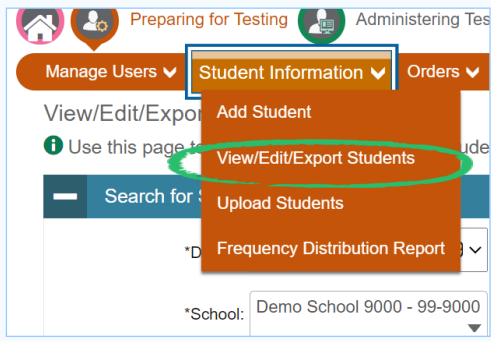# Instructions for Providing Access Codes to the Family Portal

- Family Portal launched in October 2021. The Family Portal provides a central location for Florida families to access their students' statewide test results.

- All schools will need to provide an Access Code for each student.

- Schools can find students' Access Codes using the following steps:
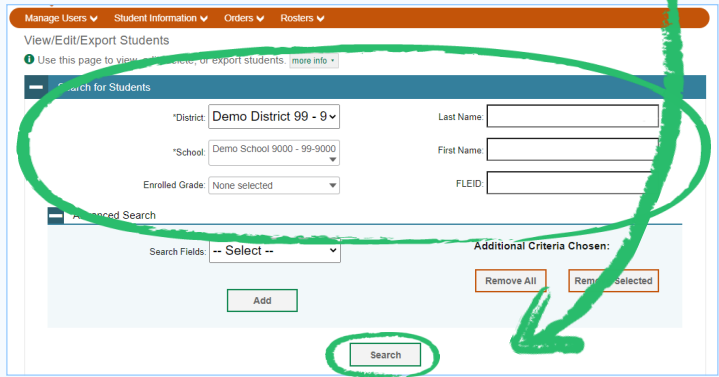
Step 1

Go to TIDE and navigate to the **View/Edit/Export Students** option under **Preparing for Testing/Student Information.**
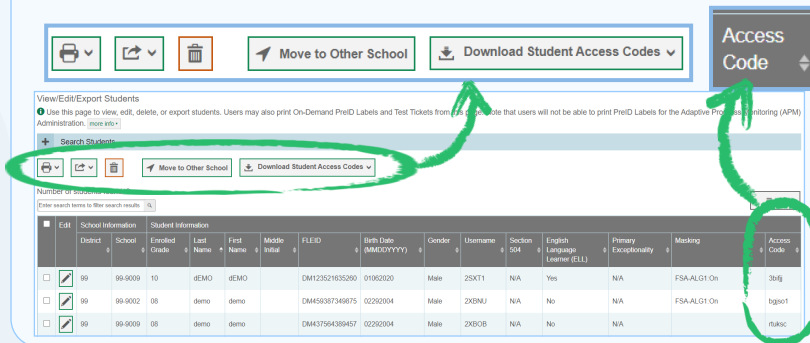

Step 2

Complete the fields to find the student(s) for whom you need an Access Code. Click **Search.**
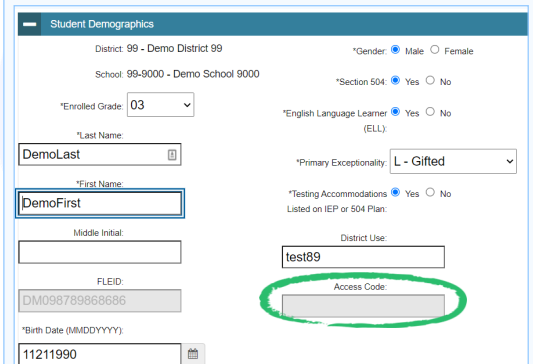

Step 3

If you searched for multiple students, you will see a table with the **Access Code** for each student in the far right column. You can print or export the student information using the buttons under the blue **Search Students** bar. The **Download Student Access Codes** button displays a template that can be used to email codes for groups of students.

If you searched for an individual student, the **Access Code** appears under the **Student Demographics** section.

Schools should send the student's unique Access Code and first name as it appears on their school records to the student's family by a secure communication method.

Families need to follow these steps to log in to the Family Portal:

1. Go to:

https://fl-familyportal.cambiumast.com

2. Enter the following to sign in to the Family Portal:

- The student's unique Access Code
- The student's date of birth
- The student's first name as it appears on their school records