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.
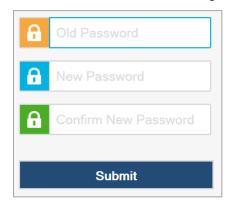
To activate your account:

1. Click the link in the activation email. The **Login** page appears (see Figure 4).

2. Enter your email address and temporary password.

Figure 1. Fields in the Login Page

3. Click **Secure Login**. The *Reset Password* page appears (see Figure 5).

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 !.

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

Figure 2. Fields in the Reset Password Page

7. Mark the checkbox next to a question, and enter an answer.

8. Click **Save**. The HSAP portal page appears.

   Account activation is complete.

Figure 3. Fields in the Select a Security Question Page

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.

2. Click on the User Role card (see Figure 4) on the portal page.

Figure 4. User Role Card

3. Click the **TIDE** card. The *Login* page appears.

4. Enter your email address and password.

5. Click **Secure Login**. Depending on your user role, TIDE may prompt you to select a role, state, complex area, complex, or school.

6. Click **Submit**. The TIDE dashboard appears.

Figure 5. TIDE Card

Adding Users to TIDE

Principals and Test Coordinators use TIDE to add and manage user accounts in the Hawaiʻi 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. On the dashboard, open **Users**.

2. Click **Add Users**.

3. Select the new user's role from the *Role* drop-down list.

4. Verify that the role, 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.

   The email address is the user's login for all HSAP applications. Because users cannot change their login names, ensure that you enter them 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 **Save**.

Fields in the Add Users Page

*Role: Test Coordinator (TC)	*Last Name:
*state: 000000 - Hawaii Department	*Phone:
*Complex Area: -- Select --	*Email Address:
*Complex: -- Select --	EmployeeID:
*School: -- Select --	
*First Name:	

Save   Cancel

Uploading Multiple Users to TIDE

Retrieve the Upload File Template

1. On the dashboard, open **Users**.

2. Click **Upload Users**.

3. Download the Excel or CSV template. Use this template to compose the upload file.

Uploading Users, Retrieving the Template

Enter User Information into the Upload File

Fill in one row for each user. Populate each column in the row, 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. Save the file on your computer.

Refer to the *TIDE User Guide* for detailed information about composing the upload file.
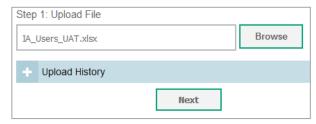
Uploading Users, Using the Template

Upload the User File

Step 1: Select Upload file

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

2. Click **Next**.

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**.

Uploading Users – Step 2: Preview File

Step 3: File Validation

1. TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.

2. If no errors exist, click **Continue with Upload**.

Uploading Users – Step 3: Validate File

Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

Uploading Users – Step 4: Confirmation

Results: 11 records committed, 3 records excluded