

## Correction of MyTeachingStrategies® Student ID Numbers

Purpose: To comply with timely and accurate data collection requirements the ECE Unit has contacted PEA's and other programs using the MyTeachingStrategies® program when duplicate student ID's have been found. Student identification numbers should be generated through the AzEDS system, not created by users. If a program has been asked to correct errors due to incorrect or duplicate student ID's, the following steps will be of assistance.

1. The user should contact the Program/Site administrator and locate the original portfolio of the child with the correct state student ID in the identifier field. It may have been archived or deleted in the system. If there is an error message about an existing portfolio, use the [transfer request form](#).
2. The administrator can [reactivate the archived](#), or [reactivate the deleted](#) portfolio by following the steps provided by MyTeachingStrategies®.
3. If the administrator cannot find the original portfolio in the archived or deleted folders of MyTeachingStrategies®, he/she should contact/notify the support line (see number below).
4. Once the deleted portfolio has been unarchived or reactivated determine what information is contained in each of the portfolios.
5. Decide which portfolio will be used. This is often the portfolio with the most information. It is important to note that a portfolio may contain entry data, exit data or both. Data from the portfolio not selected will need to be added to the portfolio that will be kept in order to have a complete record. For the portfolio not being used:
  - Add a zero (0) to the end of the state student ID # in the identifier field
  - Click save
  - Then [archive](#) the portfolio (Do Not Delete)
6. Update the Student ID # in the TSG identifier field for the portfolio you chose to remain active and click save.
7. If the child had an IEP and both records need to be merged due to separated entry and exit data, follow the instructions for [merging duplicate records](#).

### Links to Teaching Strategies Gold® instructional documents:

Reactivate an archived portfolio	<a href="https://teachingstrategies.force.com/portal/s/article/How-do-I-reactivate-an-archived-child-record">https://teachingstrategies.force.com/portal/s/article/How-do-I-reactivate-an-archived-child-record</a>
Reactivate a deleted portfolio if less than six months have passed	<a href="https://teachingstrategies.force.com/portal/s/article/How-do-I-reactivate-deleted-child-record">https://teachingstrategies.force.com/portal/s/article/How-do-I-reactivate-deleted-child-record</a>
Reactivate a deleted portfolio if more than six months have passed	Call MyTeachingStrategies® directly. Tech Support: +1 866-736-5913. For any technical questions, including inquiries about using GOLD®.
Merge duplicate records	<a href="https://teachingstrategies.force.com/portal/s/article/How-do-I-merge-duplicate-child-records">https://teachingstrategies.force.com/portal/s/article/How-do-I-merge-duplicate-child-records</a>
<i>Transfer Request Form</i>	<a href="https://www.azed.gov/ece/teaching-strategies-gold/">https://www.azed.gov/ece/teaching-strategies-gold/</a>