Quick Start Guide
TIDE User Account Maintenance

This Quick Start Guide provides instructions for key tasks required for proper maintenance of the TIDE User accounts. For more complete information regarding the TIDE application, refer to the TIDE User Guide. This user guide and relevant quick start guides are located on the MT portal (http://mt.portal.airast.org/resources/?section=2).

This guide covers:

- Updating account information
- Resetting User accounts and activation emails

Key staff at each level of access, or role, should regularly review the active accounts within their entity (school or system) and verify that the user data remains current. This process will assist the school or system in maintaining the security and privacy of student data, as well as keep the system orderly and easy for you to maintain.

To begin, log into TIDE at by clicking on the icon at the link below:

http://mt.portal.airast.org/system-test-administrators/

Reviewing User Accounts

Once logged in, go to the Users area from the Home page under the Preparing for Testing Module.

To view the accounts, you will click on the "View/Edit/Export" option in the dropdown and select the applicable search criteria. For example, to search for all accounts in your school or system, you can select "All roles" and click **Search**.

You may use the search options to narrow the search results by a specific attribute (i.e. Role= School Test Coordinator), and the export function will allow you to export those search results.

The roles can then be viewed on the screen or exported into a spreadsheet by selecting each or all with a checkmark and clicking the **Box and Arrow** button at the top of the list. Users can be exported in an Excel or CSV file.

Unneeded Roles can also be deleted by utilizing these check boxes.

Roles that are deleted will automatically update any Rosters that the user was previously on.

Number of users found: 213

	Edit	Role	District	School	Email Address	First Name	Last Name	Phone Number	Completed TA Cert. Course
☐	✎	SC	9999-Demo district 9999	9999_9999-Demo Institution 99999999	MT-SC1@demo.user	MT	SC		N
☐	✎	SC	9999-Demo district 9999	9999_9999-Demo Institution 99999999	test3.test4@air.org	test3	test4		N
☐	✎	SC	9999-Demo district 9999	9999_9999-Demo Institution 99999999	adusbcoffee@gmail.com	DEMO DEMO	DEMO DEMO		N

Account Maintenance: Review/Verification

For each account,

1. Verify that users are current staff members.

    a. If yes, continue to step 2.

    b. If no, delete the account.

2. Verify that users are assigned to the correct role: **System Coordinator (DA or DC), School Test Coordinator (SC), Teacher (TE) or Test Administrator (TA)**.

    a. If yes, leave as is.

    b. If no, add the appropriate role for the user using the "Add Users" option. And then delete the old role. *Please keep in mind that users may have multiple roles for multiple schools. To add multiple roles for one account, you must utilize the "Add Users" option for each new role.*

    c. If you have many new users to add, you may use the "Upload Users" option to upload an Excel Spreadsheet or CSV file.

3. Verify that the user's correct, current email address is listed.

    a. If the user's email address is correct, leave as is.

    b. If the user's email address is incorrect, you must create a new account for the user with the updated email address and delete the old one.

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Notifications - SYSTEM Password Reset for 2017-2018

On October 17, 2017, as part of the system roll-over for the new school year all user passwords were cleared. All users who were in the system last year will need to complete the below steps to create a new password.

1. From the portal, navigate to the TIDE login page.
2. On the TIDE login page, select the link under the First Time Login This School Year? Heading just below the login prompt.
3. Enter the email address you use for all ASSESSSMENT systems.
4. An email (from AIRAST-DoNotReply@airast.org) will be sent to the email address associated with the account. The email will contain a link that will only be active for 15 minutes after it is received. Follow this link to set a new password.
5. If the link expires, follow the additional instructions in the email to receive a new one.

All user accounts which had access in 2016-2017 will continue to have access this year, although users are required to reset their password. If a user should no longer have an account you should follow the process above for deleting an account to remove their system access.

Reminders for this year

➢ Encourage the use of institution-specific email addresses. This verifies that the email will go to an active address and verifies the user in case of employment changes. Gmail, Hotmail, and Yahoo addresses have been deleted for security reasons. A new account will need to be created for these users to access the testing and reports systems.

➢ The Test Administrator Certification is mandatory. All new users will need to complete the training to refresh and learn about any new features of the Test Delivery System. Users who previously completed the training have been rolled forward with this flag.

➢ For technical help, please call the Montana Help Desk at 1-888-792-2741.

Ongoing review of the TIDE accounts is strongly recommended to maintain proper security of student information. Please contact OPI if you have additional questions, or need assistance.