

# 2023-2024 TIDE Preparation

## Quick Guide

Welcome to the start of the 2023–2024 school year! This quick guide provides a refresher of key tasks to access TIDE at the beginning of the year. In accordance with [OPI policies and procedures for data privacy](#), accounts may need to be reset or readded into TIDE. Authorized Representatives (ARs) and System Test Coordinators (STCs) should conduct a review of all school personnel and create/verify accounts for these users in TIDE. 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 testing portal

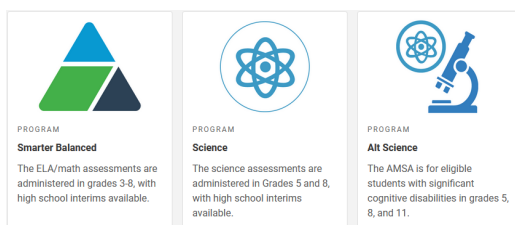
### Resetting Your Password for the New School Year

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

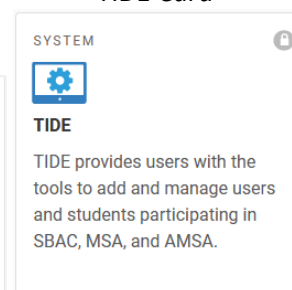
1. Navigate to the Montana testing portal (<https://mt.portal.cambiumast.com>) and select your assessment program.

2. Select the TIDE card. The login page appears.

Assessment Portal Cards



TIDE Card



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 [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com). 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 login page form contains two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. A dark blue button labeled 'Secure Login' is positioned below the fields. Underneath 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.'

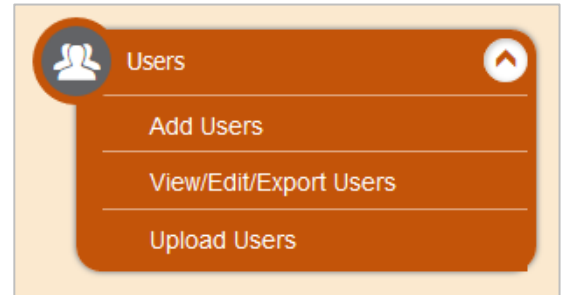
## User Review and Maintenance for the New School Year

ARs and STCs are responsible for adding/reviewing all users in TIDE and ensuring all user data is current.

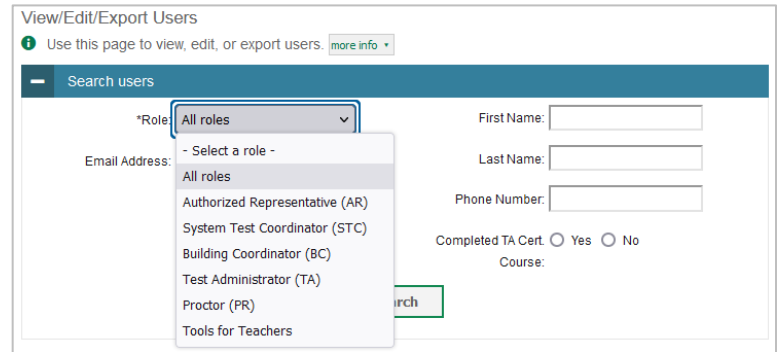
1. All tasks related to user maintenance can be found under the **Users** menu under **Preparing for Testing** on the TIDE homepage.
2. Select the TIDE card. The login page appears.
3. Easily review all users within your institution by searching for all user roles under **View/Edit/Export Users**.

**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



View/Edit/Export Users

Use this page to view, edit, or export users. [more info](#)

Search users

\*Role: **All roles** (dropdown menu open showing: - Select a role -, All roles, Authorized Representative (AR), System Test Coordinator (STC), Building Coordinator (BC), Test Administrator (TA), Proctor (PR), Tools for Teachers)

Email Address: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

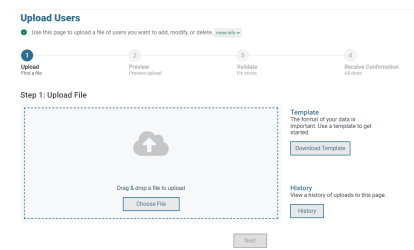
Completed TA Cert.  Yes  No

Course: \_\_\_\_\_

Search

Upload Users 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 Template (Excel)

	A	B	C	D	E	F	G	H
1	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
2								

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.

**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.