

## Working with Family Portal Access Codes

The Family Portal allows families to view student test results. To access the Family Portal, each family needs an Access Code that is unique to their child. Access Codes are stored in the Test Information Distribution Engine (TIDE). Depending on how their role is defined in TIDE, users may retrieve these codes from TIDE and communicate them to families. User roles of District Coordinator, School Coordinator, and Teacher are able to retrieve Access Codes.

**Students must be in TIDE in order to have a Family Portal Access Code.**

### What Information Can Parents Find on the Family Portal?

The Family Portal includes the following information:

- A student's individual score report (ISR) with interpretive guides that can be downloaded and printed
- A glossary of assessment terms
- A list of frequently asked questions (FAQs) with answers
- Performance levels and explanations of what they mean
- Resources for families to use with their students

### How Can Parents Access the Family Portal?

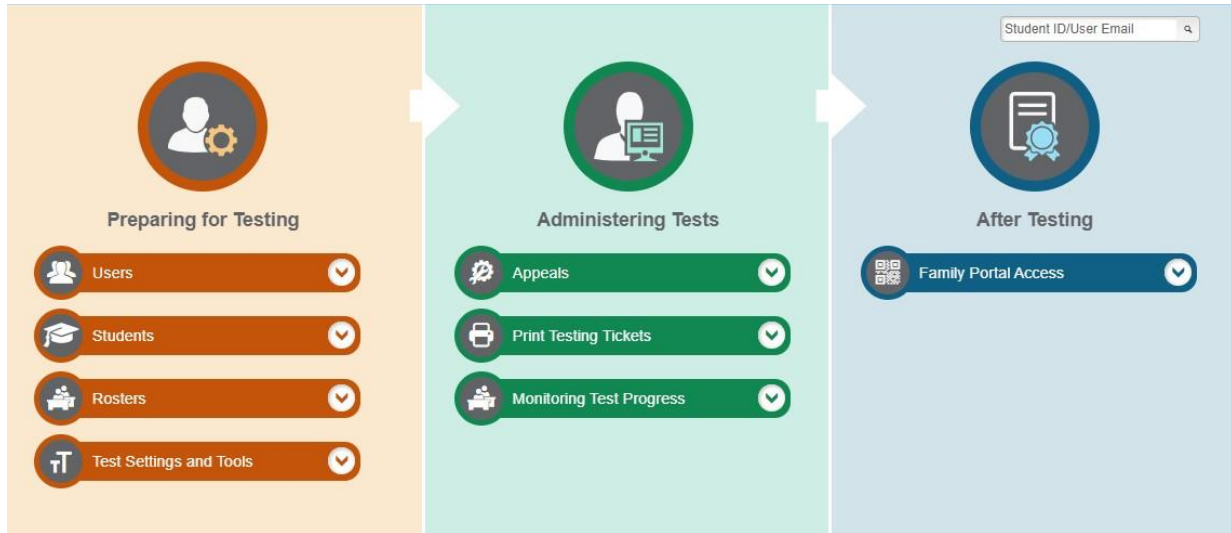
Parents and guardians can access the Family Portal by visiting the state assessment portal at: <https://nh-familyportal.cambiumast.com> and entering a unique Access Code along with their child's date of birth and first name.

### How to Retrieve Family Portal Access Codes in TIDE and Communicate Codes to Families

**Students must be in TIDE in order to have a Family Portal Access Code.** The following steps must be completed for schools to retrieve access codes:

1. i4see coordinator or designee successfully uploads an AOY submission to include all students.
2. Student data is then sent overnight from i4see to the TIDE system.
3. Students will appear in TIDE the next day for school districts to retrieve Access Codes.

There are multiple ways in which TIDE users can retrieve Family Portal Access Codes from TIDE and communicate those codes to families.



- TIDE users can view Family Portal Access Codes for individual students from the **View/Edit/Export Students** page and then communicate them to families using whatever secure means of communication their school or district already has in place.
- TIDE users can print Family Portal Access Codes for the students in a roster and then send a unique code home with each student.
- TIDE users can visit the **Generate Access Code Template** page to create an Excel (.xlsx) file containing Family Portal Access Codes for multiple students; they can then add an email address for each student's family and send the code to each family through TIDE.


## How to View Access Codes for Individual Students and Send via Secure Communication

The process for viewing and securely communicating Access Codes involves five steps:

1. From the **Students** task menu on the TIDE dashboard, authorized users can select the **View/Edit/Export Students** page.
2. Enter the search criteria.
3. Select **Search** to open the search results pop-up window.
4. Select **View Results**. The search results grid displays Access Codes for any student who matches the search criteria. You may have to scroll to the right to view a student's Access Code.
5. To send an Access Code to a student's family, use whatever secure means of communication the school or district already has in place.

## How to Print Access Codes and Send Cards Home with Students

The following 12 steps show the process for printing Access Codes and sending cards home with students:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Enter your search criteria.
3. Select **Search** to open the search results pop-up window.
4. Select **View Results**. The search results grid appears, displaying rosters that match the search criteria.
5. Choose one of the following options:
  - To print Access Codes for **all** rosters in the search results, mark the checkbox at the top of the search results grid.
  - To print Access Codes for **selected** rosters, mark the checkboxes for those rosters only.
6. Select  and then select **Access Codes**.
7. In the browser window that opens, verify that **Access Codes** is selected in the *Print Options* section.
8. Select an Access Code Layout.
9. Select **Print**. Your browser will download the generated PDF.
10. Print the PDF, on which each code is formatted as an individual card.
11. Cut up the PDF into separate cards.
12. Distribute the cards to students to take home to their families.

**For technical assistance relating to the Family Portal, please contact the NH SAS Help Desk:**

**Toll-Free Phone Support: 1.844.202.7584**

**Email Support: [nhhelpdesk@cambiumassessment.com](mailto:nhelpdesk@cambiumassessment.com)**