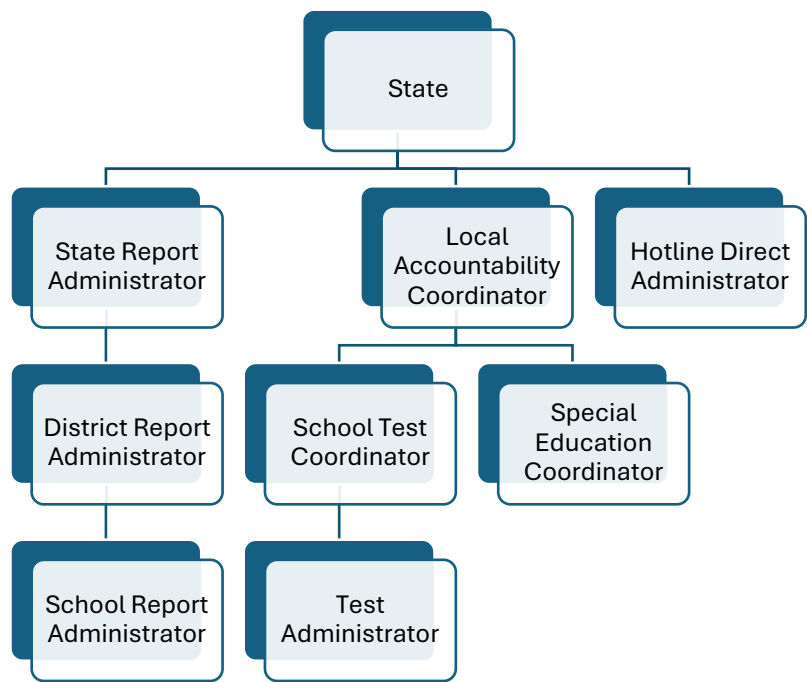


To understand the permissions associated with your user role, view the Hierarchy of User Roles chart (see [Figure 1](#)) and the accompanying User Roles and Associated Permissions, which describes TIDE’s user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in Test Information Distribution Engine (TIDE), the Test Delivery System (TDS) and the Centralized Reporting System (CRS)

Figure 1. Hierarchy of User Roles



Within the table, the following acronyms are used to specify the associated user roles at the Local Education Agency (LEA) and School Level:

LAC (Local Accountability Coordinator)—Accounts with this role serve as the primary LEA assessment coordinator responsible for local assessment administration and accountability activities.

HLD (Hotline Direct Administrator)—Accounts with this role have access to student information at the LEA-level. They monitor and act on Learning in Danger resolution for the schools within their LEA.

DRA (District Report Administrator)—Accounts with this role have access to view score reports for students across the LEA in CRS.

STC (School Test Coordinator)—Accounts with this role have access to student information within their assigned school(s) and coordinates assessment administration at the school level.

SPED (Special Education Coordinator)—Accounts with this role have access to student information within their assigned school(s) and ensure students with disabilities receive

appropriate accommodations and accessibility supports.

SRA (School Report Administrator)—Accounts with this role have access to view score reports for students across the school in CRS.

TA (Test Administrator)—Accounts with this role have access to student information within their assigned school(s). They administer assessments to students through the Test Delivery System and may administer paper tests, as needed.

Table 1. User Roles and Associated Permissions

TIDE Tasks	HLD	LAC	DRA	STC	SPED	TA	SRA
Student Information	HLD	LAC	DRA	STC	SPED	TA	SRA
View Existing Student Information	✓	✓	✓	✓	✓	✓	✓
Add and Edit Student Assignment Tags		✓		✓			
Upload Student Assignment Tags		✓		✓			
View Student Assignment Tags	✓	✓	✓	✓	✓	✓	✓
Edit Student Preferred Name on Student Report		✓					
View Student Preferred Name on Student Report	✓	✓	✓	✓	✓	✓	✓
Generate Frequency Distribution Reports		✓	✓	✓	✓	✓	
Upload Interim Grades		✓		✓			
Void Student QR Code		✓	✓	✓		✓	
Test Settings and Tools	HLD	LAC	DRA	STC	SPED	TA	SRA
Add Student Test Settings and Tools		✓		✓	✓		
Export Student Test Settings and Tools to an Excel or CSV File		✓		✓	✓	✓	
Edit Student Test Settings and Tools		✓		✓	✓		
Upload Student Test Settings and Tools		✓		✓	✓		
Print Student Test Settings and Tools		✓		✓	✓	✓	
Manage Users	HLD	LAC	DRA	STC	SPED	TA	SRA
View Existing Users		✓		✓			
Rosters	HLD	LAC	DRA	STC	SPED	TA	SRA
Add a New Roster		✓		✓			
Edit a Roster		✓		✓			
View a Roster		✓		✓		✓	

2026–27 MSTAR User Role Matrix

TIDE Tasks	HLD	LAC	DRA	STC	SPED	TA	SRA
Export a Roster to an Excel or CSV File		✓		✓		✓	
Print a Roster		✓		✓		✓	
Create Rosters Through File Uploads		✓		✓			
Delete a Roster		✓		✓			
Orders	HLD	LAC	DRA	STC	SPED	TA	SRA
Verify Contact and Shipping Information		✓		✓			
Place Additional Orders		✓		✓			
View Pending Orders		✓		✓			
View Order History		✓		✓			
View Order Summary		✓		✓			
View Track Shipments		✓		✓			
View Secure Material Tracking Reports		✓		✓			
Print Test Tickets and Labels	HLD	LAC	DRA	STC	SPED	TA	SRA
Print from Student List		✓		✓		✓	
Print from Roster List		✓		✓		✓	
Resets and Invalidations	HLD	LAC	DRA	STC	SPED	TA	SRA
Create Resets and Invalidations		✓		✓			
View Resets and Invalidations		✓		✓			
Upload Resets and Invalidations		✓					
Approve Resets and Invalidations		✓					
Monitoring Test Progress	HLD	LAC	DRA	STC	SPED	TA	SRA
Generate a Plan and Manage Testing Report		✓		✓			
Search by SASID to Generate a Plan and Manage Testing Report		✓		✓			
Generate a Test Session Status Report		✓		✓		✓	
Generate a Test Status Code Report		✓		✓			
Review Test Completion Rates		✓		✓		✓	
Data Cleanup	HLD	LAC	DRA	STC	SPED	TA	SRA
Assign Discrepancy Resolution Codes		✓		✓			
Assign a Reason Not Assessed		✓		✓			

2026–27 MSTAR User Role Matrix

TIDE Tasks	HLD	LAC	DRA	STC	SPED	TA	SRA
Family Portal Access Codes	HLD	LAC	DRA	STC	SPED	TA	SRA
Generate an Access Code Template		✓					
Distribute Access Codes via Email to Educators or Families		✓		✓			
Access Family Portal Usage Dashboard		✓		✓			
Print Student Access Codes		✓			✓	✓	
Reset Student Access Codes		✓		✓			
Test Delivery System (TDS)	HLD	LAC	DRA	STC	SPED	TA	SRA
Access the TA Interface		✓		✓		✓	
Access the REI (LS MISA & Gov. Paper Tests)		✓		✓		✓	
Centralized Reporting System (CRS)	HLD	LAC	DRA	STC	SPED	TA	SRA
Level of Access		District-Level	District-Level	School-Level	School-Level	Roster-Level	School-Level