

Quick Guide

District and school assessment coordinators use the Test Information Distribution Engine (TIDE) to add and manage user accounts and student information for the Florida Statewide Assessments. This guide provides a brief overview of the steps to add user accounts and students. Complete information about TIDE is available in the [TIDE User Guide](#).

The user roles that can perform each task are indicated in parentheses in each section heading.

DAC = District Assessment Coordinator

DTC = District Technology Coordinator

PSA = Private School Administrator

SAC = School Assessment Coordinator

SA = School Administrator

TA = Test Administrator

Log In to TIDE (DAC, DTC, PSA, SAC, SA, TA)

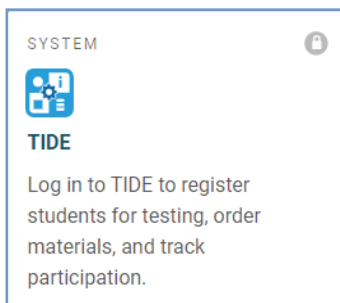
1. Open the portal at <https://flfast.org/> and click the **Florida Statewide Assessments** card.



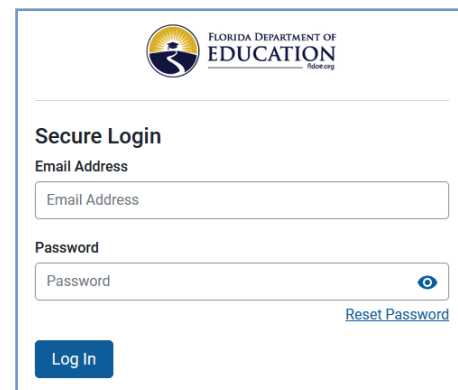
2. Click the **Teachers & Test Administrators** card.



3. Click the **TIDE** card.



4. Enter your email address and password and click **Secure Login**.




- On the Administration Details page, select User Role, Test Administration, District, and School (as applicable) and click **Submit**.

Administration Details

Select the User Role, Test Administration, District, and School (as applicable)

User Role:

District Assessment Coordinator (▼)

Test Administration:

2026–27 Florida Statewide Assessments ▼

1 State: Florida - 000000 ▼

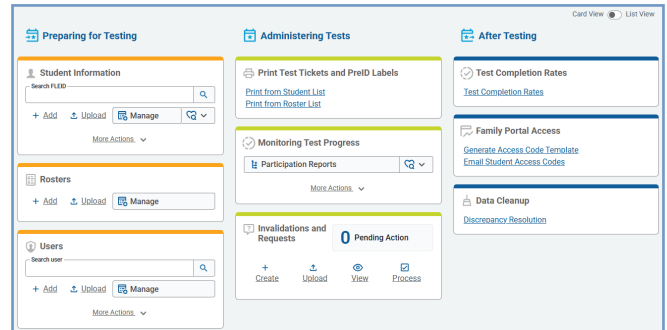
✓ District: Demo District D7 - D7 ▼

Submit



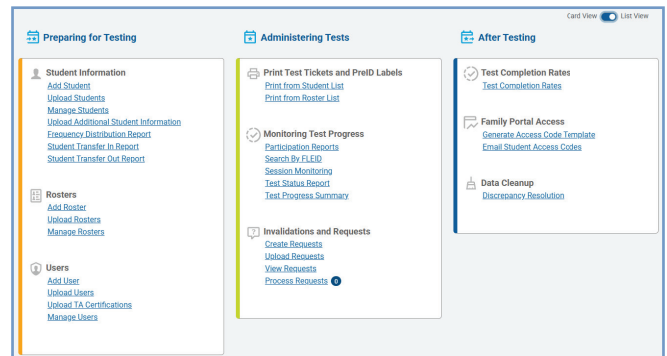
- The TIDE Dashboard will open. You can view the Dashboard either as cards or as a list.

Card View



The Card View dashboard shows a grid of functional cards. Under 'Preparing for Testing', there are cards for Student Information, Rosters, and Users, each with search and management options. 'Administering Tests' includes cards for printing tickets, monitoring progress, and handling invalidations. The 'After Testing' section contains cards for completion rates, family portal access, and data cleanup. A 'Pending Action' indicator shows 0 actions.

List View



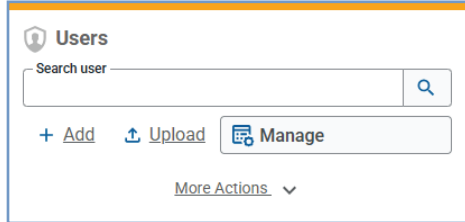
The List View dashboard presents the same information as the Card View but in a more detailed, list-oriented format. For example, the 'Student Information' card lists specific actions like 'Add Student', 'Manage Students', and 'Upload Additional Student Information'. The 'Monitoring Test Progress' card lists 'Participation Reports', 'Search By FLEID', 'Session Monitoring', 'Test Status Report', and 'Test Progress Summary'.

ADDING USERS TO TIDE

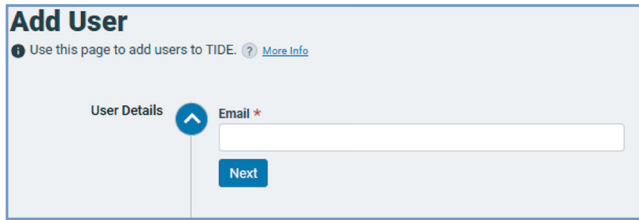
District and school assessment coordinators use TIDE to add and manage user accounts. This section provides a brief overview of the steps for adding user accounts individually and through a file upload.

Add Individual Users to TIDE (DAC, DTC, PSA, SAC)

On the **Users** card under Preparing for Testing:

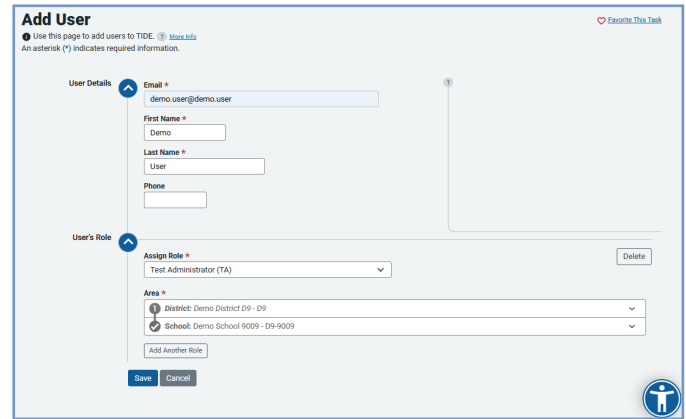


1. Click **Add**.
2. Enter an email address for the new user. Click **Next**. Additional fields appear.



The email address entered will be the username for TIDE, the Test Administrator (TA) Interface, the Response Entry Interface (REI), and the Florida Reporting System (FRS). Ensure that you enter the email address correctly, as it cannot be edited later.

3. Enter the user's first name and last name. You may also enter the user's phone number (optional). Required fields are marked with an asterisk (*).

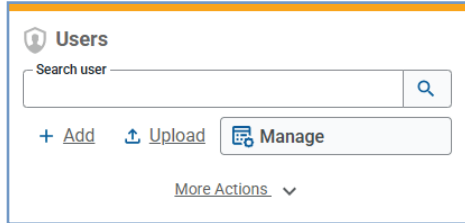


4. Under **User Roles**, select a role you want to assign this user in the **Assign Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles by clicking the **Add Another Role** button, or you may delete roles by clicking **Delete**.
Note: if you are updating an existing user and you wish to remove roles, click **Remove**.
5. Click **Save**.

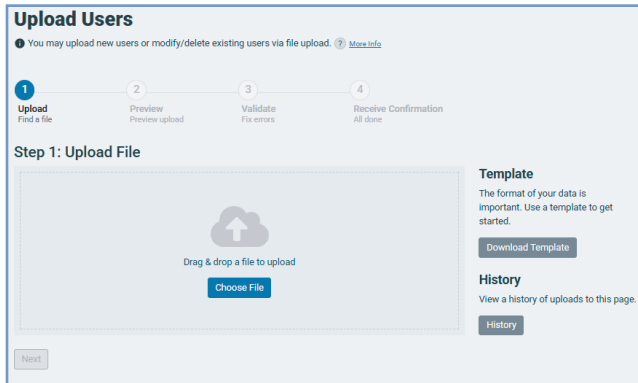
Upload Multiple Users to TIDE (DAC, DTC, PSA, SAC)

Retrieve the Upload File Template

On the **Users** card under Preparing for Testing:



1. Click **Upload**.
2. Click **Download Template** to open a Microsoft Excel or CSV template to compose the upload file.



Upload a User File

1. Proceed with one of the following options:
 - a. Click **Choose File** and navigate to the file that is saved on your computer. Click **Open**.
 - b. Navigate to the file that is saved on your computer. Click on the file and drag and drop to the upload screen.
2. Click **Next** to begin the process.

Entering User Information into the Microsoft Excel Upload File

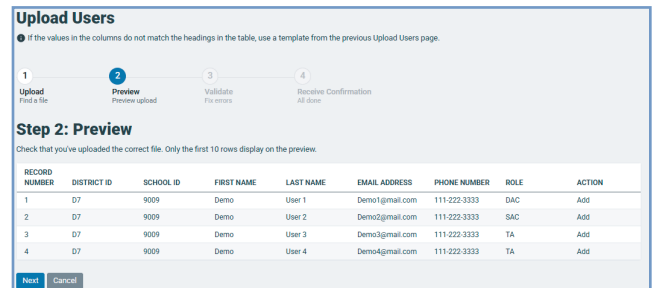
Each row represents one user and one role. Populate each column of the spreadsheet, including the district ID (01–98), school ID (four-digit school number), first name, last name, email address, phone number (optional), and role (DAC, DA, DTC, DRA, PSA, SAC, SA, SDE, SRA, or TA).

In the Action column, type **ADD** to add or edit users, or **DELETE** to delete users.

	A	B	C	D	E	F	G	H
1	District ID	School ID	First Name	Last Name	Email	Phone	Role	Action
2								
3								

You can use the ADD action to edit a large group of users' first names, last names, and/or phone numbers. Any edits to the district ID, school ID, email, or role must be made by deleting the user and re-adding him or her.

3. Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.



4. Click **Next**.

5. TIDE validates the entries in the file to ensure that there are no data or layout errors.

Upload Users
Review the validation results below. [Mask Info](#)

1 Upload Find a file 2 Preview Preview upload 3 **Validate** Fix errors 4 Receive Confirmation All done

Step 3: Validate

TIDE cannot process your file. There are some issues that need to be fixed before you can proceed. To resolve the issues, review the recommended changes in the tables below. Then edit and upload your revised file.

Summary
Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

ERROR / WARNING TYPE	COUNT	INFORMATION
Error: Your user role does not have access to create or modify users in this organization.	4	You can only upload users into the organization(s) your user role can access.
Error: Email address is blank or contains invalid characters.	1	Use an email address in the format: name@domain.edu. [ErrorCode:700268]
Error: School ID is invalid.	1	Please enter a valid School ID. [ErrorCode_VALID_ENTITY_FOR_ROLE_64]

Details
Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

RECORD NUMBER	DISTRICT ID	SCHOOL ID	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NUMBER	ROLE	ACTION
2	D7	9009	Demo	User 1	Demo1@mail.com	111-222-3333	DAC	Add
3	D7	9009	Demo	User 2	Demo2@mail.com	111-222-3333	SAC	Add
4	D7	9009	Demo	User 3	Demo3@mail.com	111-222-3333	TA	Add
5	D7	9009	Demo	User 4	Demo4@mail.com	111-222-3333	TA	Add

[Upload Revised File](#) [Continue with Upload](#) [Download Validation Report](#)

6. Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**. You can also click **Download Validation Report** to download a copy of the validation errors.
7. A confirmation message will indicate that the file has been successfully uploaded to TIDE.

Upload Users

1 Upload Find a file 2 Preview Preview upload 3 Validate Fix errors 4 **Receive Confirmation** All done

✓ **Your file has been uploaded.**

✓ 1 record(s) were processed.

[Upload New File](#)

Uploading TA Certifications through File Uploads (DAC)

1. From the **Users** card on the Dashboard, select **More Actions**, and then select **Upload TA Certifications**.
2. Following the instructions in the section **Upload a User File**, fill out the TA Certification template and upload it to TIDE. Please note that there is only one option for the TA Course(s) Completed and Subject columns.

ADDING STUDENTS TO TIDE

Students must be added to TIDE before testing begins. This section provides a brief overview of the steps to add students individually or through a file upload, as well as instructions for printing test tickets.

Add Individual Students to TIDE (DAC, DTC, PSA, SAC)

On the **Student Information** card under Preparing for Testing:

The screenshot shows the 'Student Information' card with a search bar and three buttons: '+ Add', 'Upload', and 'Manage'. Below these buttons is a 'More Actions' dropdown menu.

1. Click **Add**.

2. Enter the student's information. The following fields are required:

- District
- School
- First and Last Name
- FLEID
- Enrolled Grade
- Birth Date (MMDDYYYY)
- Sex
- Section 504
- ELL
- Primary Exceptionality
- Alternate Passing Score for ELA
- Testing Accommodations Listed on IEP or 504 Plan
- Race and Ethnicity
- Test Indicator

3. Click **Save**.

Upload Multiple Students to TIDE (DAC, DTC, PSA)

Access the PreID File Layout

On the **Student Information** card under Preparing for Testing:

The screenshot shows the 'Student Information' card with a search bar and three buttons: '+ Add', 'Upload', and 'Manage'. Below these buttons is a 'More Actions' dropdown menu.

1. Click **Upload**.

2. Click **Download Template**, then click **PreID Layout Template** to download the layout or click **CSV Template** or **Excel Template** to download a template and create a PreID file.

Creating a Fixed-Width PreID File

- Using a text editor, compose the fields and records per the PreID layout.
- Save your file using the naming conventions outlined in the PreID layout.

District Number		Last Name	First Name	Birth Date (MMDDYYYY)		FLEID		Above Grade Testing		Demographic
99	9009	DemoLN	DemoFN	T	02282010	FL123456789001	09	10	FNYYYYNNNNY	
99	9009	DemoLN	DemoFN	T	04152010	FL123456789002	10	10	FFFFFFFFYYY	
99	9009	DemoLN	DemoFN	T	05042010	FL123456789003	10	10	MNYYYYNNN	
School Number				Middle Initial				Enrolled Grade		

Note: When composing PreID uploads, users need to have the English keyboard selected.

The screenshot shows the 'Upload Students' dialog box with a progress bar and a 'Download a Template' button. The button is highlighted, and a dropdown menu is visible showing options for 'CSV Template', 'Excel Template', and 'PreID Layout Template'.

Upload a Student File

- Proceed with one of the following options:
 - Click **Choose File** and navigate to the file that is saved on your computer. Click **Open**.
 - Navigate to the file that is saved on your computer. Click on the file and drag and drop to the upload screen.

- Click **Next** to begin the process.
- Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

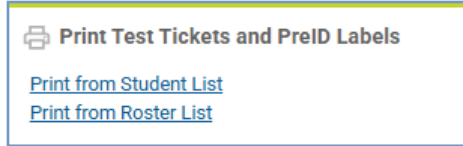
- Click **Next**.
- TIDE validates the file to ensure that there are no data or layout errors.

- Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**.

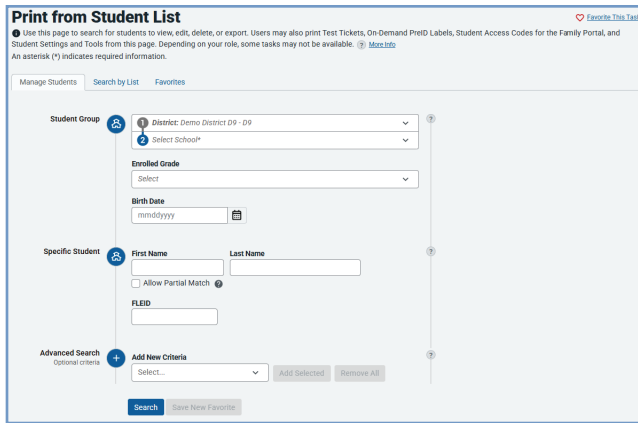
- A confirmation message will indicate that the file has been successfully uploaded to TIDE.

Print Test Tickets (DAC, DTC, PSA, SAC)

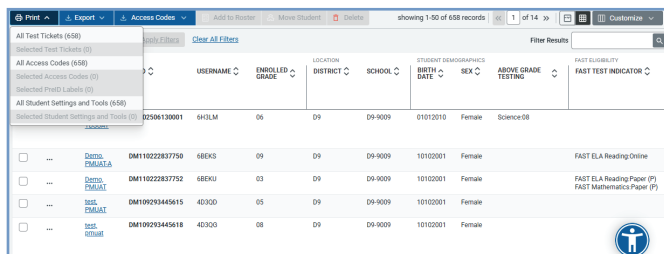
On the **Print Test Tickets and PreID Labels** card under Administering Tests:



1. Click **Print from Student List**.
2. Select a school or schools. You may enter additional search criteria to further narrow your results. Click **Search**.



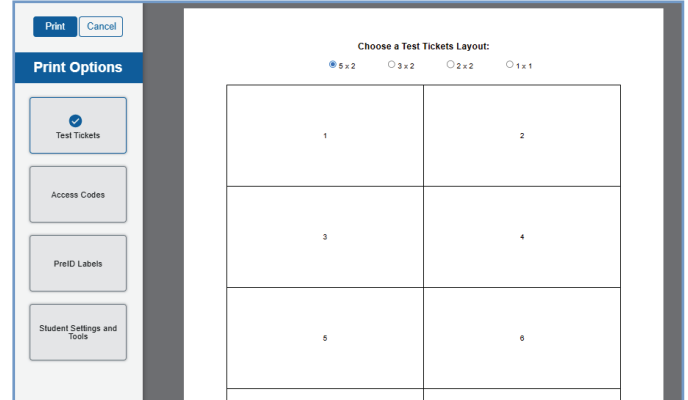
3. Select the student(s) for whom you wish to print test tickets by using the checkboxes.



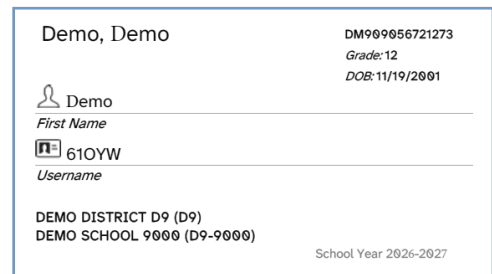
	USERNAME	ENROLLED GRADE	DISTRICT	SCHOOL	BIRTH DATE	SEX	ABOVE GRADE TESTING	FAST SUBURBITY
☐	DM11022837750	68EKS	D9	D9-9009	10102001	Female	Science08	FAST ELA Reading Online
☐	DM11022837752	68EKU	D9	D9-9009	10102001	Female		FAST ELA Reading Paper (P)
☐	DM10929345815	40300	D9	D9-9009	10102001	Female		FAST Mathematics Paper (P)
☐	DM10929345818	40300	D9	D9-9009	10102001	Female		

4. Click **Print** and then click either **All Test Tickets** or **Selected Test Tickets**, based on your selection.

5. Select the number of test tickets you would like to print per page and click **Print**.



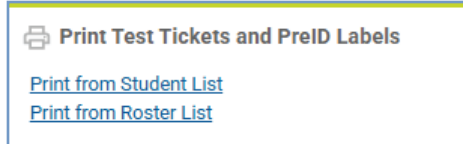
6. A printable PDF file with the test tickets will open.



Students taking a computer-based test are required to have a test ticket to log in to the test.

Print On-Demand PreID Labels (DAC, DTC, PSA, SAC)

To print PreID labels, on the **Print Test Tickets and PreID Labels** card under Administering Tests:



1. Click **Print from Student List**.
2. Enter desired search criteria and click **Search**.
3. Select the student(s) for whom you wish to print PreID labels by using the checkboxes.
4. Click **Print** then click **Selected PreID Labels**. On this screen, you will select subject areas and print settings for the selected PreID labels. Once you have completed your selection, click **Print**. A printable PDF file with the PreID labels will generate.

Print Cancel

Print Options

Test Tickets

Access Codes

☒ PreID Labels

Student Settings and Tools

Choose PreID Labels Position

Select the start position for printing labels. This start position applies only to the first page of labels. For all subsequent pages, the printing starts in the top left corner. Select at least one subject to enable printing.

Subjects*

☐ B.E.S.T. Algebra 1 ☐ FACY College Algebra ☐ Biology 1 ☐ Civics ☐ Civic Literacy ☒ FAST ELA Reading

☒ FAST ELA Reading Retake ☐ B.E.S.T. Geometry ☐ FAST Mathematics ☐ Science ☐ U.S. History

☐ B.E.S.T. Writing

1	2
3	4
5	6
7	8

5. Print your labels directly from the PDF file on blank labels provided by DRC.
 - a. Confirm label sheets are loaded correctly.
 - b. Print using highest quality settings to ensure proper scanning.
 - c. Ensure that the “Print to Fit” option is unchecked to prevent barcodes from being cut off.

School Year 2026-2027 ELA Reading

On-Demand

TEST, DEMO A

DIST/SCH: D9-9009

Demo School 9009

GRD: 07

ID: FL012345678949

SEX: M

RACE: W

DOB: 01/01/2015

HISP/LATINO: N

P519751 38004080 0