

2019–2020 TIDE Preparation

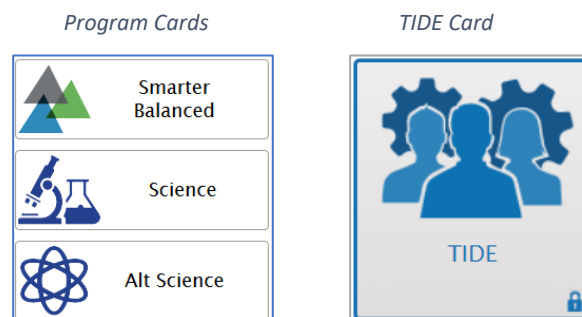
Quick Guide

Welcome to the start of the 2019–2020 school year! This quick guide provides a refresher of key tasks to access TIDE at the beginning of the year. Key system and school staff should conduct a review of all school personnel present in the system and verify all user data remains up to date. This process will assist the school or system in maintaining the security and privacy of student data. For a complete guide describing all tasks and information related to TIDE, refer to the TIDE User Guide on the Montana Comprehensive Assessment portal.

Resetting Your Password for the New School Year

To maintain security, all user passwords have been reset as part of the rollover for the 2019–2020 school year.

1. Navigate to the Montana Comprehensive Assessment Portal (<http://mt.portal.airast.org>) and select your assessment program.
2. Select the TIDE card. The login page appears.



3. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears.
4. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password. You will receive an email from AIRAST-DoNotReply@airast.org. This link will expire after 15 minutes.
5. Select the link in the activation email. The **Reset Your Password** page appears.
6. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
7. Select **Submit**.

Login Page

The image shows a login form with two input fields: "Email Address" and "Password". Below the password field is a red link that says "Forgot Your Password?". A dark blue button labeled "Secure Login" is positioned below the form. Below the button, the text reads "First Time Login This School Year?" followed by "The password you used during the previous school year has expired." and a red link that says "Request a new one for this school year."

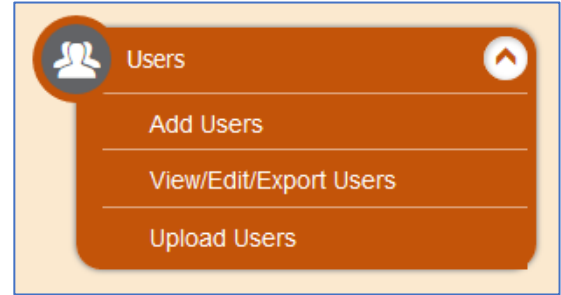
User Review and Maintenance for the New School Year

System Testing Coordinators are responsible for reviewing all users in TIDE and ensuring all user data is current.

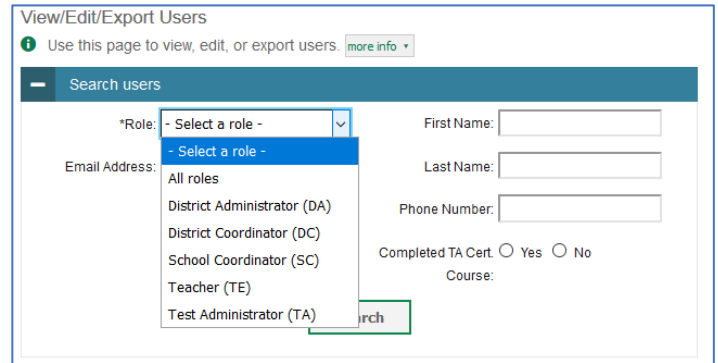
1. All tasks related to user maintenance can be found under the **Users** menu under **Preparing for Testing** on the TIDE homepage.
2. Select the TIDE card. The login page appears.
3. Easily review all users within your institution by searching for all user roles under **View/Edit/Export Users**.

TIP: User data can be exported so it is readily available in the same format as an upload file. This allows you to edit multiple records in a single upload.

User Task Menu

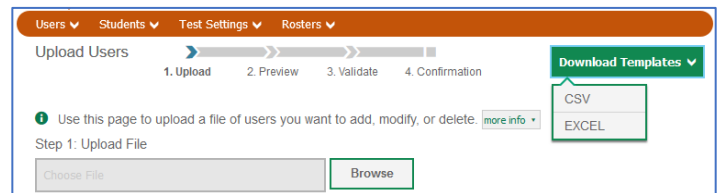


View/Edit/Export Users Search Page



1. On the **Upload Users** page, you can download templates to mass upload edits, additions, or deletions to user data. Formats are available in CSV or excel.

Upload Users Page



2. Fill out the template with the most current user data. Each row represents a single user record. Users can be added with multiple roles and permission.

Upload Users Template (Excel)

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2								
3								

TIP: Copy over data from a user data export file to easily transfer the information needed for editing.

Refer to the TIDE User Guide for complete information regarding TIDE and navigation of the system.