

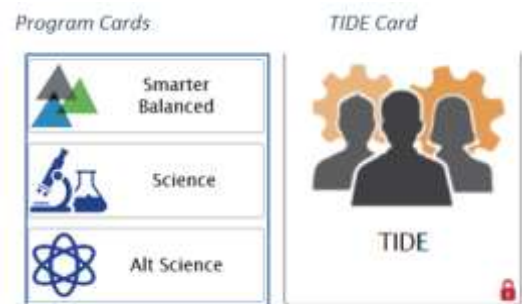
2020-2021 TIDE Preparation Quick Guide

Welcome to the start of the 2020–2021 school year! This quick guide provides a refresher on key tasks required to access TIDE at the beginning of the year. System Test Coordinators (STCs) or designated district 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 testing portal.

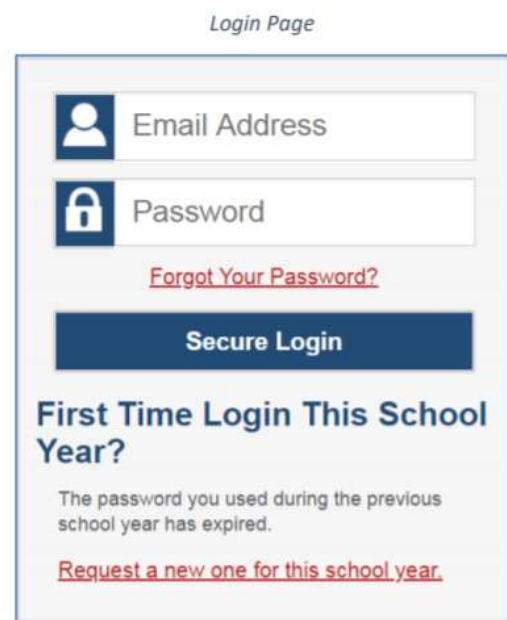
Resetting Your Password for the New School Year

To maintain security, all user passwords have been reset as part of the rollover for the 2020–2021 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.



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@cambiumast.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**.



User Review and Maintenance for the New School Year

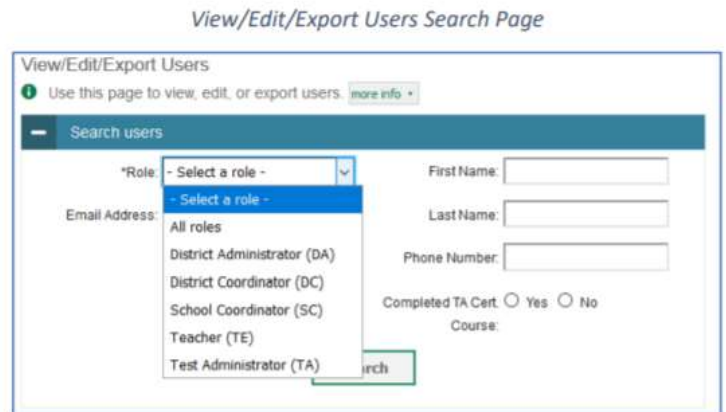
System Testing Coordinators are responsible for reviewing all users in TIDE and ensuring all user data is current. All tasks related to user maintenance can be found under the Users menu under Preparing for Testing on the TIDE homepage.

1. Select the View/Edit/Export Users tab. The View/Edit/Export Users page appears.



2. 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.



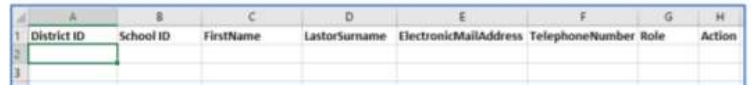
Adding New Users

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.



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.



The image shows an Excel spreadsheet titled 'Upload Users Template (Excel)'. The spreadsheet has columns labeled A through H. The headers are: 'District ID', 'School ID', 'FirstName', 'LastorSurname', 'ElectronicMailAddress', 'TelephoneNumber', 'Role', and 'Action'. There are three rows of data, with the first row containing the headers and the subsequent two rows being empty.

Refer to the [TIDE User Guide](#) for complete information regarding TIDE and navigation of the system.

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