Part VII: Materials Management

A. 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. Schools may continue to access the MCAS Service Center website directly for these tasks as well as to complete additional ones.
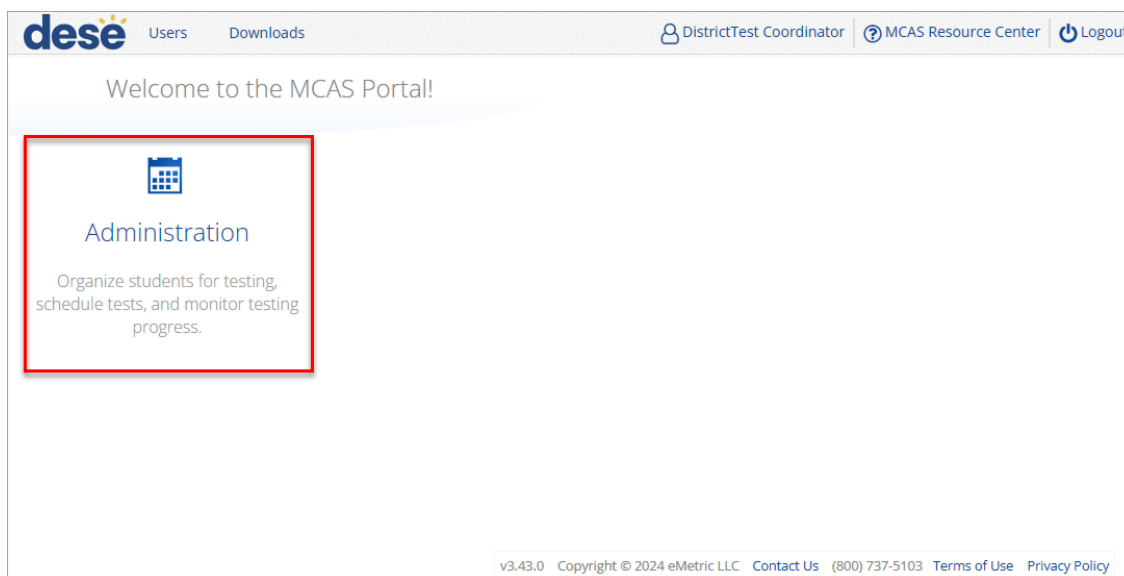
- **to order additional materials** (i.e., test administration manuals for both computer-based and paper-based testing as well as paper-based test materials)
- **to schedule a UPS pickup of paper-based test materials** Note: An automatic pickup is pre-scheduled, but schools may choose to schedule an earlier pickup; refer to the testing schedule for details.

Additionally, schools will be able to view materials shipments listed on this page once they are shipped. This is an optional feature that schools may find useful to track shipments.

1. 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.

| Test Scheduling | Materials Management | Student Registration |

In Table 14 below are descriptions of the features that are available on the Materials Management page. The numbered icons listed in Table 14 are shown in the screenshot that follows to indicate the location of the feature.

Table 14. Materials Management

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

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
99	01/18/2025	01/22/2025 4:06:17 AM	00050115780100000999	1	Materials Summary	1Z09345303084299999
99	01/18/2025	01/22/2025 4:06:17 AM	00061115780100002999	2	Test Administrator's Manual	1Z09345303084299999

Close