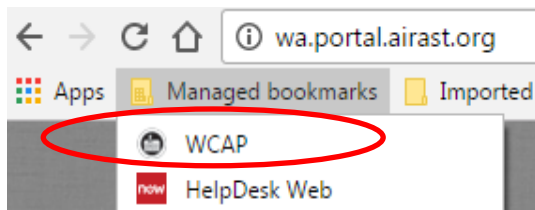


How the SC Role Can Add Users in TIDE (IS or TA Roles Only)

1. Using Chrome Browser go to wa.portal.airast.org or select WCAP in “Managed Bookmarks” bar.



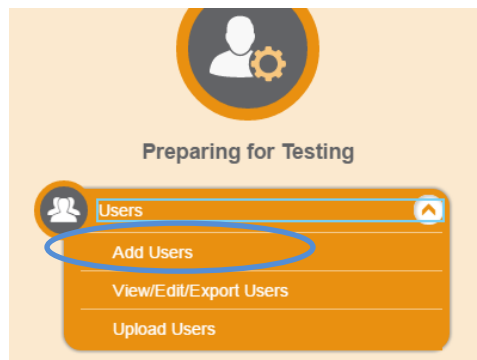
2. Select “Test Coordinators”



3. Select “TIDE” card



4. Select “Add Users” from the drop down menu of Users from “Preparing for Testing”



5. Complete the required (*) information such as role Test Administrator (TA), or Instructional Specialists (IS) first name, last name and email address. Click “Save”

A screenshot of the 'PERSONNEL' form. The form has a blue header. The fields are: '*Role:' (dropdown menu with 'School Test Administrator' selected, circled in red), '*State:' (dropdown menu with 'Washington - 000000' selected), '*District:' (dropdown menu with 'Everett SD - 31002' selected), '*School:' (dropdown menu with '-- Select --' selected), '*First Name:' (text input field, circled in red), '*Last Name:' (text input field, circled in red), 'Phone Number:' (text input field), and '*Email Address:' (text input field, circled in red). At the bottom, there are 'Save' and 'Cancel' buttons, both circled in red.

Once you have added a TA or IS role in TIDE, they will receive an email with a temporary password to set up their personal account at your school in WCAP.