

Instructions for Providing Access Codes to the Family Portal

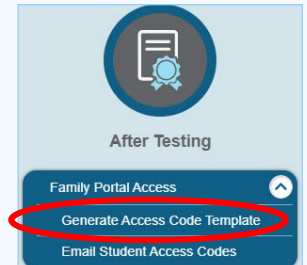
- The Family Portal provides a central location for Florida families to access their students' statewide test results.
- All schools will need to provide an access code for each student.
- Schools can find students' access codes using the following steps:

Step 1

Go to TIDE and navigate to **After Testing > Family Portal Access > Generate Access Code Template**.

Please note:

- K-2 access codes may only be obtained from the Statewide Family Portal Access admin.
- Access codes for all other Florida assessments may be obtained from either the specific admin or from the Statewide Family Portal Access admin, the latter of which may be used for any student(s) found in TIDE.



Step 2

Complete the fields to find the student(s) for whom you need an access code. Click **Search**.

The screenshot shows the 'Generate Access Code Template' search form. The 'Search for Students' section has several fields: '*District: -- Select --', '*School: None selected', 'Last Name', 'First Name', 'Enrolled Grade: None selected', and 'Include Inactive Students: No (selected) / Yes'. The 'Advanced Search' section has a 'Search Fields: -- Select --' dropdown. A red circle highlights the search criteria fields in both sections. A 'Search' button is at the bottom.

Step 3

You will see a table with the **Access Code** for each student 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.

The screenshot shows the results page of the 'Generate Access Code Template' search. At the top, there are buttons for 'Print', 'Download', 'Move To Another School', and 'Download Student Access Codes' (highlighted with a red circle). Below these buttons, it says 'Number of students found: 915'. There is a search filter and pagination controls. A table with two columns, 'School Information' and 'Student Information', is shown. The 'Student Information' column includes 'Last Name', 'First Name', 'FLEID', 'Birth Date (MMDDYYYY)', and 'Access Code'. The 'Access Code' column has two entries: '1lgf1q' and 'vncgrf', both highlighted with a red circle.

School Information		Student Information				Access Code
District	School	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code
77	77-9005	Student	Demo	FL202300070452	07022011	1lgf1q
77	77-9005	Student	Demo	FL202300070453	07022011	vncgrf

Instructions for Providing Access Codes to the Family Portal (cont.)

Step 4

To use the template, download the file and fill in 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
Student	Demo	FL202300070452	07022011	1lgf1q	
Student	Demo	FL202300070453	07022011	vncgrf	

Step 5

Then, navigate to **Email Student Access Codes** in TIDE. Drag and drop the file or click **Choose File** to upload the file, then click **Next**.

Step 6

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

Please note: The email will contain a link to view the access code. The link expires after 7 days.

Schools should send the student's unique access code, date of birth, and first name as it appears in TIDE to the student's family by a secure communication method.

Families need to follow these steps to log in to the Family Portal:

1. Go to: <https://fl-familyportal.cambiumast.com>
2. Enter the following to sign in to the Family Portal:
 - The student's unique access code
 - The student's date of birth
 - The student's first name