

Quick Guide to TIDE: Activating Your Account, Logging In, and Adding Users

This Quick Guide provides a brief overview of the steps for activating your TIDE account, logging into TIDE, and adding user accounts (if allowed). Complete information about TIDE is available in the *TIDE User Guide*.

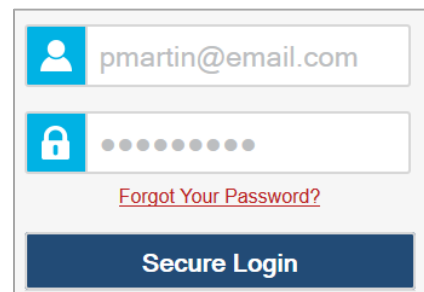
Activating your TIDE Account

Your TIDE administrator (a Principal if you are a Test Coordinator, or a Test Coordinator if you are a Test Administrator or Teacher) needs to create your account in TIDE, and then TIDE sends you an activation email.

To activate your account:

1. Click the link in the activation email. The **Login** page appears (see Figure 1).
2. Enter your email address and temporary password.

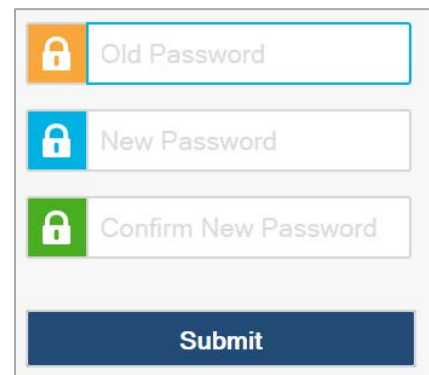
Figure 1. Fields in the Login page



The screenshot shows the login interface with the following elements: an email input field containing 'pmartin@email.com', a password input field with masked characters, a 'Forgot Your Password?' link, and a 'Secure Login' button.

3. Click **Secure Login**. The **Reset Password** page appears (see Figure 2).
4. In the *Old Password* field, enter the temporary password in the activation email.
5. In the other password fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !.

Figure 2. Fields in the Reset Password Page



The screenshot shows the reset password interface with the following elements: an 'Old Password' field, a 'New Password' field, a 'Confirm New Password' field, and a 'Submit' button.

Click **Submit**. The **Select a Security Question** page appears (see Figure 3).

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6. Mark the checkbox next to a question, and enter an answer.
7. Click **Save**. The HSAP portal page appears.

Account activation is complete.

Figure 3. Fields in the Select a Security Question Page

Question	Answer
<input checked="" type="checkbox"/> In what city did you first work?	Ginza Street
<input type="checkbox"/> In what city were your parents married?	
<input type="checkbox"/> What was the name of your first pet?	

Save **Reset** **Close**

Logging in to TIDE

Once you have activated your account you may log into TIDE via the HSAP portal.

To log into TIDE:

1. Open your web browser and navigate to the HSAP portal at alohahsap.org. Click on the User Role Card (see Figure 4) on the portal page.

Figure 4. User Role Card



2. Click the **TIDE** Card on the User Role page. The **Login** page appears (see Figure 5).
3. Enter your email address and password.
4. Click **Secure Login**. The **Home** page appears.

Figure 5. TIDE Card



Depending on your user role, TIDE may prompt you to select a role, client, state, complex area, complex, or school to complete the login.

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Adding Users to TIDE

Principals and Test Coordinators use TIDE to add and manage user accounts in the Hawai'i Statewide Assessment Program. You can add users one at a time, as described in [Adding Individual Users to TIDE](#). You can also add many users at one time, as described in [Uploading Multiple Users to TIDE](#).

Adding Individual Users to TIDE

1. Click the **Manage Users** tab.
2. Click the **Add User** tab.
3. Select the new user's role from the *Role* drop-down list.
4. Verify the state, complex area, complex, and school are correct, and then add the user's first name, last name, phone number, and email address. Employee ID is optional. However, a teacher will not be able to view his/her students' scores in the Online Reporting System after testing has been completed if the Employee ID is not entered in TIDE.

Note: The email address is the user's login for TIDE and the TA Interface and cannot be edited later. Ensure that you enter it correctly. You will need to delete a user who has an incorrect email address from TIDE and add this user again with the correct email address.

5. Click **Add User**.

TIDE: Manage Users: Add Users

The screenshot shows the 'Add User' form in the TIDE system. The form is titled 'TIDE: Manage Users: Add Users' and has three tabs: 'Home', 'Student Information', and 'Manage Users'. The 'Manage Users' tab is active, showing three sub-tabs: 'View/Edit Users', 'Add User', and 'Upload Users'. The 'Add User' sub-tab is selected. The form contains several fields: '* Role:' (dropdown menu set to 'Test Administrator (TA)'), '* State:' (dropdown menu set to '000000 - Hawaii Department of Education'), '* Complex Area:' (dropdown menu set to '9999 - Training Complex Area A'), '* Complex:' (dropdown menu set to '99998 - Demo School Group 2'), '* School:' (dropdown menu set to '995 - Kula a'o Hawai'i'), '* First Name:', '* Last Name:', '* Phone number:', '* Email Address:', and 'EmployeeID:'. There is an 'Add User' button at the bottom right of the form.

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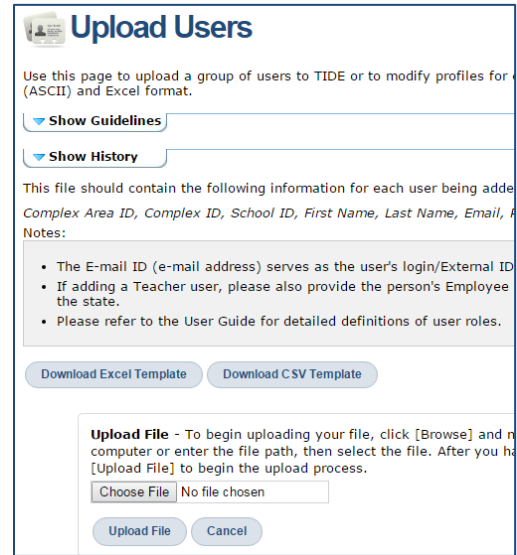
Uploading Multiple Users to TIDE

Retrieve the Upload File Template

1. Click the **Manage Users** tab.
2. Click the **Upload Users** tab.
3. Download the Excel or CSV template. You use this template file to compose the upload file.

Refer to the *TIDE User Guide* for information about the difference between the Excel and CSV file types and which one to use.

Upload Users:



Entering User Information into the Upload File

Each row represents one user. Populate each column of the spreadsheet, including the complex area ID, complex ID, school ID, first name, last name, email address, role, phone number, and employee ID. In the Action column, enter ADD to add or edit users, or enter DELETE to delete users.

Refer to the *TIDE User Guide* for detailed information about how to compose the upload file.

Upload Users: Template

	A	B	C	D	E	F	G	H	I	J
1	Complex Area ID	Complex ID	School ID	FirstName	LastName	Email	Role	Phone	EmployeeID	Action
2										
3										
4										
5										

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Uploading the User File

Step 1: Select File to Upload

1. Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.

Step 2: Preview File

1. Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.

2. Click **Next**.

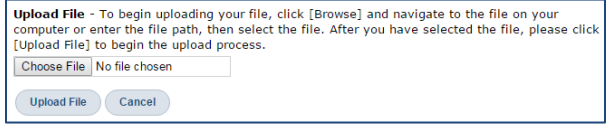
Step 3: File Validation

1. TIDE validates the file to ensure there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.
2. If no errors exist, click **Commit File** to add the new users.

Step 4: Confirmation

- A confirmation message indicates that TIDE successfully uploaded the file.

Upload Users – Step 1: Select File to Upload

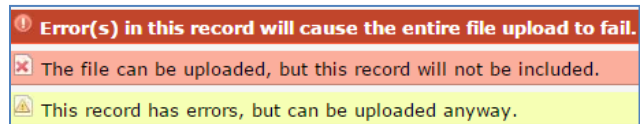


Upload Users – Step 2: Preview File



Company Area Code	Company Code	School Code	First Name	Last Name	E-mail Address	Role	Phone Number	Employee ID	Action
0000	0000	0000	SC	Carrollton	sc.sc@carrollton.net	SC	800-000-0000	000	ADD
0000	0000	0000	SC	Carrollton	sc.sc@carrollton.net	SC	800-000-0000	000	ADD
0000	0000	0000	SC	Carrollton	sc.sc@carrollton.net	SC	800-000-0000	000	ADD

Upload Users – Step 3: Validate File



Upload Users – Step 4: Confirmation

