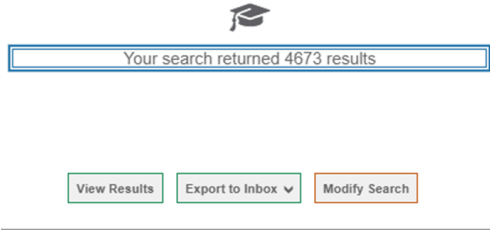# Cambium Clicksheet:
Updating & Deleting Teacher Accounts in TIDE

Only remove teachers or other staff who are no longer employed in Pasadena ISD. Do Not remove the accounts of employees who have been promoted or who have transferred to another campus, please call all Student Assessment for assistance in updating the accounts.

1	Go to https://texasassessment.gov and click on **Testing Personnel.** Scroll down the page and click the tile titled **Centralized Reporting System (CRS)**.	
2	You will be prompted to log in to TIDE, input your Pasadena ISD email address and password. Select Login.	
3	Select "TX SY [current school year]" Select your role as "Campus Testing Coordinator" and click [Submit]	
4	In the orange section titled "Preparing for Testing", click on "Users" and select "View/Edit/Export User from the dropdown menu.	
5	Using the available filters, select "AllRoles" in the first dropdown and the select [Search]	

6	Next, select **View Results**	Your search returned 4673 results View Results Export to Inbox ⌄ Modify Search

7	Use the sorting options to sort the results into the an easy to use display suach as sorted by last name. Use the selector boxes to the left of the screen to select the users whoa re no longer employed by the district. *(IMPORTANT! Do Not select the accounts of individuals who have been promoted or transferred to another campus. Deleting their account would erase any work they may have saved into the TFAR accounts*) Once the selections are amde and verified, use the trach can icon to delete the selected teacher accounts.	**Email Address** ⇕ **First Name** ⇕ **Last Name** ⇕ ☑ ✏ CTC 04-REG 4 EDUCATION SERVICE CENTER 101917-PASADENA ISD 🗑