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Quick Guide to TIDE: Adding Users and Students

This Quick Guide provides a brief overview of the steps for adding user accounts and students. Complete information about TIDE is available in the TIDE User Guide.

Logging in to TIDE

1. Open your web browser and navigate to the NDSA portal at https://ndsa.portal.airast.org.

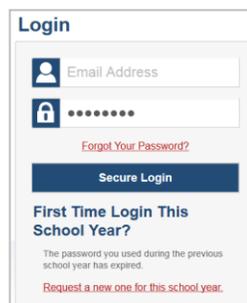2. Click the **NDSA Assessment** card (see Figure 1)

Figure 1 NDSA Assessment

3. Click the **TIDE** card. The *Login* page appears (see Figure 2)

Figure 2 TIDE Card

4. Enter your email address and password.

5. Click **Log In**. The TIDE dashboard appears (see Figure 3).

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

Figure 3 Login Page

7. Click Secure Login.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 4) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

      i. In the *Enter Emailed Code* field, enter the emailed code.

      ii. Click **Submit**.

   Note: If the code has expired, click **Resend Code** to request a new code.

*Figure 4 Enter Code*
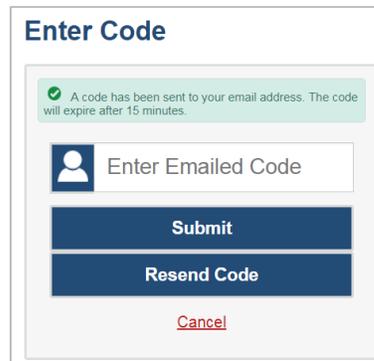
Adding Students

This section explains how to add a new student record to TIDE.

> **Note:** When you add a student to a client, state, district, and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**.

Figure 5. Fields in the Add User Page
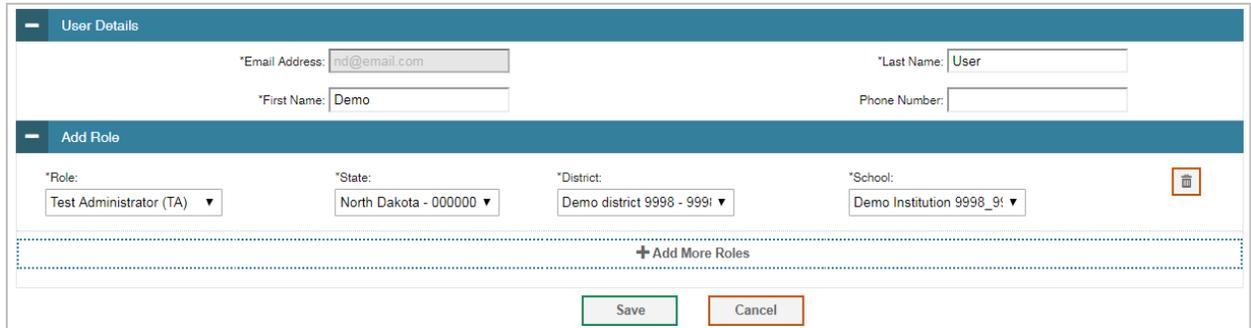
2. Select the role, district, and school associated with the new user.

3. Enter the user's first name, last name, email address, and other details in the optional fields.
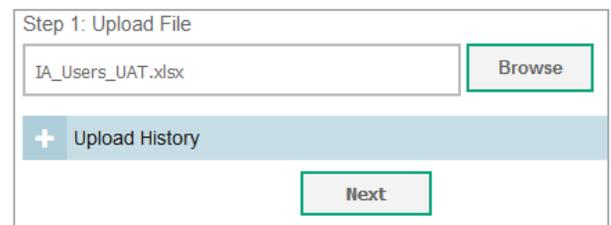
4. Click **Save**.

In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from mailto: AIRAST-DoNotReply@airast.org.

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**.

Uploading Users – Step 1: Select File to Upload

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 (see Figure 6).

2. *Click **Next**.*

Figure 6 Uploading Users – Step 2: Preview File

Step 2: Preview								
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9999	9999-9999	Test_First	Test_Last	test@air.org	999-999-9999	DA	ADD
2	9999	9999-9999	TestFirst	Test_Lastname	test@air.org	999-999-9999	TA	ADD
3	9999	9999-9999	Test_FirstName	Test_Name	test@air.org	999-999-9999	DA	ADD

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 (see* Figure 7*)*.

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

Figure 7 Uploading Users – Step 3: Validate File

Step 3: Validate					Legend: ⚠ Error: The file can be uploaded, but this row will not be included. 🚩 Warning: This field is invalid, but the row will be uploaded.			
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9999	9999-9999	⚠ Test_First	⚠ Test_Last	test@air.org	999-999-9999	DA	ADD
2	9999	⚠ 9999-9999	TestFirst	⚠ Test_Lastname	test@air.org	999-999-9999	TA	ADD
3	9999	9999-9999	⚠ Test_FirstName	⚠ Test_Name	test@air.org	999-999-9999	DA	ADD

[Continue with Upload] [Upload Revised File] [Cancel]

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