



Secure Inbox Guide

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Secure Inbox

The Cambium Assessment, Inc. (CAI) suite of online systems includes a Secure Inbox feature that is integrated with all the following assessment systems: Test Information Distribution Engine (TIDE), Authoring, and Centralized Reporting System (CRS). The Secure Inbox serves as a central repository for protected documents uploaded by administrators (such as state personnel) or shared between users, data files exported by users from within a CAI online assessment system, and hotline alerts that can be accessed by users from the Wyoming Assessment Portal page or from most CAI online assessment systems. When you export a file from a CAI system, you will receive an email notification when the file is available in the Secure Inbox, allowing you to continue working while the file exports. This message is sent to the email address associated with your TIDE account, not to the Secure Inbox. However, the file is only available in the Secure Inbox.

Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Secure Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, files created/exported by users from within a CAI online assessment system are available for 30 days. Users can choose to archive files for future reference or delete files, if required.

If you are having difficulty accessing a report in the Secure Inbox, be sure to clear your cache and cookies. If you are still having difficulty, navigate to the Secure Inbox using an Incognito Tab.

How to access the Secure Inbox from the Wyoming Assessment Portal

Users can access their Secure Inbox directly from the Wyoming Assessment Portal or through TIDE, Authoring, and CRS.

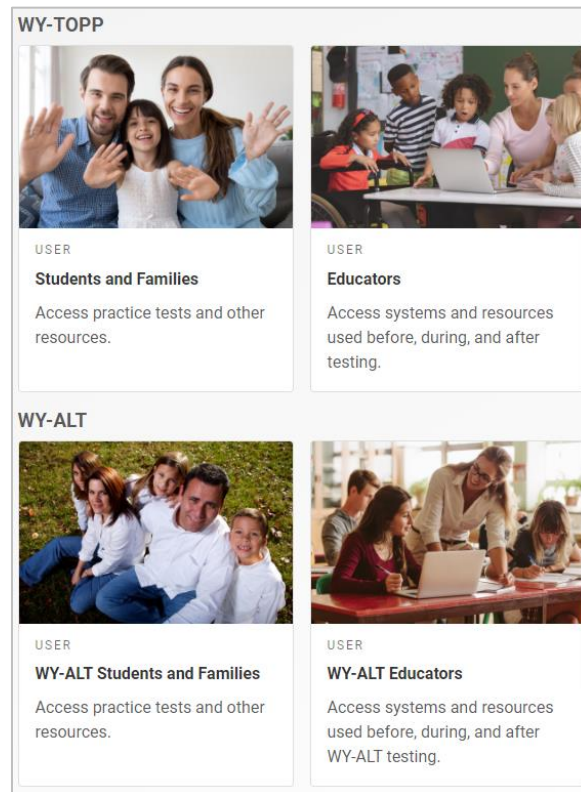
Access from the Assessment Program Acronym Portal

Users can access their Secure Inboxes directly from the Wyoming Assessment Portal.

1. Navigate to the Wyoming Assessment Portal (<https://wyoassessment.org/>), and select your user role (see [Figure 1](#)).

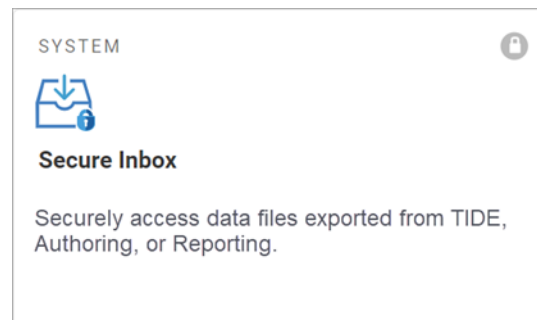
Inbox

Figure 1. Portal User Cards



2. Select the Secure **Inbox** card (see [Figure 2](#)).

Figure 2. Secure Inbox Card



3. The **Login** page appears (see [Figure 3](#)). Enter your email address and password.

Figure 3. Login Page

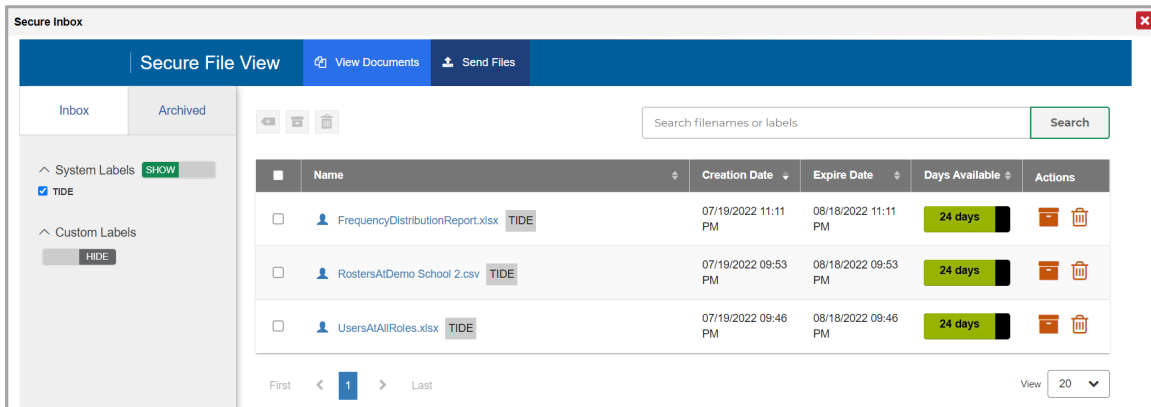
The figure shows a login form with the following elements:

- A text input field labeled 'Email Address' with a person icon on the left.
- A text input field labeled 'Password' with a lock icon on the left.
- A link labeled 'Forgot Your Password?' in red text.
- A blue button labeled 'Secure Login'.

Inbox

4. Click **Secure Login**. The *Secure Inbox* page appears (see [Figure 4](#)). By default, the Inbox window displays the *View Documents* tab.

Figure 4. Secure Inbox

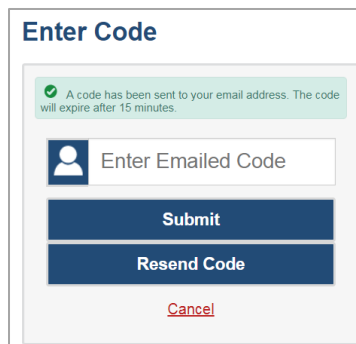


If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 5](#)) and an email containing an authentication code is sent to your address.

- i. In the *Enter Emailed Code* field, enter the emailed code.
- ii. Click **Submit** to view the *Secure Inbox* page.









You must use the authentication code within fifteen minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 5. Enter Code Page



5. *Optional*: On the *Secure Inbox* page, select a file view from the available tabs:
 - **Secure Inbox**: This is the default view and displays all the files except for the ones that you have archived.
 - **Archived**: Displays the files that you have archived.
6. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. The Inbox displays only those files containing the entered file name.

Inbox

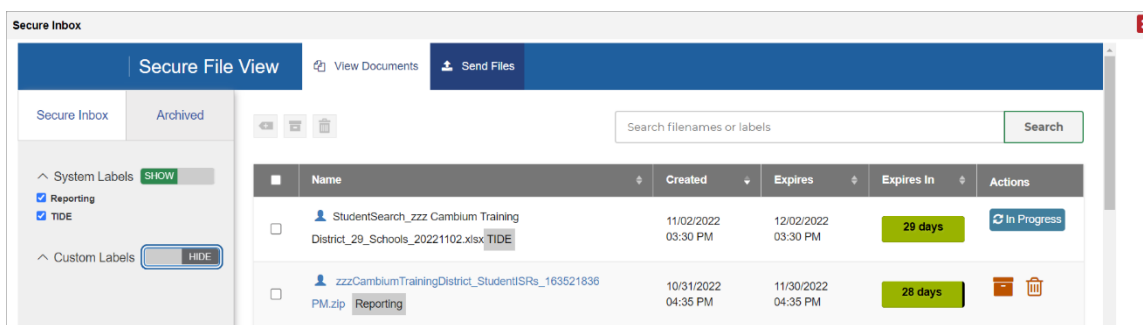
7. *Optional:* To hide or display system labels, toggle  **HIDE** / **SHOW** .
8. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
9. *Optional:* To hide or display custom labels, toggle  **HIDE** / **SHOW** .
10. *Optional:* To hide files with a particular custom label, unmark the checkbox for that custom label.
11. Do one of the following:
 - To download a file, select the file name.
 - To add a new custom label or apply an existing custom label to a file, select .
 - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
 - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
 - To archive a file, select .
 - To delete a file, select . Archived files and secure documents uploaded to the Secure Inbox by admin users cannot be deleted. Files exported to the Secure Inbox can be deleted.
12. To log out of the Secure Inbox, click .










How to access the Secure Inbox from an CAI Online Assessment System

Since the Secure Inbox is integrated with the CAI online assessment systems that allow users to export files, it can be easily accessed from the banner within these systems.

1. Log in to TIDE, Authoring, or CRS a, and from the banner, select **Secure Inbox**. The **Secure Inbox** pop-up window appears (see [Figure 6](#)). By default, the Secure Inbox window displays the *View Documents* tab.
2. *Optional:* Select the file view from the available tabs:
 - **Secure Inbox:** This is the default view and displays all the files except for the ones that you have archived.
 - **Archived:** Displays the files that you have archived.

Figure 6. Secure Inbox



3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. The Secure Inbox displays only those files containing the entered file name.
4. *Optional:* To hide or display system labels, toggle  / .
5. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, toggle  / .
7. *Optional:* To hide files with a particular custom label, unmark the checkbox for that custom label.
8. Do one of the following:
 - To download a file, select the file name.
 - To add a new custom label or apply an existing custom label to a file, select .
 - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
 - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
 - To archive a file, select . To return a file to the Secure Inbox from the Archived tab, select .
 - To delete a file, select . Archived files and secure documents uploaded to the Secure Inbox by admin users cannot be deleted. Files exported to the Secure Inbox can be deleted.
9. To close the **Secure Inbox** pop-up window, click .

How to send files from the Secure Inbox

You can send a file or files from the Secure Inbox window to individual recipients by email address or to groups of recipients by user role. Sent files will appear in each recipient's Secure Inbox.

Inbox

You can perform this task from any system that allows you to access the Secure Inbox.

The ability to send files is available only to users who can access tasks under the Users task menu in TIDE.

1. Log in to a CAI Online Assessment system that uses the Secure Inbox, and from the banner, select **Secure Inbox**. The **Secure Inbox** page appears (see [Figure 8](#)). By default, the Secure Inbox window displays the *View Documents* tab.

Figure 7. Banner

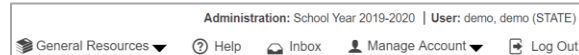
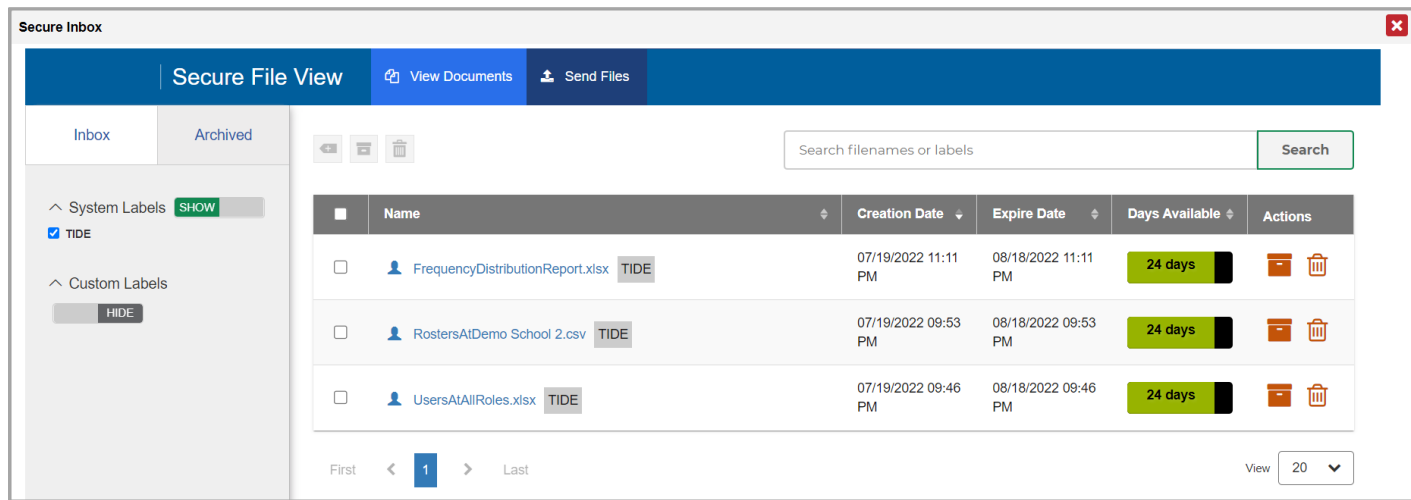


Figure 8. Secure Inbox – View Documents



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 9](#)).

Inbox

Figure 9. Secure Inbox – Send Files

Secure Inbox

Secure File View

View Documents

Send Files

Select Recipients

Role

Email

Select Role(s)

State roles

District roles

School roles

▼ Select Organization(s)

Add File

Choose File

Browse

0 of 10 documents

* By clicking Send, you agree that Cambium Assessment cannot be held liable for data shared as a result of sending these files.

Send

3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step 7.

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see [Figure 10](#)).
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 10. Send Files – Select Roles

Secure File View

View Document

Send File

Select Recipients

By Role

By Email

Select Role(s)

State roles

Executive roles

Subordinate roles

State Roles:

Select all

State Administrator

Surrogate for document query

Select

Role

Contextual - 000000

Add File

Choose File

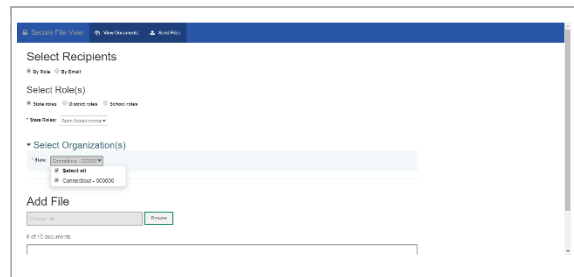
Choose

0 of 10 documents

- From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see [Figure 11](#)). These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Inbox

Figure 11. Send Files – Select Organization(s)



7. If you selected **By Role** in step 3, skip this step. If you selected **By Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Send**.

Files display in the Secure Inbox after you send them.