Instructions for Providing Access Codes to the Family Portal

- 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 **After Testing** > **Family Portal Access** > **Generate Access Code Template**.

Please note:
- VPK-2 access codes may only be obtained from the Statewide Family Portal Access admin.
- Access codes for all other Florida assessments may be obtained from either the specific admin or from the Statewide Family Portal Access admin, the latter of which may be used for any student(s) found in TIDE.

After Testing

Family Portal Access

Generate Access Code Template
Email Student Access Codes

Step 2

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

Generate Access Code Template

Use this page to search for students to view, edit, delete, or export. Users may also print Test Tickets, On-Demand PreID Labels, Student Access Codes for the Family Portal, and Student Settings and Tools from this page. Depending on your role, some tasks may not be available. ? More Info

Student Group
1 Select District*
2 Select School*

Enrolled Grade
Select Enrolled Grade

Include Inactive Students
No   Yes

Specific Student
First Name   Last Name

FLEID

Advanced Search
Optional criteria
Add New Criteria
Select...   Add Selected   Remove All

Search

Step 3

You will see a table with the **Access Code** for each student in the fourth column. You can print or export the student information using the buttons under the blue **Search** button. The **Access Codes** button generates a template in Excel that can be downloaded and used to email access codes for groups of students.

Generate Access Code Template

Use this page to search for students to view, edit, delete, or export. Users may also print Test Tickets, On-Demand PreID Labels, Student Access Codes for the Family Portal, and Student Settings and Tools from this page. Depending on your role, some tasks may not be available. ? More Info

Student Group   School: Demo School 9005 - D7-9005
Include Inactive Students No

Specific Student

Advanced Search
Optional criteria

Search

Print   Export   Move Student   Access Codes   showing 1-50 of 1,849 records   1 of 37   Customize

Filter By: Enrolled Grade   Apply Filters   Clear All Filters   Filter Results

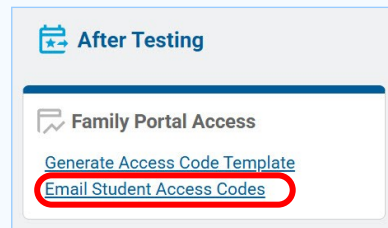|	STUDENT FIRST NAME	LAST NAME	FLEID	ACCESS CODE	BIRTH DATE	SCHOOL DISTRICT	SCHOOL
...	Demo	Student	FL202440000195	049454	07022012	D7	D7-9005
...	Demo	Student	FL202440000192	d47f68	07022012	D7	D7-9005

Step 4

To use the template, download the file and fill in the **Send Access Code to This Email Address** column.

Last Name	First Name	FLEID	Birth Date	Access Code	Send Access Code to This Email Address
Student	Demo	FL202440000192	07022012	d47f68	
Student	Demo	FL202440000195	07022012	049454	

Step 5

Then, navigate to **Email Student Access Codes** in TIDE. Drag and drop the file or click **Choose File** to upload the file, then click **Next**.

📅 After Testing

📝 Family Portal Access

Generate Access Code Template

Email Student Access Codes

Email Student Access Codes

ⓘ Use this page to generate an extract of Student Access Codes and email them to parents/guardians. ❓ More Info

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

Step 1: Upload File

☁ Drag & drop a file to upload
Choose File

Template
The format of your data is important. Use a template to get started.
Download Template

History
View a history of uploads to this page.
History

Next

Step 6

The access code (along with a link to the Family Portal) will be emailed to the corresponding email address in the file.

Please note: The email will contain a link to view the access code. The link expires after 7 days.

From: DoNotReply@cambiumast.com
Sent: Wednesday, July 23, 2025 1:00 PM
To: Family@email.com
Subject: (Florida Statewide Assessments Family Portal) Access Code For Your Student

Hello,

This automated email contains an Access Code to use when logging in to the Florida Statewide Assessments Family Portal to view your student's test results.

First Name: D*****
Last Name: S*********
Birth Date: 070220**

Access Code Link: Click Here (please note: this link will expire in 7 days)
Navigate to https://fl-familyportal.cambiumast.com and log in using your student's information and the Access Code given in this email.

This email was sent by request of UserFirstName UserLastName User@district.edu.

Schools should send the student's unique access code, date of birth, and first name as it appears in TIDE 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

FLORIDA DEPARTMENT OF EDUCATION fldoe.org | **Family Portal**

Enter your student's information
All fields are required.

Access Code: 6-Character Unique Code

Date of Birth: Month ▾   Day ▾   Year ▾

First Name: First Name

By signing in you accept and agree to the Terms of Use.

SIGN IN