**Purchasing ACCUPLACER/MY Foundations Lab – Information for Current Users**

To purchase ACCUPLACER/MFL complete two separate purchases/orders. **Test units** (used to administer ACCUPLACER diagnostics tests) are purchased through College Board and **access codes** (used to access ACCU/MFL online remediation tool) are purchased through Pearson.

**To purchase** **ACCUPLACER Test Units:**
Complete the ACCUPLACER Order Form (available to Administrators while logged into the Accuplacer system). The negotiated price for MnSCU and MN ABE is $1.65, test units are generic (can be used for any test) and do not expire. On the order form cross off the “state approved price” and write in “MnSCU price of $1.65.”

The order form also requires your ACCUPLACER site ID number (without it the process may be slowed down). Use the “Find My ID Numbers” document for assistance in locating your site ID number.

**ACCUPLACER/My Foundations Lab Access Code Pricing:**10 week access is $16.50 (includes reading, writing, math and study skills)
12 month access is $66.00 (includes reading, writing, math and study skills)

**To purchase ACCU/MFL Access Codes:**Contact Ami Wallace at Pearson Ami.Wallace@Pearson.com. You may use the ACCU/MFL ordering form, or simply email Ami with the same information contained in the form.

**Information for New Users:**

Before you can order ACCUPLACER/My Foundations Lab, your program must be added as an ACCUPLACER site and a My Foundations Lab Gradebook must be created for that site.

To begin this process, contact the ABE ACCUPLACER Institutional Administrator, Susan Wetenkamp-Brandt, at swbrandt@mnliteracy.org or 651-251-9090. She can create the ACCUPLACER site and send the appropriate information to Pearson to create the MFL Gradebook. The ABE program should identify an individual to manage their ACCUPLACER site. This person will receive a Site Manager account and training on using the ACCUPLACER system. The Site Manager may then create proctor accounts for staff who will administer ACCUPLACER tests. The Site Manager may train these staff or may refer them to Susan for training.

**Contact Information:**Susan Wetenkamp-Brandt, Minnesota Literacy Council, ABE Distance Learning Administration, Support, and Training: swbrandt@mnliteracy.org
Ami Wallace, Pearson, MFL support and questions, Ami.Wallace@Pearson.com
Kathie Montognese, College Board Sales and Support: kmontognese@collegeboard.org