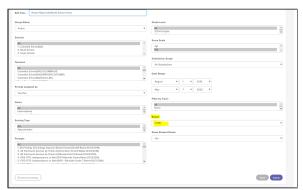# MY Access! End of Year Procedure

The end of the school year is a busy time for everyone. However, taking a small amount of time now to maintain your MY Access® account will greatly reduce next year's burden for your school's teachers and administrators.

The following guidelines will help you manage your MY Access! account and prepare for the year ahead. If you have any questions about this process, you may always contact MY Access! Customer Service for support by email (support@myaccess.com) or phone (18003220848).   For large data export services, please contact Vantage Customer Service.

Extract Important Data

Student data is stored in MY Access! for three consecutive years. Depending on your needs (e.g., grant funding, end-of-year reports, etc.), you can view, print, and export the data (CSV format).

- Log in and select the Roster Report
- Select the Groups (All), Levels (All), Prompts (All).
- Select Additional filters (Score scale, date range, etc_
- Select Export as CSV and

District/School Level Action. Deactivate Existing Student Accounts for Current School Year

Based on the size of your school or district and the number of changes that need to be made, the following actions may be completed accountbyaccount or in bulk.

1. *Deactivate/Archive Students*

All students for the current school year should be deactivated. Student performance data will be archived and licenses will be freed for use by other students.

Bulk: Login > Manage Accounts > Filter for students > Check multiple students or select Check All > Select Deactivate from the dropdown menu above > Click Go.

Teacher Level-Deactivate/Archive Group and Assignments.

Teachers will need to create new groups for the new school year. This process is facilitated by archiving all teacher groups from the current school year. Archiving will not affect student accounts; student data is retained and licenses remain unaffected.

Accountbyaccount: Login > Setup & Assignments > Select Group > Click Status Change> Select Archived.

Bulk: Login > Setup & Assignments > Bulk Group Management > Filter for groups > Select Group(s) > Click Archive.

Important!

Inactive groups are not displayed in the teacher's portfolio. Archived group data is available in Reports. Reporting data is available for three years.

All open sessions are closed when a group becomes inactive/archived. Note: If a group is activated, closed sessions will reopen.