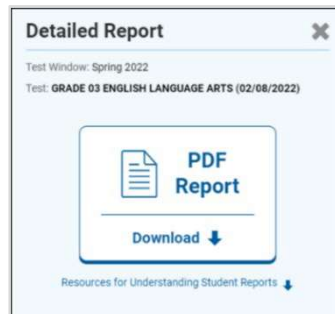


- Each test card includes a button labeled **Download Detailed Report**. When a user selects this button, a pop-up window allows families to view and download the Student and Parent Report for each test. The window also includes a link to resources designed to help families understand these reports.



Access Codes

An access code is a random six-character alphanumeric code that provides a secure way for families to access their student's test results on the Family Portal. Each student uploaded into the Test Information Distribution Engine (TIDE) will have an access code generated for them, even if they do not have any posted test results. AACs and SLCs can print access codes in TIDE for teachers to distribute to groups of students or individual students. The AAC or SLC can also send the information to teachers or families using the **Email Student Access Codes** feature in TIDE (or any other secure method determined locally).

Below are **two** possible methods for AACs and SLCs to communicate access codes.

- Use the TIDE Family Portal function and email template to send access codes. (see *below for more details*)
- Integrate their SIS with the Family Portal so that families who are already logged in to their local SIS can bypass the Family Portal login process and move directly to the Family Portal.
 - Please refer to the [Auto-Login Integration Document](#) posted on the FAA Portal for more information.

How to Generate an Access Code Template

To generate a template for emailing or integrating into the district's SIS system, please follow the steps below.

- Log in to TIDE. Select either the specific TIDE administration (e.g., Florida Alternate Assessment) or the Statewide Family Portal Access administration.

NOTE: If a TIDE administration has **closed**, AACs must use the Statewide Family Portal Access administration.

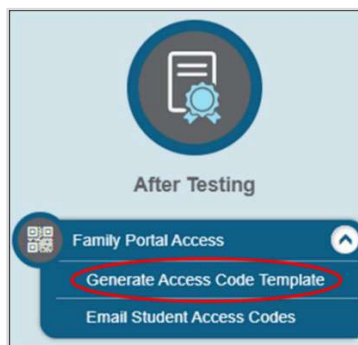
Administration Details

Select the User Role, Test Administration, District, and School (as applicable):

User Role: Alternate Assessment Cox ▾

Test Administration: ▾
 - Select -
 - Select -
 Florida Alternate Assessment
 Fall Makeup Performance Task Additional Orders
 Spring Performance Task Orders
 Statewide Family Portal Access

- On the TIDE dashboard under *After Testing*, click on the Family Portal Access task menu and select **Generate Access Code Template**.



- Complete the fields shown below to find the student(s) for whom you need an access code. Select **Search**.

Generate Access Code Template

Use this page to search for students to view, edit, delete, or export. Users may also print Test Tickets, Student Access Codes for the Family Portal, and Student Settings and Tools from this page. Depending on your role, some tasks may not be available.

Note: To print On-Demand PreID Labels switch to the applicable materials TIDE administration. [more info](#)

Search for Students

*District: Demo Dist 77 - 77 ▾ FLEID:

*School: Demo School 9005 - 77-9005 ▾ Enrolled Grade: None selected ▾

Last Name: Include Inactive Students: No Yes

First Name:

Advanced Search

Search Fields: -- Select -- ▾

Additional Criteria Chosen:

Add Remove All Remove Selected





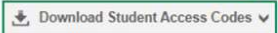
Search

- Your results will display in a table format with the access codes in the far-right column. You can print or export the student information using the buttons under the blue **Search for Students** bar. The **Download Student Access Codes** button generates a template in Excel that can be downloaded and used to email access codes for groups of students.

Generate Access Code Template

Use this page to search for students to view, edit, delete, or export. Users may also print Student Access Codes for the Family Portal. Depending on your role, some tasks may not be available. [more info](#)




Search for Students

Number of students found: 520

101-150 of 520 records | Page: 3 of 11

Enter search terms to filter search results

	Edit	School Information		Student Information				Access Code
		District	School	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	
<input type="checkbox"/>		77	77-9005	Datafolio	Demo	DM111222333397	08142012	dv2vis
<input type="checkbox"/>		77	77-9005	Datafolio	Demo	DM111222333398	08142012	bbhiby
<input type="checkbox"/>		77	77-9005	Datafolio	Demo	DM111222333399	08142012	upwbvm

Emailing Access Codes to Teachers or Families

To send access codes via email, please follow the steps below.

- After selecting **Download Student Access Codes** to download the file, complete the **Send Access Code to This Email Address** column.

Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
DATAFOLIO	THREE	FL333333000011	11112008	a3p5gn	
DATAFOLIO	THREE	FL333333000014	11112008	gwfitf	

- On the TIDE dashboard under *After Testing*, click on the Family Portal Access task menu and select **Email Student Access Codes**. Click **Browse** to upload the file, then click **Next**.

After Testing

Family Portal Access

Generate Access Code Template

Email Student Access Codes

Email Student Access Codes

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to generate an extract of Student Access Codes and email them to parents/guardians. [more info](#)

Step 1: Upload File

Choose File **Browse**

Upload History

Next

- The access code (along with a link to the Family Portal) will be emailed to the corresponding email address in the file.

From: DoNotReply@cambiumassessment.com <DoNotReply@cambiumassessment.com>
Sent: Wednesday, January 11, 2023 3:44 PM
To: Familyemail@email.com
Subject: (Florida Statewide Assessments Family Portal) Access Code For Your Student

Hello,

This automated email contains an Access Code to use when logging in to the Florida Statewide Assessments Family Portal to view your student's test results.

First Name: T****
 Last Name: D*****
 Birth Date (MMDDYYYY): 111120**

Access Code Link: [Click Here](#) (please note: this link will expire in 7 days)
 Navigate to <https://fl-familyportal.cambiumast.com> and log in using your student's information and the Access Code given in this email.

This email was sent by request of TeacherFirstname TeacherLastname <teacher@district.edu>.

NOTE: The email will contain a link to view the access code. The link expires after seven days.

How to Change an Access Code

To reset the access code of an individual student, please follow the steps below.

1. On the TIDE dashboard under *Preparing for Testing*, click on the Student Information task menu and select **View/Edit/Export Students**.



2. On the **View/Edit/Export Students** page, complete the fields to find the student whose access code needs to be changed. Click **Search**.

Search for Students

*District: -- Select -- FLEID:

*School: None selected Enrolled Grade: None selected

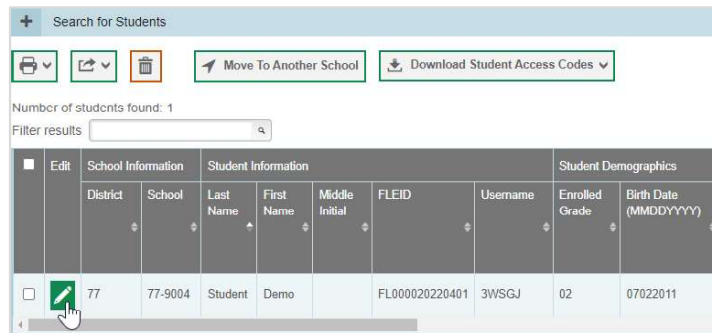
Last Name: Birth Date (MMDDYYYY):

First Name: Gender: Male Female

Advanced Search

Search Fields: -- Select -- **Additional Criteria Chosen:**

3. Select the pencil icon to view an individual student. The access code will appear in the **Student Demographics** section.



4. To change an access code, click the **Reset** button next to the **Access Code** field. A new access code will appear in the field.



Family Portal FAQ

1. Which results are available on the Family Portal?

- FAA—Datafolio
- Fall Makeup FSAA—Performance Task
- Spring FAA—Performance Task

2. How are the results displayed on the Family Portal?

The Family Portal displays the student's most recent test results on the home page. Families can select **View All Tests** to view all their student's test results. Families can also view their student's Student and Parent Reports by clicking on **Download Detailed Report**.

3. When will results be available on the Family Portal?

Results will be available on the Family Portal approximately one month after scores are released in PearsonAccess^{next} (PAN). The FAA Service Center will send an email once scores are released.

4. What happens if a student moves to a new school district?

If a student moves to a new school district, their access code does not change and moves with them. The student's previous school district will no longer have access to their access code.

5. Do access codes expire?

Access codes will remain the same unless a student's access code is purposely reset or a student is deleted from TIDE. If a student is deleted from TIDE, a new access code will be generated when they are uploaded to TIDE again. Please note that each time a new access code is generated, the access code must be shared with families.

6. Will access codes change for each assessment?

Access codes are assigned by student, not by assessment; therefore, access codes will not change for each assessment. Unless a student is deleted or their access code is reset in TIDE, it will remain unchanged.

7. How can the FAA Service Center assist with access code issues?

FAA Service Center representatives offer technical assistance navigating TIDE or the Family Portal. However, they cannot provide access codes via email or telephone. Therefore, families will be directed to their student's teacher or school assessment coordinator for their access code.

8. Who is the contact if AACs have questions?

AACs should contact the FAA Service Center at 1-877-655-3001 or FAAServiceCenter@cambiumassessment.com.

9. Is there a Family Portal User Guide?

An interactive guide is embedded in the Family Portal. The guide is located in the upper right of the landing page that appears upon login.

10. If a user states that they have been locked out of the Family Portal, what could this mean?

When a user is locked out, it means that they have reached their maximum login attempts. After three failed attempts, the system will time out and the user will have to wait two minutes before trying to log in again.

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