Teachers are now able to log in to TIDE to correct student information, transfer a student, or indicate a change in assessment using the TIDE Correction Request.

Logging in to TIDE

1. Click the TIDE card in the Quick Access section of the FSAA Portal.
2. On the Login page, enter your email address and password, and then click Secure Login.
3. On the Administration Details page, make selections for the user role, test administration, state, district, and school. (Depending on the selected user role, some of the drop-down menus may not be available.)
4. Click Submit. The TIDE dashboard appears.

Submitting a TIDE Correction Request (AATs, AACs, APSAs, BSLCs, and SLCs)

1. In the Correct Student Information task menu on the TIDE dashboard, select Submit TIDE Correction Request. The Submit TIDE Correction Request page appears.

2. Press Select under the Select a Request drop-down menu.
3. Select or enter the appropriate information for the student who needs to be added to TIDE or whose information needs to be modified in TIDE, then select from the drop-down menu to indicate whether you are adding a student or modifying student information.

4. If **adding a student**, you must complete all fields in this section, including student information, demographics, race and ethnicity, additional information, test eligibility (if applicable), and accommodations (if applicable).

5. If you are **modifying student information**, you will **only need to fill out the information that needs to be changed**. For example, if you need to change test eligibility, you will only need to modify this field.

6. If the student’s assessment type needs to be changed, select **Modifying student information**.

7. Once these fields are complete, select the plus sign [+] next to each section header to expand the section. Complete the appropriate fields by entering information and selecting from the drop-down options.

8. If the student’s assessment type needs to be changed—for example, a student who is currently participating in
the FSAA—Performance Task needs to be moved to FAST—you will use the drop-down menu to select FAST.

9. If any additional information needs to be shared, please use the Additional Information text box.
10. When the request has been completed, press Submit. A pop-up message will confirm your submission and display your reference number.

11. You will receive an email notification that your request was submitted. The email will include your submission ID (last four digits of the reference number). You must forward this email to your AAC or SLC.
Viewing a TIDE Correction Request (AACs and SLCs only)

AACs and SLCs will be able to log in to TIDE to view submitted TIDE Correction Requests to make the requested changes for students in TIDE.

1. To view a submitted TIDE Correction Request, please ensure that the correct district and school are selected. You can then modify your search by request status, submission ID (from email), district, school, and the dates on which the requests were submitted. Select Search to view results.

2. Results will display in table format. You can export these results into an Excel spreadsheet by selecting Export and then Export from Data, or view them individually by pressing the edit [ ] pencil icon.

**NOTE:** Only the fields in which information has been entered will display in the submitted request.
3. Once the submitted request is reviewed, the AAC or SLC can change the request status to *Completed* if all requested changes have been made. The request status *More information needed* can be selected to indicate that additional information is required to complete the request. You will then be able to add any necessary information in the additional text box. Press **Submit**.

4. The AAT who submitted the TIDE Correction Request will receive email notification of the status update.

If you have any questions, please contact the FSAA Service Center by phone (877-655-3001) or email ([FSAAServiceCenter@cambiumassessment.com](mailto:FSAAServiceCenter@cambiumassessment.com)).