



Hawai'i Statewide Assessment Program



Working With Family Portal Access Codes

User Guide

2022–2023

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Prepared by Cambium Assessment, Inc.



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Working with Family Portal Access Codes

The Family Portal allows families to view student test results. To access the Family Portal, each family needs an Access Code that is unique to their child. Access Codes are stored in the Test Information Distribution Engine (TIDE). School Test Coordinators and DATA users in TIDE may retrieve these codes from TIDE and communicate them to families.

What Information Can Parents Find on the Family Portal?

The Family Portal includes the following information:

- A student's individual score report (ISR) with interpretive guides that can be downloaded and printed
- A glossary of assessment terms
- A list of frequently asked questions (FAQs) with answers
- Performance levels and explanations of what they mean
- Resources for families to use with their students

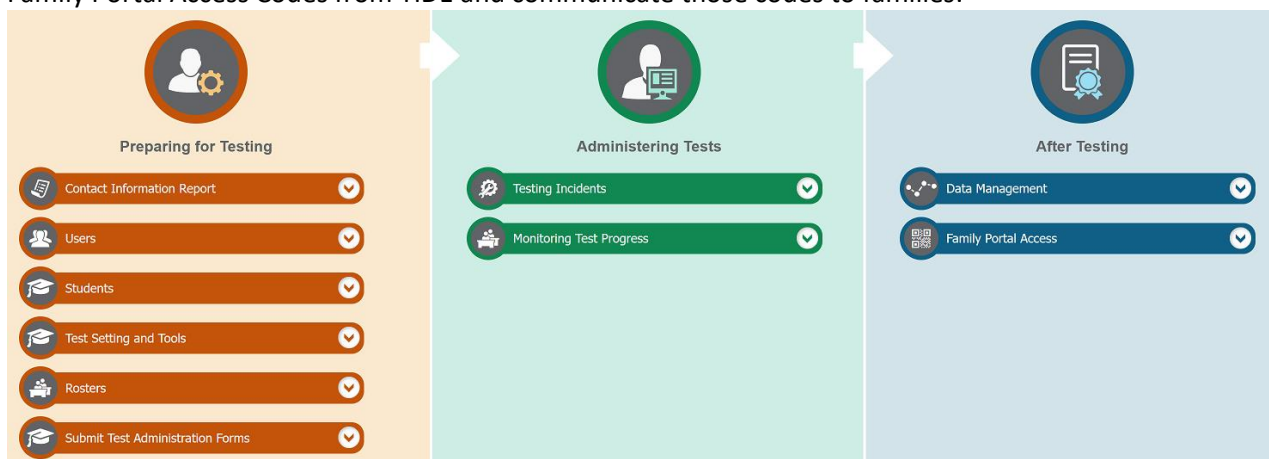
How Can Parents Access the Family Portal?

Parents and guardians can access the Family Portal in one of two ways:

1. By visiting the state assessment portal at <https://hi-familyportal.cambiumast.com> and entering a unique Access Code (provided by their student's school) along with their child's date of birth and first name; or
2. By clicking a time-limited link in an email sent to parents via TIDE that will enable them to retrieve their child's unique Access Code, which can then be entered at the URL shown in step 1.

How to Retrieve Family Portal Access Codes in TIDE and Communicate Codes to Families

There are multiple ways in which school Test Coordinators (TCs) and DATA users in TIDE can retrieve Family Portal Access Codes from TIDE and communicate those codes to families.



- All TIDE users can view Family Portal Access Codes for individual students from the **View/Edit Students** page and then communicate them to families using whatever secure means of communication their school already has in place.
- TCs and DATA users can print Family Portal Access Codes for students and then attach a card or a label with the Access Code to a parent letter, then send the letter with the attached card or label home to parent/guardian.
- TCs and DATA users can visit the **Generate Access Code Template** page to create an Excel (.xlsx) file containing Family Portal Access Codes for multiple students; they can then add an email address for each student's family and send the code to each family through TIDE.


How to View Access Codes for Individual Students and Send via Secure Communication

The process for viewing Access Codes to send via secure communication to families involves five steps. This option is available to all TIDE users who have access to the **View/Edit Students** page in TIDE.

1. From the **Students** task menu on the TIDE dashboard, users select the **View/Edit Students** page.
2. Enter the search criteria.
3. Select **Search** to open the search results pop-up window.
4. Select **View Results**. The search results grid displays Access Codes for any student who matches the search criteria. You may have to scroll to the right to view a student's Access Code.
5. To send an Access Code to a student's family, use whatever secure means of communication the school already has in place.

How to Print Access Codes and Send Home with Students

The following steps show the process for printing Access Codes and sending them home with students. This option is available for TC and DATA users and is available via either the **View/Edit Student** page or the **View/Edit Roster** page in TIDE.

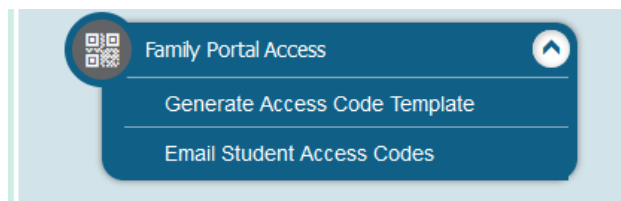
1. From the **Students** task menu or the **Rosters** task menu on the TIDE dashboard, users select the **View/Edit Students** page or the **View/Edit Rosters** page.
2. Enter the search criteria.
3. Select **Search** to open the search results pop-up window.
4. Select **View Results**. The search results grid appears, displaying students or rosters that match the search criteria.
5. Choose one of the following options:
 - To print Access Codes for **all** students or rosters in the search results, mark the checkbox at the top of the search results grid. (Note: printing access codes from rosters is limited to 1000 students.)
 - To print Access Codes for **selected** students or rosters, mark the checkboxes for those students only.
6. Select  and then select **All Access Codes** or **My Selected Access Codes** (above the Students search results table) or select **Access Codes** (above the Rosters search results table).
7. In the browser window that opens, verify that **Access Codes** is selected in the *Print Options* section.

8. Select an Access Code Layout and select **Print**. Your browser will download the generated PDF.
9. Print the PDF on paper or labels, on which each code is formatted as an individual card or label.
10. If printing on paper, cut up the PDF into separate cards.
11. Distribute the cards with, or affix labels to, a letter students can take home to their families. A sample letter to families is included in [Appendix A](#) of this document.

How to Email Access Codes via TIDE

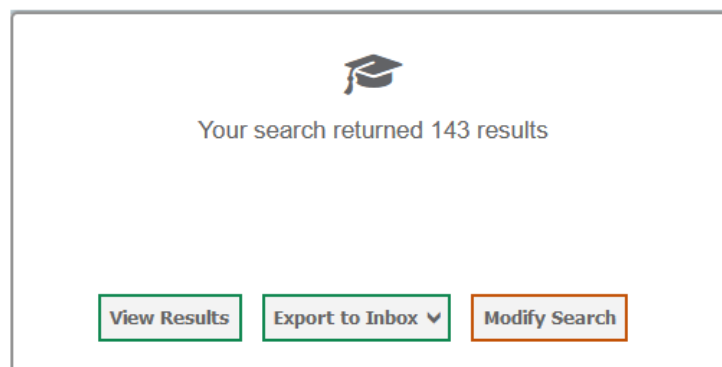
The following steps show the process for emailing Access Codes directly to families via TIDE. This option is available for TC and DATA users in TIDE.

1. From the **Family Portal Access** task menu on the TIDE dashboard, select **Generate Access Code Template** to open the *Generate Access Code Template* page.



2. Enter your search criteria.

3. Select **Search** to open the search results pop-up window.



- Select **View Results**. The search results grid will then display Access Codes for any student matching the search criteria.
- Optional:* If you want to create an Excel file that includes results only for selected students, mark the checkboxes next to those students' names.

Generate Access Code Template

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Download Student Access Codes

Number of students found: 4031

1-50 of 4031 records | Page: 1 of 81

	Edit	School Information			Student Information				
		Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Date of Birth (MMDDYYYY)	Access Code
<input checked="" type="checkbox"/>		9999	99998	995	9900108438	'Ofamo'oni	'Alohi Kea	01022016	4D639E
<input checked="" type="checkbox"/>		9999	99998	995	9900108564	'Ofamo'oni	'Ana Louhuni	12122000	84F1D3
<input type="checkbox"/>		9999	99998	995	9900108606	'Ofamo'oni	'Ainako	10211993	88DEA6
<input type="checkbox"/>		9999	99998	995	9900108648	'Ofamo'oni	'Alohi Kea	01022016	915CEF

- Select **Download Student Access Codes**, and then choose one of the following options:
 - To export data for all students in the search results, select **Export All to Excel**.
 - To export data for selected students only, select **Export My Selected to Excel**.

Generate Access Code Template

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Download Student Access Codes

Export All to Excel (4031)

Export My Selected to Excel (2)

Number of students found: 4031

1-50 of 4031 records | Page: 1 of 81

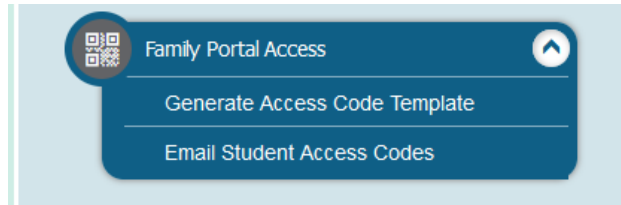
	Edit	School Information			Student Information				
		Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Date of Birth (MMDDYYYY)	Access Code
<input checked="" type="checkbox"/>		9999	99998	995	9900108438	'Ofamo'oni	'Alohi Kea	01022016	4D639E
<input checked="" type="checkbox"/>		9999	99998	995	9900108564	'Ofamo'oni	'Ana Louhuni	12122000	84F1D3
<input type="checkbox"/>		9999	99998	995	9900108606	'Ofamo'oni	'Ainako	10211993	88DEA6

- The template then downloads to your computer. Open it and, in the *Send Access Code to This Email Address* column for each student, enter the email address of the person you wish to receive the student's Access Code.

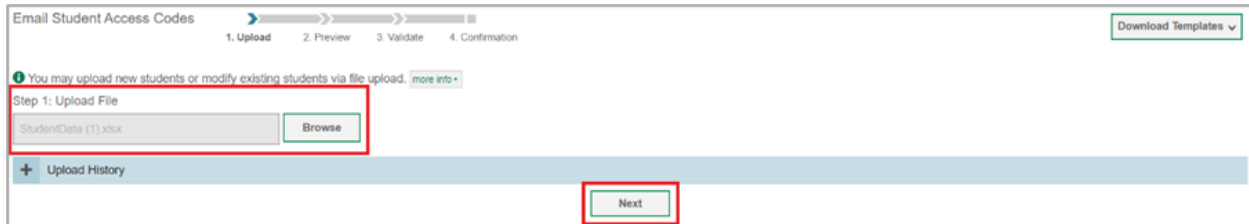
	A	B	C	D	E	F
1	Legal First Name	Legal Last Name	State Student Identification Number (SSID)	Date of Birth (MMDDYYYY)	Access Code	Send Access Code to This Email Address
2	'Alohi Kea	'Ofamo'oni	9900108438	01022016	4D639E	sample@email.com
3	'Ana Louhuni	'Ofamo'oni	9900108564	12122000	84F1D3	sample@email.com

- Optional:* To send a student's Access Code to more than one recipient, duplicate that student's row in the template and enter another email address.

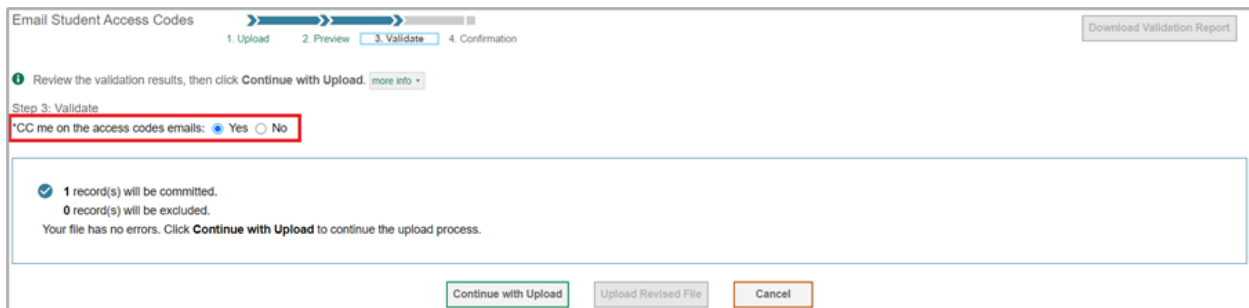
9. Save and close the template.
10. From the **Family Portal Access** task menu on the TIDE dashboard, select **Email Student Access Codes**.



11. Then select **Browse**, locate the file on your computer, and select **Open** to add the file to TIDE.



12. Select **Next** to open the **Preview** page.
13. Verify that the information is correct and select **Next** to open the **Validate** page.
14. Choose one of the following options:
 - To copy yourself on emails sent to families, select **Yes** in the *CC me on the access code emails* field.
 - If you do not want to receive these emails, select **No**.
 - The CC option is available only when fewer than 50 records are included in the upload file.



15. Select **Continue with Upload**. The file is then uploaded to TIDE and emails are sent to the recipients listed in the Excel file.
16. *Optional:* To upload another file, select **Upload New File**.

Emails transmitted via TIDE will contain links to a website where families can retrieve their unique Access Codes. Each link will expire after seven (7) days. If a link expires, the family will need to request a new link, and a new email will need to be generated using the same process described above.

Appendix A. Sample Letter to Families Explaining How to Access Student Results on the Family Portal

This letter can be printed on school letterhead and the Family Portal Access Code card/label should be attached.

Dear Parent / Guardian,

Your child took part in Hawaii Statewide summative assessment(s) during SY 2021-2022, and we're sure you're looking forward to learning the results. Attached is a card which contains a unique Access Code you can use, along with your child's legal first name-and date of birth, to log in to the Hawaii Assessments Family Portal.

To view your student's statewide assessment results:

1. Navigate to the Hawaii Family Portal located at <https://hi-familyportal.cambiumast.com>.
2. Enter your child's first name and date of birth and the above Access Code.

You can view your child's overall test scores and interpretive guides that can be downloaded and printed. The site also contains a glossary of assessment terms; a list of frequently asked questions (FAQs) with answers; performance levels and explanations of what they mean; and resources for you to use with your child.

Please note that your Access Code will be usable for the entire school year.

Thank you for your investment in your child's future!

Sincerely,

Principal

Change Log

Location	Change	Date
How to Print Access Codes and Send Home with Students	Added instructions to download and print Student Access Codes from the <i>View/Edit Rosters</i> page.	9/8/22