

## 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 <a href="https://texasassessment.gov">https://texasassessment.gov</a> and click on Testing Personnel.  Scroll down the page and click the tile titled Centralized Reporting System (CRS).	Testing Personnel  Resources and information needed to prepare for and administer the Texas  Assessment Program.  SYSTEM  Test Information Distribution Engine (TIDE)  Manage students and users for testing and reporting, order test materials, and track student participation.
2	You will be prompted to log in to TIDE, input your Pasadena ISD email address and password.  Select Login.	Secure Login Email Address Email Address Password Password  Password  Copright 0 2024 Cambium Assessment, Inc. Al lights reserved.
3	Select "TX SY [current school year]" Select your role as "Campus Testing Coordinator" and click  Submit	Administration Tasks. Select the Administration Task (2007). Dated, and Campon (in applicable). Administration Task (2007). 2015, and Campon (in applicable). Administration Task (2007). 2015 (2008). **Special Campon Tasks (2008). **Special Campon Tasks (2008). **Special Campon Tasks (2007). **Special Campon T
4	In the orange section titled "Preparing for Testing", click on "Users" and select "View/Edit/Export User from the dropdown menu.	Preparing for Testing  Users  Add User  ViewEditExport User  Upload Users
5	Using the available filters, select "AllRoles" in the first dropdown and the select	*State (All States   Cond Address   Last Name   Proce Unique State (C. )  Search



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6	Next, select View Results	Your search returned 4673 results  View Results Export to Inbox V Modify Search
	Use the sorting options to sort the results into the an easy to use display suach as sorted by last name.	Email Address \$\phi\$ First Name \$\phi\$ Last Name
7	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)	CTC 04-REG 4 EDUCATION SERVICE CENTER 101917-PASADENA ISD
	Once the selections are amde and verified, use the trach can icon to delete the selected teacher accounts.	