

**Creating Unique 9-Digit SSID Numbers
Home School and Private School Students
Testing at District/Charters**

- To populate the **SSID** field you will need to create a unique 9-digit SSID number for each student.
- For students that were enrolled in TIDE or PAN from previous test administrations the same SSID number must be used.
- Do not use a SSID number that was previously assigned to another student.
- TIDE will not allow you to upload a student without filling in the SSID field.
- TIDE will not allow you to upload two or more students that have the same SSID number.
- Follow these steps to create unique 9-digit SSID numbers:
 - The first digits of each SSID must be your 4-digit or 5-digit school code (as it is listed in TIDE or PAN)
 - The last digits will be created by you.
 - Each student must end up with a unique 9-digit SSID number.
- Sample Student IDs:

| Student | School Entity Number | Unique Student Number | School Entity # + Student Number = 9-Digit Unique Student ID Number SSID |
|-----------|----------------------|-----------------------|--------------------------------------------------------------------------|
| Student 1 | 8888 | 72356 | 888872356 |
| Student 2 | 99999 | 9534 | 999999534 |
| Student 3 | 99999 | 1456 | 999991456 |

- The “Not Enrolled” bubble for students should be completed in TIDE.
- For AIMS Science, PAN requires that you add leading zeroes to your 9-digit number, so add 2 zeroes at the beginning of the SSID you created (00123456789).
- Save the file(s) on your computer or on your network in a secure area for future reference.

Any questions email AzM2@azed.gov.