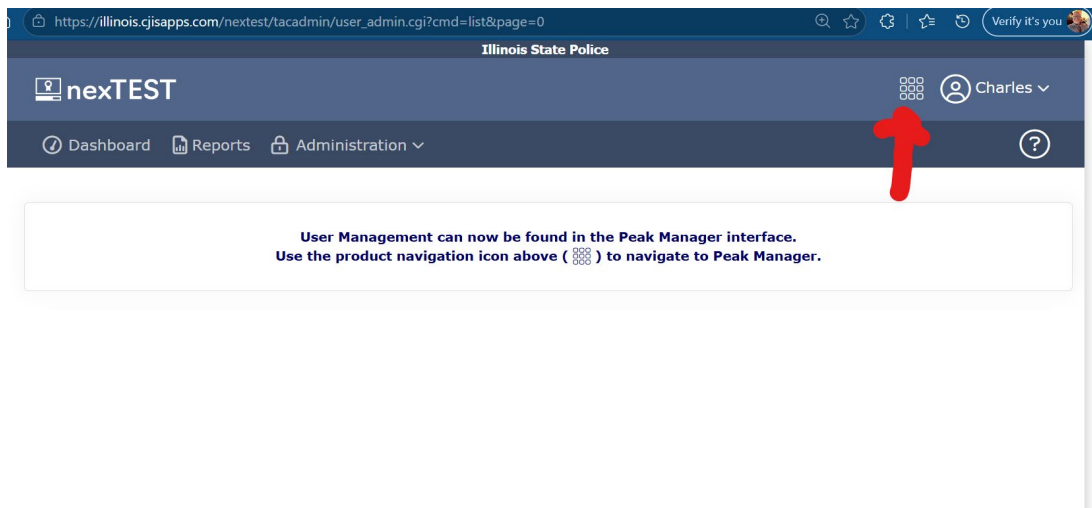


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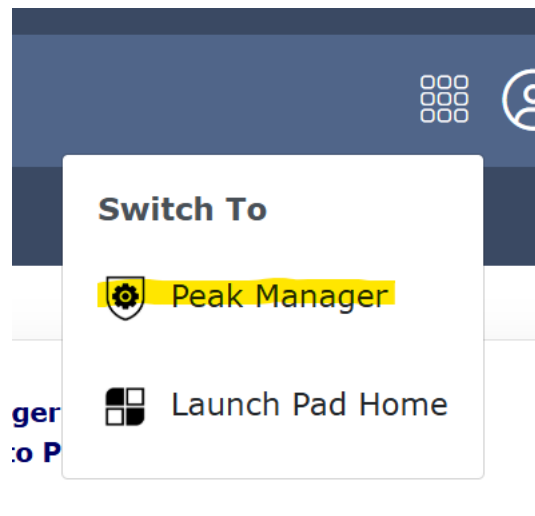
nexTEST Upgrade for Agency Administration Access *(for LACs and Assistant Admins)*

On 09/10/2026 the nexTEST system was upgraded for the agency management side. The new upgrade is called “PEAK Management” and is now in operation. NOTE – the nexTEST user accounts are not affected by this upgrade and will function as before.

When an LAC or an assistant admin on the agency admin side in nexTEST clicks on the USER MANAGEMENT or ASSISTANT ADMINS tab they will be redirected to the link in the upper right corner of the web page which look like nine stacked boxes.



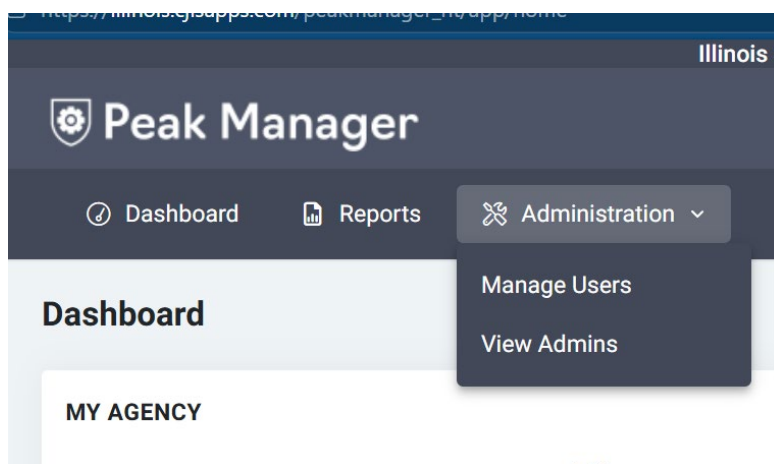
A drop-down menu will appear, you will need to click on *Peak Manager*:



Clicking on each of three tabs - *Dashboard*, *Reports* or *Administration* - will provide links to service your agency.

For a list of users and their expirations a report you will need to generate the report under the Reports section.

For User example, under the Administration tab, you will notice the list of users will populate by clicking on the “Manage Users” link from the drop-down menu. You can choose to search for a user by name, username or email. If you want to see a list of users under your agency, you must select the USER STATUS box and choose which set of users you wish to view: Active, Inactive or ALL.



Manage Users for IL0849600

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Last Name 	First Name 	Username
Email 	User Type All Users ▼	User Status All Users ▼ Active Users Only Inactive Users Only All Users

If you choose to see the list of users under an agency, the upgrade will now show 50 users at a time.

To see a user’s account, chose the user you wish to view and select the quick view to the left of each name, or the “View” section to the right of each user.

HELP

For help navigating further go to the help button in the upper right corner and choose your topic for help in the Training Portal.

[illegible]

[illegible]