

## Ben Jameson <br/> <br/> den.jameson@jordandistrict.org>

## 2020 – 2021 Utah Assessment Systems User Accounts and Resetting Passwords

1 message

RISE Help Desk <risehelpdesk@airasthelpdesk.org> Mon, Aug 3, 2020 at 7:00 AM Reply-To: RISE Help Desk <reply-febd167471630c74-6171\_HTML-3550934-7279340-0@airasthelpdesk.org> To: ben.jameson@jordandistrict.org

## Dear Utah Assessment Systems User:

The Test Information Distribution Engine (TIDE) used for Utah RISE Assessments launches for the 2020 – 2021 school year today, **Monday**, **August 3**, **2020**. <u>All Utah assessment user account passwords have been reset as a part of this launch</u>. You will not be able to access any Utah assessment system until you have set up a new password. Below is the list of systems that require a Utah assessment user account to access. Your user role determines which systems you can access and the tasks and data available in each system.

- Test Information Distribution Engine (TIDE)
- · Benchmark Previewing System
- · TA Interface and TA Practice Site
- · Reporting System

Follow the steps below to set up your password for the 2020 – 2021 school year:

- 1. Select one of the user cards on the test portal.
- 2. On the main page, select <u>any</u> available systems card.
- 3. On the system login page, click on the link to "Request a new one for this school year."
- 4. Enter the email address that is associated with your user account and click "Submit".
- 5. An email (from DoNotReply@cambiumast.com), which contains a clickable link, will be sent to the email address associated with your account.
- 6. Click on the link. You will be directed to a page where you can create a new password. The link will expire in 15 minutes; if you do not create your new password within 15 minutes you will need to request a new link.
- 7. Follow the on-screen prompts to create a new password.

**Note**: Upon logging into an available assessment system, an "Enter Code" page will appear. An authentication code will automatically be sent to your email address. You must enter this code into the "Enter Emailed Code" field and select the "Submit" button, within 15 minutes of receiving the authentication code email. Throughout the school year, returning users who access TIDE from a new device or browser, or who have cleared the cache on a previously-used browser, will be required to receive an emailed code after entering their username and password via the secure login prompt.

USBE recommends that Assessment Directors review all users after systems roll over to ensure personnel have proper access for the 2020 – 2021 school year. If a user should no longer have an account, authorized users should follow the process in the <u>TIDE User Guide</u> when TIDE is available on August 3 to remove system access for that user.

RISE Help Desk Cambium Assessment Tel 1.877.269.4966

## risehelpdesk@cambiumassessment.com

This email was sent by: **American Institutes for Research** 1000 Thomas Jefferson St. NW Washington, DC, 20007 US

**Update Your Profile**