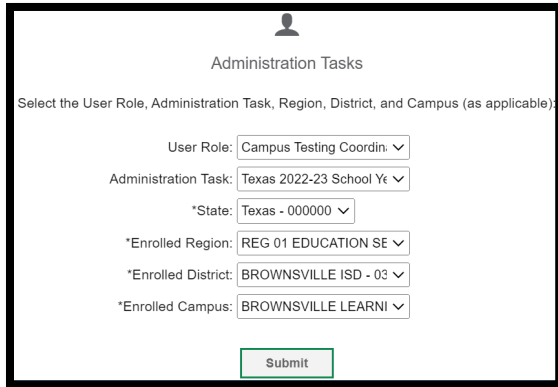


INSTRUCTIONS ON HOW TO SET TEACHER ACCOUNTS IN CAMBIUM LMS

1. Go to www.texasassessment.gov
2. Select TESTING PERSONNEL
3. Click on the Test Information Distribution Engine (TIDE) option
4. Enter your log in credentials (ONLY, **the CTC role** allows for account creation)




NOW, TO CREATE ONE ACCOUNT AT A TIME, FOLLOW THE NEXT STEPS:

5. From the **ORANGE Section** select **USERS** followed by **ADD USER**.
6. Enter e-mail for the person you are trying to create the account.
7. Add the TE (teacher role) from drop down for that staff member in addition to First, Last name. The phone number and Texas Unique Staff ID is NOT required.
8. Click SAVE

NOW, TO CREATE MULTIPLE ACCOUNTS AT ONCE, FOLLOW THE NEXT STEPS:

- a. From the **ORANGE Section** select **USERS** followed by **UPLOAD USERS**.



- b. Go to the top right corner to click on  and select EXCEL to download.
- c. Complete the fields as indicated below:

A	B	C	D	E	F	G	H	I	J
Regional Center ID	District ID	Campus ID	First Name	Last Name	Email Address	User Role	Phone Number	Texas Unique Staff ID	Action
01	031901	031901001	SAMPLE	EJEMPLO	SAMPLE@BISD.US	TE	LEAVE BLANK	LEAVE BLANK	ADD

- d. Save your completed file in a USB or computer file. Now, click on BROWSE to locate your saved file and click on it to see it appear in the gray box, now click next. Follow the prompts to complete upload.

