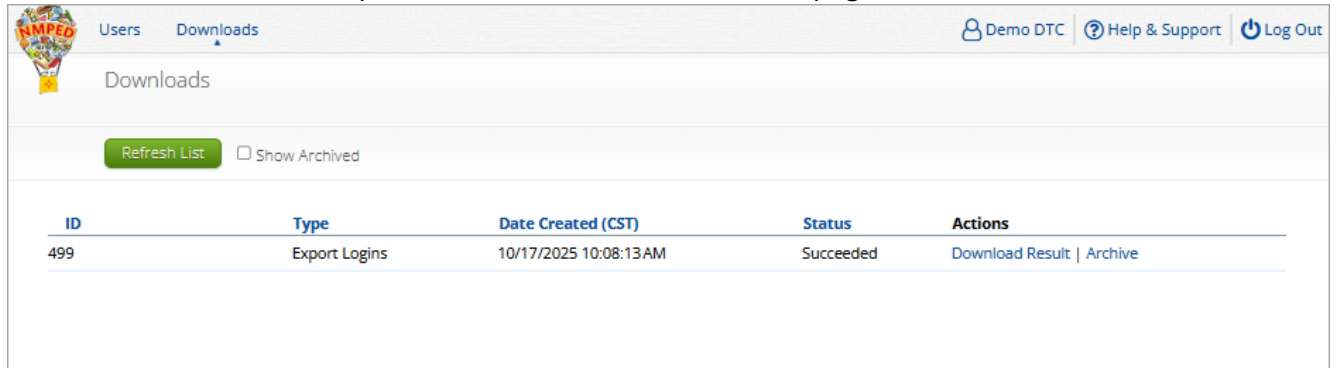


9. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

To download the login export, navigate to the **Downloads** section from the New Mexico Public Education Department Assessments Portal homepage to access the file.



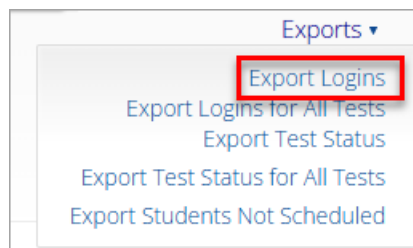
ID	Type	Date Created (CST)	Status	Actions
499	Export Logins	10/17/2025 10:08:13 AM	Succeeded	Download Result Archive

To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

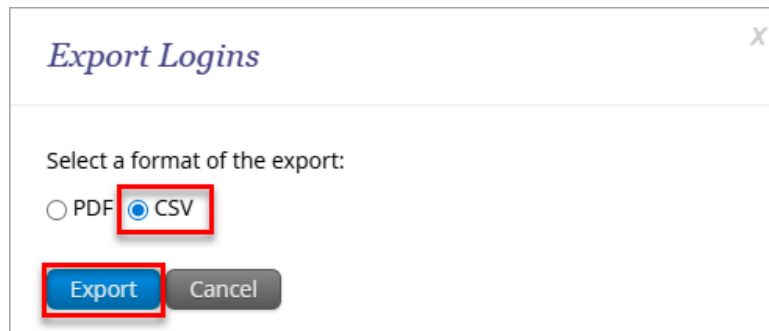
1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.

Note: If you need to export logins in bulk for students taking the Spanish version, you will need to export and print them separately.

5. Then select **Exports** to expand the exports menu.
6. Select Export Logins.



7. A pop-up will be shown with the options of choosing PDF or CSV. Select **CSV**. Click **Export**.

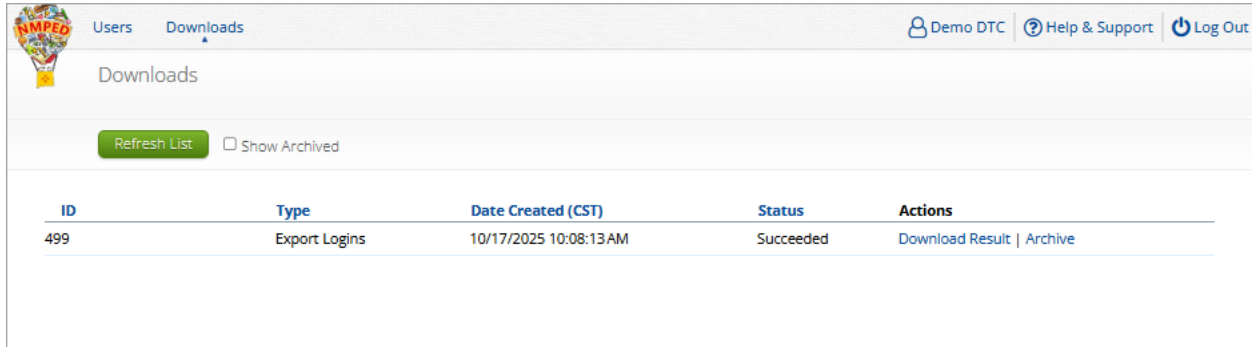


8. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

**A logins export was created with download ID 499.
Results will be available in Downloads.**

When exporting in CSV format, all session logins will be combined into one file, with the class name separating each.

To download the export, navigate to the Downloads section from the New Mexico Public Education Department Assessments Portal homepage to access the file.



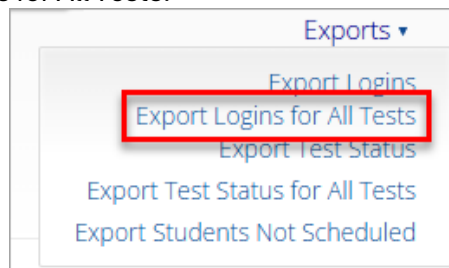
ID	Type	Date Created (CST)	Status	Actions
499	Export Logins	10/17/2025 10:08:13AM	Succeeded	Download Result Archive

Export Student Test Logins in Bulk for All Tests within a Subject

Exporting student test logins in bulk for all tests within a subject allows DTCs and STCs to export and print all student logins for all tests scheduled at the school for a selected subject. Student test logins can be exported in bulk as a PDF or .CSV.

To export student logins in bulk for all tests within a subject as a PDF, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.
3. Select the subject from the **Subject** drop-down menu.
4. Then select **Exports** to expand the exports menu.
5. Select Export Logins for All Tests.



6. A pop-up will be shown with the options of choosing PDF or CSV. Select **PDF**.
7. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

Export Logins

Select a format of the export:

☒ PDF
☐ CSV

Select the number of logins to be printed:

1 login per page

Export

Cancel

- A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

A logins export was created with download ID 499.
Results will be available in [Downloads](#).

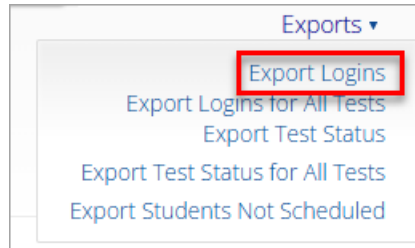
The logins in the export file will be sorted first by test name, class name, and within each class by student last name in alphanumeric order. When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

To download the login export, navigate to the **Downloads** section from the New Mexico Public Education Department Assessments Portal homepage to access the file.

	Users	Downloads	Demo DTC	Help & Support	Log Out
Downloads					
Refresh List ☐ Show Archived					
ID	Type	Date Created (CST)	Status	Actions	
499	Export Logins	10/17/2025 10:08:13 AM	Succeeded	Download Result Archive	

To export student logins in bulk for all tests as a .CSV, follow the steps below:

- On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
- Select the program from the **Program** drop-down menu.
- Select the subject from the **Subject** drop-down menu.
- Then select **Exports** to expand the exports menu.
- Select Export Logins for All Tests.



6. A pop-up will be shown with the options of choosing PDF or CSV. Select **CSV**. Click **Export**.

7. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.

**A logins export was created with download ID 499.
Results will be available in [Downloads](#).**

The logins in the export file will be sorted first by test name, class name, and within class by student last name in alphanumeric order. When exporting in CSV format, all session logins will be combined in to one file, with the class name separating each class.

To download the export, navigate to the Downloads section from the New Mexico Public Education Department Assessments Portal homepage to access the file.



[Users](#)

[Downloads](#)

 Demo DTC

 Help & Support

 Log Out

Downloads

Refresh List

☐ Show Archived

ID	Type	Date Created (CST)	Status	Actions
499	Export Logins	10/17/2025 10:08:13AM	Succeeded	Download Result Archive