



How-To Guide, Spring 2016

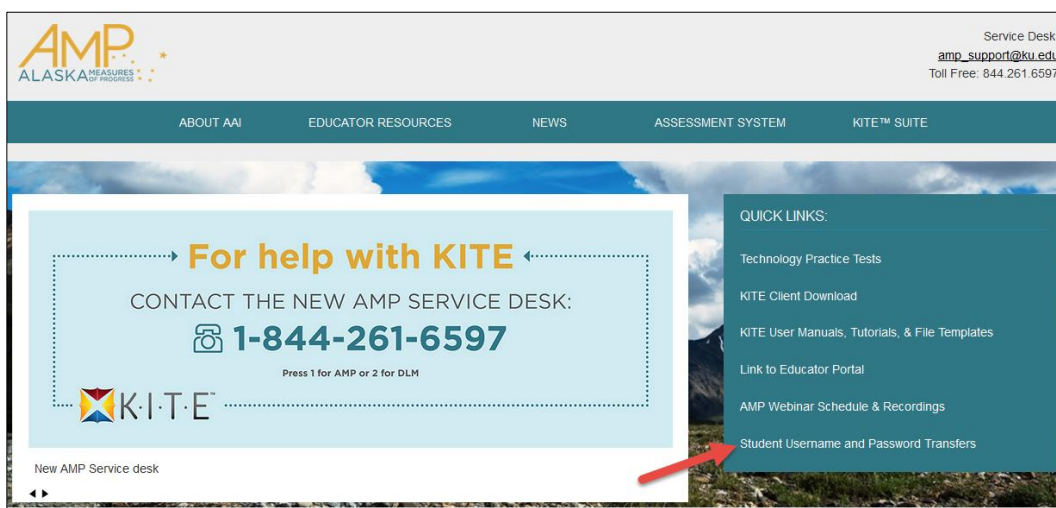
Student Username and Password Transfers

If a student must take an AMP summative assessment at a school in a district other than the one in which the student is currently enrolled, AAI can assist with transferring the student's username and password.

The Student Login Usernames/Password extract can be used to provide usernames/passwords to host schools. See the Username and Password Extract How-To Guide at <http://www.akassessments.org/spring-2016-how-to-guides> for assistance.

To transfer student usernames and passwords, perform the following steps:

1. Go to akassessments.org, and click on the “Student Username and Password Transfers” link under the Quick Links heading, on the right side of the home page.



2. Read through the instructions on the Student Username and Password Transfers page, and when you have finished, click the Request a Distribution Folder link.

Student Username and Password Transfers

Occasionally, a student must take their AMP summative assessment at a school other than the school in which they are enrolled. In other words, the student would take AMP at a **host school** instead of at the **school of record**. In such an event, a student username and password transfer protocol may be used.


All username and password transfers should be requested and managed by the District Test Coordinator (DTC) or Building Test Coordinator (BTC) for the student's school of record. Please use the Distribution Folder Request Form on this website, and the Service Desk will assist you in creating a secure folder on HawkDrive where the student's login credentials may be transferred. Please **do not email student information**. Improper use will result in a test security violation and may warrant an investigation by the Professional Teaching Practices Commission.

To obtain a HawkDrive distribution folder and to share the username and password, the DTC/BTC for the **school of record** should follow these steps:

1. Fill out the Distribution Folder Request Form. A link to the form may be found at the bottom of this page. After receiving the form, AAI will create a HawkDrive folder with two logins and levels of access: "Read/Write" access for the school of record and "Read Only" access for the host school. AAI will send both logins to the DTC. A login consists of a link and a password.
2. Download the username and password information from Educator Portal through the standard extract process. You may need to split or filter the .csv file to ensure that only the appropriate student's username and password information is shared.
3. Follow the link included in the login information. The link will take you directly to your folder on the HawkDrive.
4. Upload the username and password to the HawkDrive folder.
5. Share the "Read Only" login information with the Building Test Coordination (BTC) for the host school over the phone. Please do not email the login information to the BTC.

To retrieve the username and password, the BTC for the host school should follow these steps:

1. Use the "Read Only" login information provided by the DTC/BTC for the school of record to access the HawkDrive. A login consists of a link to the HawkDrive and a password.
2. Download the file with the student's username and password from the folder.

[Request a distribution folder](#) 

3. Fill out the Distribution Folder Request Form, including all fields for the school of record contact and the host school contact.

Hint: The contacts will be either DTCs or BTCs. Do not enter student information. If the transfer is occurring between BTCs, be sure to include school names.

Distribution Folder Request Form

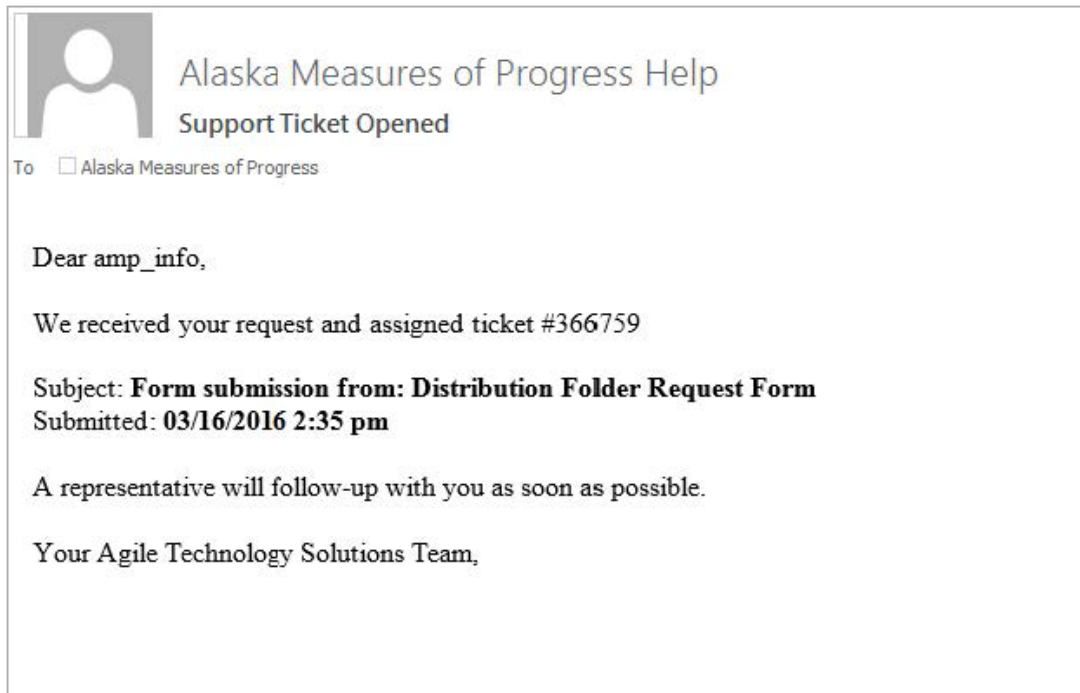
Note: Enter your information only. Do not enter student information.

<p style="text-align: center; border: 1px solid red; border-radius: 50%; display: inline-block; margin-bottom: 5px;">School of Record Contact</p> <p>Name * Demo DTC 1</p> <p>Email * demodtc1@ku.edu</p> <p>District * Demo District 1</p> <p>School (for Building Test Coordinators) Demo School 1</p>	<p style="text-align: center; border: 1px solid red; border-radius: 50%; display: inline-block; margin-bottom: 5px;">Host School Contact</p> <p>Name * Demo DTC 2</p> <p>Email * demodtc2@ku.edu</p> <p>District * Demo District 2</p> <p>School (for Building Test Coordinators) Demo School 2</p>
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4. Click Submit.

Note: If you have students testing at multiple schools, complete a transfer request form for each host school.

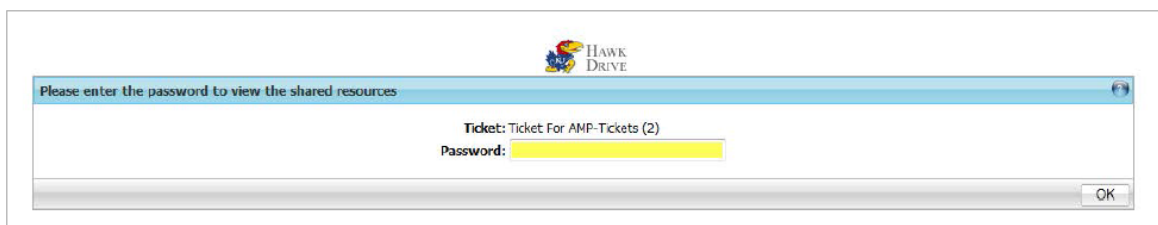
- You will receive an email from the AMP Service Desk to confirm receipt of your distribution folder request. This is just a confirmation; you will receive additional emails from the Service Desk with links to your HawkDrive folder and passwords for both the school of record contact and the host school contact.



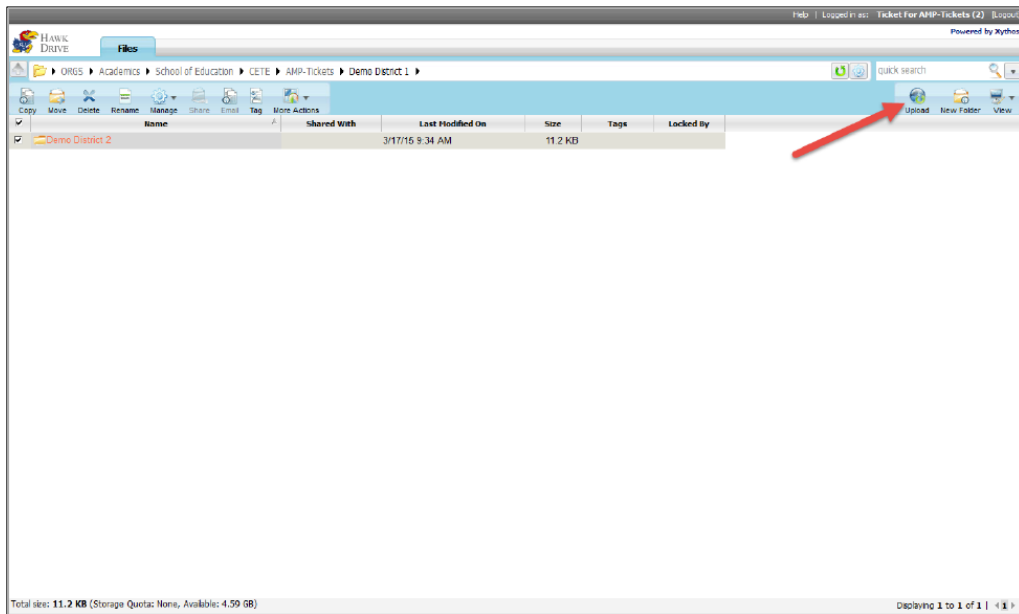
- Click the HawkDrive link in the email, and enter the appropriate password to access the distribution folder.

Note: The school of record contact will have read/write access in HawkDrive, and will be able to upload the username/password file to this folder. The host school contact's link will provide read-only access, and he or she will be able to download the ticket file.

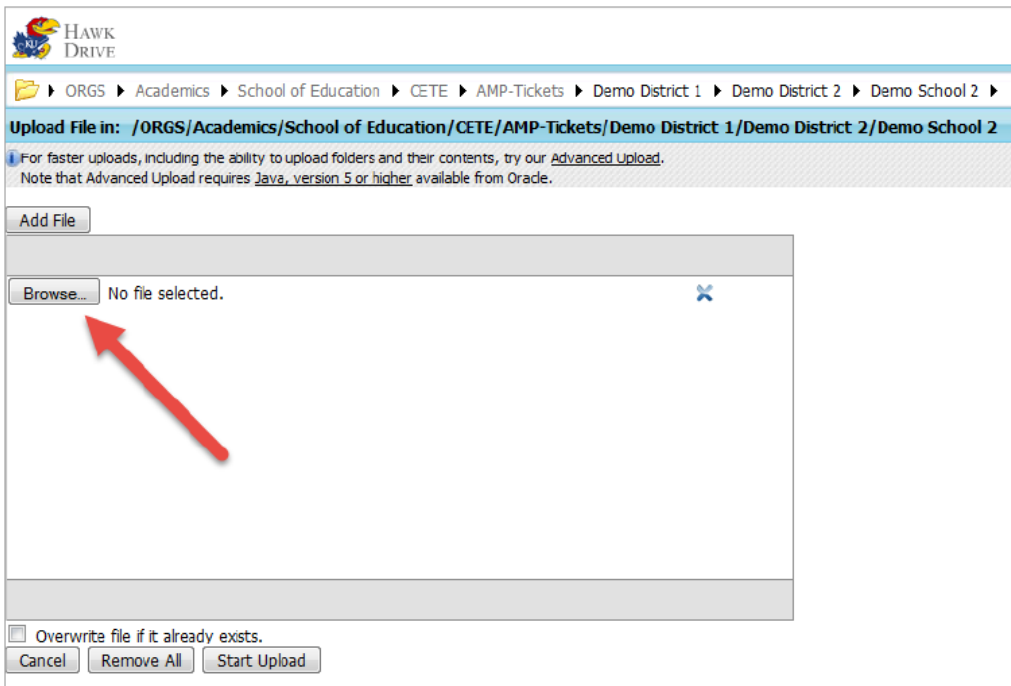
</ORGS/Academics/School of Education/CETE/AMP-Tickets/Demo District 1>



7. In the HawkDrive, double-click your district folder to open it, and then click the Upload button in the upper right hand corner of the menu ribbon.

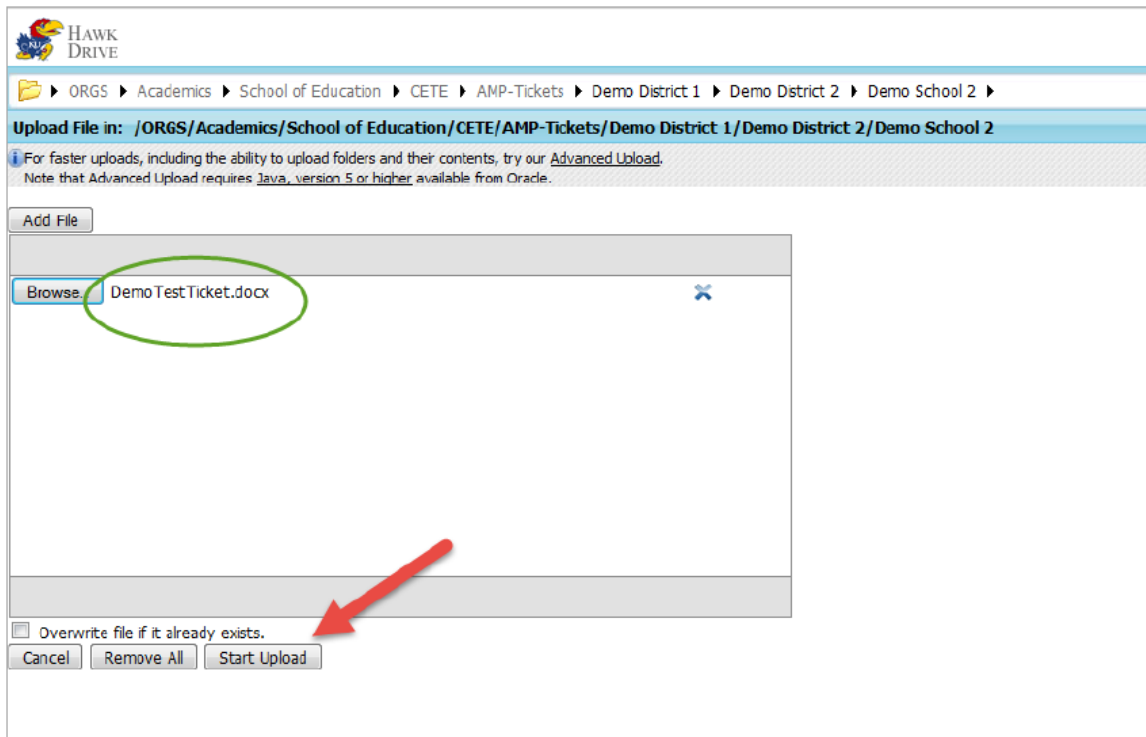


8. On the upload screen, select Browse to search for the appropriate username/password file from your computer.



Note: Once the file transfer is complete, be sure to securely remove the file from your computer.

- Once the file has been selected, the file will be listed in the file box. Additional files can be added by selecting Add File and repeating step 8. When all correct files are listed, click Start Upload.



Note: Once the upload is complete, you will be taken back to your folder view, where you will now see the file that was just uploaded.

- Logout of the HawkDrive. Share the read-only access link and securely communicate the password with the host school contact.
- For the **Host School DTC or BTC**: Click the link in the HawkDrive email shared by the School of Record contact, and use the password provided to access the folder. Double-click the appropriate file to open it, then save the file and/or print it out for use during testing.