The AIRWays portal provides access to all important information for educators regarding the AIRWays system. This includes access to announcements, resources, and all system functions.

The **AIRWays Portal home page** can be used:

- To access any of the AIRWays systems or the Test Administration course, click on your user role from the home page list to the left.
- To find the user guides, training modules, or other important materials related to AIRWays assessments, visit the “Resources” page in the header above.
- Quick access cards are located on the right hand side of the home page.

Access to the AIRWays systems is managed by user roles.

- From the portal homepage, select your role from the cards.
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When selecting any of the role cards, users will have access to the following AIRWays systems: Benchmark Previewing System, Test Administration Course, TIDE, Test Administration, Reporting, and Practice Test Administration in Figure 3.

- Users will also be able to access relevant resources through the Resources page.

AIRWays Resources can also be accessed via the Home page of the AIRWays portal.

- There are two ways to access a resource:
  - Select the Resources drop down at the top of every page.
  - Enter a keyword or phrase in the Search Resources text box and press Enter. Resources that match the entered keyword will display on the page.

- Note: We will continue adding more resources as the year progresses.
The AIRWays portal has a subscription feature that can email those registered whenever resources or announcements are posted.

- Click Register for email updates in the upper-right corner.
- Enter your information in the subscription box and click Subscribe to list. The system will send a daily email informing you if any resources or announcements were posted that day.

There are 3 cards on the right side of the portal for quick access.

- **Practice Test** – This takes you to the practice test overview screen where you can either take a test as a student or start a practice test session.
- **Secure Browsers** – This takes you to the Secure Browsers page which contains information on current supported hardware and to download the Secure Browser.
- **Contact Us** – This will show you how to contact the AIRWays Help Desk.
The AIRWays Help Desk is available Monday through Friday from 8:00 AM to 7:00 PM ET.

- There are three ways to access the AIRWays Help Desk:
  - Phone – (877) 426-6941
  - Email – airwayshelpdesk@air.org
  - Online Chat – https://airways.portal.airast.org/chat.stml