



## **Instructions for Using Materials Management in the MCAS Portal**

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2025 MCAS Test Administrations  
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This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
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## Important Contact Information and Resources

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Contact:	<b>MCAS Service Center</b>
For questions on:	<ul style="list-style-type: none"><li>• general test administration support</li><li>• MCAS Portal and MCAS Student Kiosk such as<ul style="list-style-type: none"><li>○ user accounts</li><li>○ technology support and readiness</li><li>○ student registration process and loading files</li><li>○ viewing student data</li><li>○ scheduling tests</li></ul></li><li>• locating resources</li><li>• shipments of materials</li></ul>
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	<a href="https://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a>
Email:	<a href="mailto:mcas@cognia.org">mcas@cognia.org</a>
Telephone:	800-737-5103 TTY: 888-222-1671

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Contact:	<b>DESE Office of Student Assessment Services</b>
For questions on:	<ul style="list-style-type: none"><li>• policy, such as assigning accessibility features and accommodations</li><li>• student participation</li><li>• testing irregularities, including test security incidents and technology failures</li><li>• reactivating tests for CBT</li><li>• student data and SIMS (See note below regarding SIMS.)</li></ul> <p>Questions regarding SIMS data should be directed to the district’s SIMS contact (go to <a href="https://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the <b>Function</b> menu, and click <b>Get Results</b>).</p>
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows
	Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	<a href="https://www.doe.mass.edu/mcas/admin.html">www.doe.mass.edu/mcas/admin.html</a>
Email:	<a href="mailto:mcas@mass.gov">mcas@mass.gov</a>
Telephone:	781-338-3625

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# I. Introduction

The Materials Management page in the MCAS Portal is used to track shipments of MCAS materials, order additional materials, and schedule a UPS pickup. The Materials Management page in the MCAS Portal is only available to district and school test coordinators.

Materials Management provides an alternative way to access the MCAS Service Center website for the following tasks. (Note that schools may continue to access the [MCAS Service Center](#) website directly for these tasks as well as to complete additional ones; refer to the [December 10, 2024, edition of the Student Assessment Update](#) for more information on accessing the MCAS Service Center website).

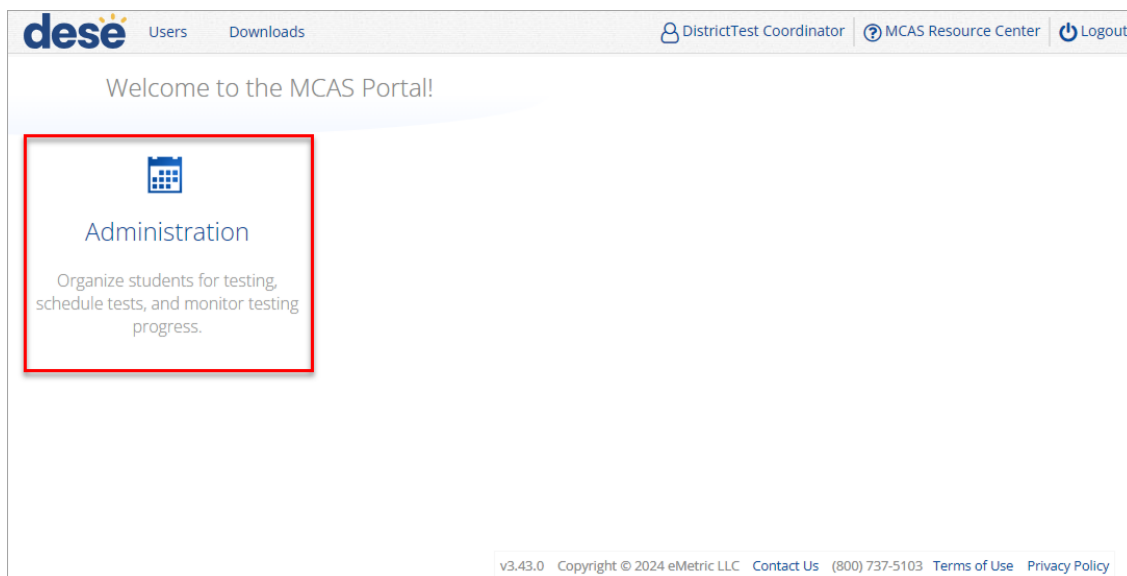
- **to order additional materials** (i.e., test administration manuals for both computer-based and paper-based testing as well as paper-based test materials)
- **to schedule a UPS pickup of paper-based test materials** Note: An automatic pickup is pre-scheduled, but schools may choose to schedule an earlier pickup; refer to the [testing schedule](#) for details.

Additionally, new for 2025, the Materials Management page in the MCAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped. This is an optional feature that schools may find useful to track shipments.

## A. Navigating the Materials Management Page

To access the Materials Management page, follow the steps below:

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.

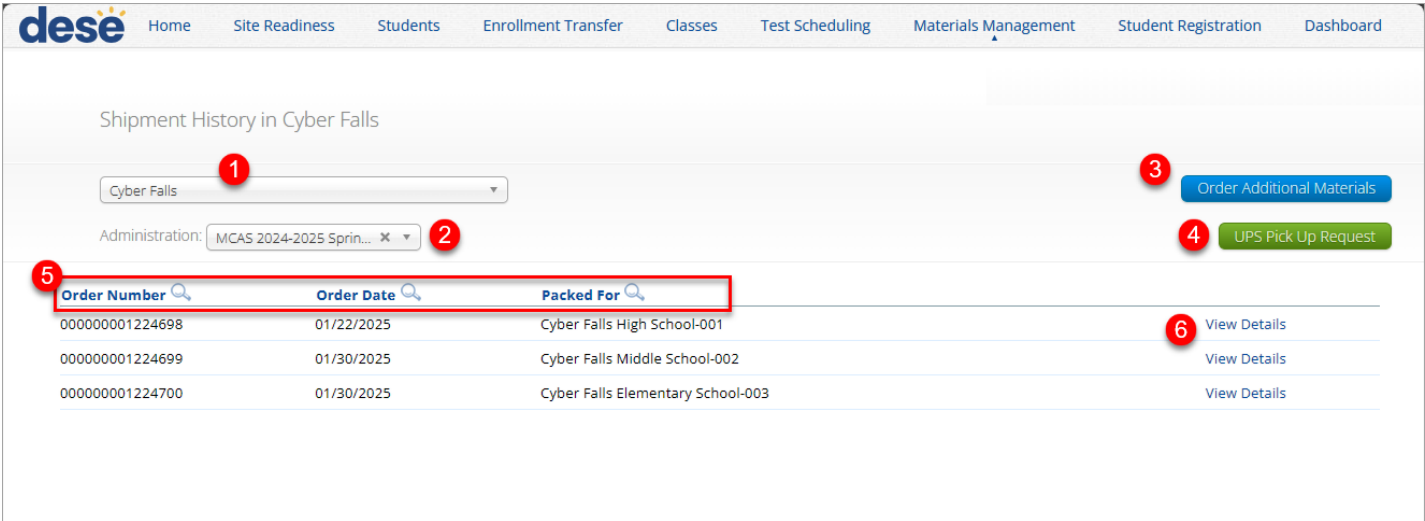


3. Select **Materials Management** from the top menu bar.

In Table 1 below are descriptions of the features that are available on the Materials Management page. The numbered icons listed in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

**Table 1. Materials Management**

Icons	Description
1	Filter the Order table by selecting an organization from the <b>Organization</b> drop-down menu.
2	Filter the Order table by selecting a test administration from the <b>Administration</b> drop-down menu.
3	Click the blue <b>Order Additional Materials</b> button to access the <a href="#">MCAS Service Center</a> website to order additional materials after receiving the initial shipment. See the specific dates for ordering additional materials for each administration in the <a href="#">Statewide Testing Schedule</a> .
4	Click the green <b>UPS Pickup Request</b> button after all shipments are packed and ready to ship to access the <a href="#">MCAS Service Center</a> website to schedule a UPS pickup. UPS pickups are automatically scheduled according to the dates in the <a href="#">Statewide Testing Schedule</a> , but schools may use this feature to schedule an alternate pickup.
5	Sort the Materials Management order table by <b>Order Number</b> , <b>Order Date</b> , or <b>Packed for</b> by clicking the column heading. Search the Materials Management table by selecting the magnifying glass next to the column heading.
6	Click <b>View Details</b> to view the Shipment Details page for each shipment.



Clicking the **Order Additional Materials** or **UPS Pick Up Request** buttons will take users to the [MCAS Service Center](#) to complete these tasks. Schools may also continue to navigate to the MCAS Service Center website directly to complete these tasks as in previous years.

Selecting **View Details** will allow users to view the Shipment Details page for each shipment. The Shipment Details table displays the following information about your order:

- **Box ID Number:** the ID number of the individual boxes in the order. The Box ID Number, also known as the MP Ship Code, will be needed to place an additional materials order.
- **Shipped Date:** date when the order was shipped
- **Last Updated:** the date and time when the shipment information was last updated by UPS.
- **Item Code, Quantity, and Description:** information about the contents of each box in your order. Note the Item Code will not be used by schools.
- **UPS Tracking:** the UPS tracking number, with a link to the UPS tracking website

### Shipment Details x

Shipment Details for Order # 000000001224698

Administration: MCAS 2024-2025 Spring Operational

Order Date: 01/22/2025

Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description
000001259199999	01/18/2025	01/22/2025 4:06:17 AM	00050115780100000999	1	Materials Summary
000001259199999	01/18/2025	01/22/2025 4:06:17 AM	00061115780100002999	2	Test Administrator's Manual

[Close](#)

# Shipment Details



Shipment Details for Order # 000000001224698

Administration: MCAS 2024-2025 Spring Operational

Order Date: 01/22/2025

	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
39	01/18/2025	01/22/2025 4:06:17 AM	00050115780100000999	1	Materials Summary	1Z0934530308429999
39	01/18/2025	01/22/2025 4:06:17 AM	00061115780100002999	2	Test Administrator's Manual	1Z0934530308429999

Close