

Family Portal Auto-Login Integration Instructions

Cambium Assessment, Inc. (CAI) has developed a new feature that allows a student’s authorized family members to log in to the Family Portal system directly from a district’s Student Information System (SIS). Once districts and SIS providers integrate this feature with their SIS, parents and guardians will be able to access their student’s reports with the click of a button, bypassing the Family Portal login screen where they would typically enter the student’s access code, date of birth, and first name.

Implementing the auto-login feature uses a simpler integration between the SIS and Family Portal. Setting up this feature involves the following steps, which district technology personnel can perform themselves or in coordination with their SIS vendor:

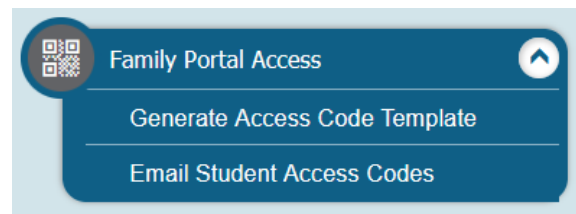
1. [Retrieving login data from TIDE](#)
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Retrieving Login Data from TIDE

The Test Information Distribution Engine (TIDE), CAI’s student and user registration system, allows authorized users to export all the required Family Portal login data in a single spreadsheet.

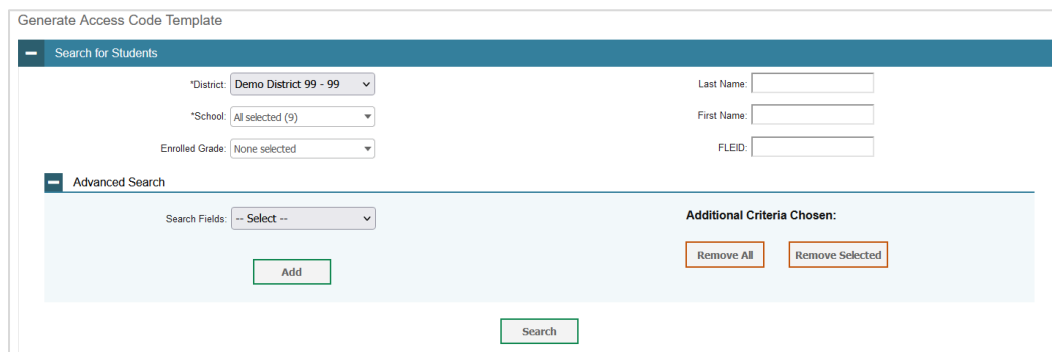
1. To obtain the login data, the DAC selects the **Generate Access Code Template** task on the TIDE dashboard.

Figure 1. TIDE—Family Portal Access Accordion



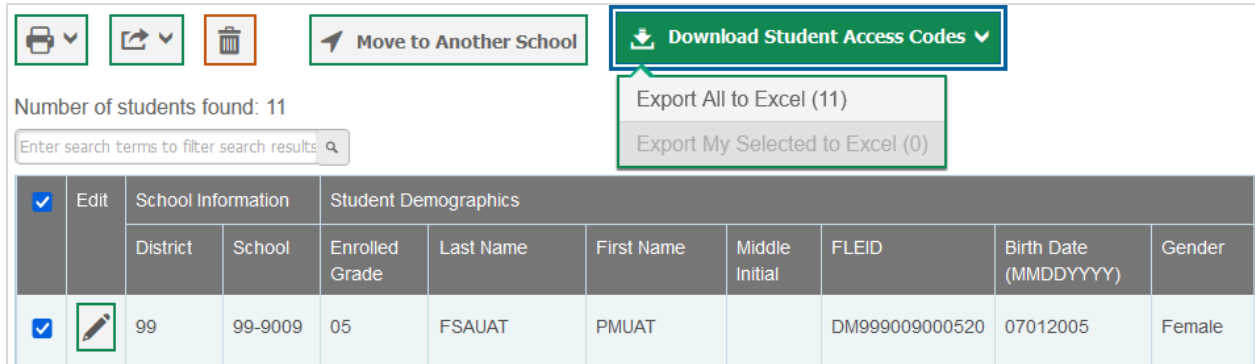
2. On the **Generate Access Code Template** page, search for the students whose login data should be exported. You can search for students by their institution, grade level, and more specific criteria.

Figure 2. TIDE—Generate Access Code Template Page

A screenshot of the "Generate Access Code Template" page. The page has a header "Generate Access Code Template" and a sub-header "Search for Students". Below the header are several search filters: "District: Demo District 99 - 99", "School: All selected (9)", "Enrolled Grade: None selected", "Last Name:", "First Name:", and "FLEID:". There is an "Advanced Search" section with a "Search Fields: -- Select --" dropdown, an "Add" button, and an "Additional Criteria Chosen:" section with "Remove All" and "Remove Selected" buttons. A "Search" button is at the bottom.

3. Select the required students from the search results and download their access codes to Excel. You can also choose to download the access codes for all students returned in the search results. Search results are limited to 100,000 records.

Figure 3. TIDE—Download Student Access Codes

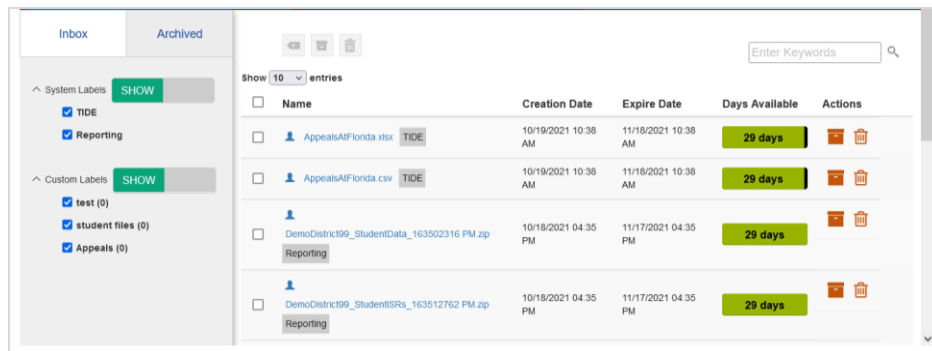


The screenshot shows the TIDE interface with a search bar and a table of student records. A green box highlights the 'Download Student Access Codes' button, which has a dropdown menu with two options: 'Export All to Excel (11)' and 'Export My Selected to Excel (0)'. The table below shows a single student record with the following details:

	Edit	School Information		Student Demographics						
		District	School	Enrolled Grade	Last Name	First Name	Middle Initial	FLEID	Birth Date (MMDDYYYY)	Gender
<input checked="" type="checkbox"/>		99	99-9009	05	FSAUAT	PMUAT		DM999009000520	07012005	Female

- **Please Note:** For Summer 2021, Family Portal access codes have already been generated and stored in your Inbox. To retrieve them, click **Inbox** in the TIDE banner and select the appropriate file.

Figure 4. TIDE—Inbox



The screenshot shows the TIDE Inbox interface. On the left, there are filters for System Labels (TIDE, Reporting) and Custom Labels (test (0), student files (0), Appeals (0)). The main area displays a list of files with the following columns: Name, Creation Date, Expire Date, Days Available, and Actions. The files listed are:

Name	Creation Date	Expire Date	Days Available	Actions
AppealsAtFlorida.xlsx TIDE	10/19/2021 10:38 AM	11/18/2021 10:38 AM	29 days	
AppealsAtFlorida.csv TIDE	10/19/2021 10:38 AM	11/18/2021 10:38 AM	29 days	
DemoDistrict199_StudentData_163502316 PM.zip Reporting	10/18/2021 04:35 PM	11/17/2021 04:35 PM	29 days	
DemoDistrict199_StudentSRs_163512762 PM.zip Reporting	10/18/2021 04:35 PM	11/17/2021 04:35 PM	29 days	

Importing Login Data into the SIS

The following student data elements must be imported into a district's SIS in order to integrate with the Family Portal's auto-login feature:

- **Access Code:** A unique, six-character alphanumeric code generated for each student in TIDE.
- **Date of Birth:** An eight-character string in MMDDYYYY format.
- **Student First Name:** Up to 12 characters, as recorded in TIDE.

Each of these data elements is included in the Excel file exported from TIDE and should be imported into the SIS by following whatever import process is used for that system. The student's last name, ID, and parent/guardian email address are also included in the export file, but these elements are not necessary for implementing the auto-login feature.

Figure 5. Student Data Export File

	A	B	C	D	E	F
1	Last Name	First Name	ID	Birth Date	Access Code	Send Access
2	Demo A	Demo A	DM999009000520	07012005	5oy02x	
3	Demo B	Demo B	DM999009000521	07012005	bdoby2	
4	Demo C	Demo C	DM999009000522	07012005	woupb5	
5	Demo D	Demo D	DM999009000523	07012005	hkryxa	
6	Demo E	Demo E	DM999009000524	07012005	vhzbic	
7	Demo F	Demo F	DM999009000526	07012005	xf4ird	
8	Demo G	Demo G	DM999009000527	07012005	y5ub0g	
9	Demo H	Demo H	DM999009000528	07012005	4j4dhi	
10	Demo I	Demo I	DM999009000529	07012005	nsxssm	

Adding the Auto-Login Feature to the SIS

Once the necessary data has been imported to the SIS, the auto-login button can be added to the SIS user interface. To implement this feature, technology personnel can add the form post below, which will send an HTTP post with the student's login data to the Family Portal, requesting access to that student's reports.

The `accesscode`, `dateofbirth`, and `name` values must be populated with the valid data for each student, using the format outlined in the previous section.

```
<form method="POST"
action="https://api-
familyportal.cambiumast.com/api/auth/autologin/florida"
target="_blank">
<input type="text" name="accesscode" value="AA12BB"/>
<input type="text" name="dateofbirth" value="MMDDYYYY"/>
<input type="text" name="name" value="StudentFirstName"/>
<button type="submit">Submit</button> </form>
```

For additional assistance, contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.