

How-to Find **GOLD**® Specific ID's

At Teaching Strategies, we take privacy and Personally Identifying Information (PII) seriously. PII is any information that can distinguish a child's identity, either directly or indirectly, such as the child's name, birthdate, gender, or a family member's address. When sharing information about a child or teacher in your program or organization with a Teaching Strategies employee, we request that you send us a **GOLD**® secure ID either in the form of a Child ID, User ID, Class ID or Site ID. When you provide the correct **GOLD**® secure ID numbers and a detailed description of your question, we will be able to replicate the steps you've taken.

Please **do not send** screen shots, a child's name, birthdate, or other easily identifiable information.

How to Find a **GOLD**® Child ID

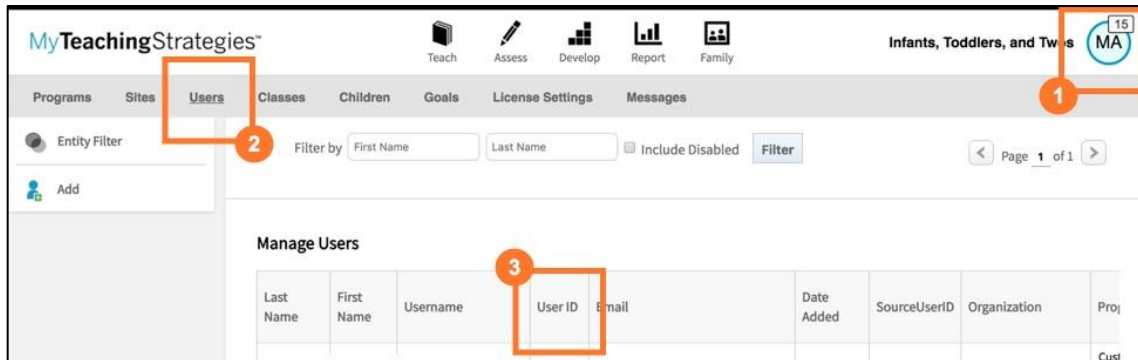
1. Navigate to the **PROFILE MENU** and select **ADMINISTRATION**.
2. Select **CHILDREN**.
3. Copy and paste the **CHILD ID** needed.

The screenshot displays the MyTeachingStrategies interface. At the top right, the user profile 'Hog Warts MA' is visible with a notification badge '15'. Below the navigation bar, the 'Children' menu item is highlighted with a red box and a '2' callout. The 'Manage Children' table is shown with the following data:

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Status	Gender
Harry		Potter	10806438	Pre-K 4 class/grade	August 21, 2013	Preschool	Megan Alexander	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Active	Male

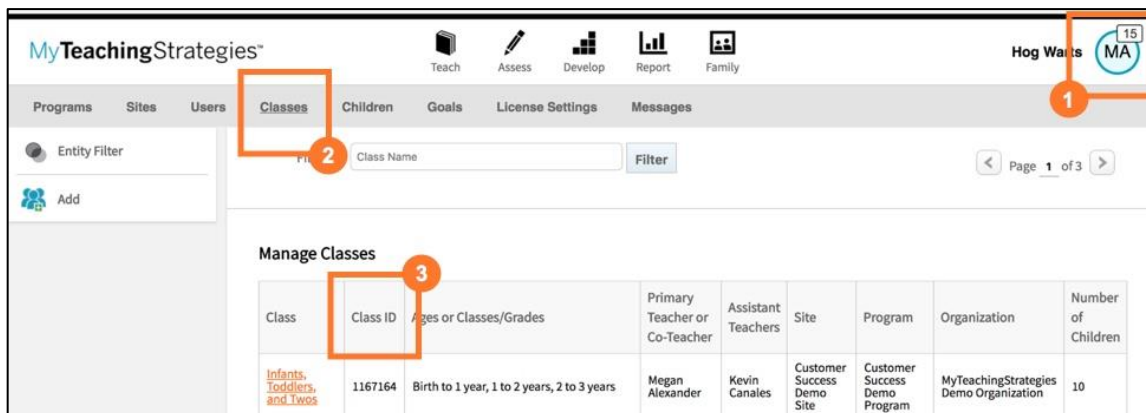
How to Find a **GOLD®** User ID

1. Navigate to the **PROFILE MENU** and select **ADMINISTRATION**.
1. Select **USERS**.
2. Copy and paste the **USER ID** needed.



How to Find a **GOLD®** Class ID

1. Navigate to the **PROFILE MENU** and select **ADMINISTRATION**.
2. Select **CLASSES**.
3. Copy and paste the **CLASS ID** needed.



How to Find a **GOLD®** Site ID

1. Navigate to the **PROFILE MENU** and select **ADMINISTRATION**.
2. Select **SITES**.
3. Copy and paste the **SITE ID** needed.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The left sidebar has 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Sites' menu item is highlighted with a red box and a '2' callout. The 'Hog Wa ts MA' profile menu is highlighted with a red box and a '1' callout. The 'Manage Sites' table is shown below, with the 'Site ID' column highlighted by a red box and a '3' callout.

Site	Site ID	Program	Organization	Number of Users	Number of Classes	Number of Children
Customer Success Demo Site	92531	Customer Success Demo Program	MyTeachingStrategies Demo Organization	40	96	940

Please note: If you have an integrated account, and have not yet entered a child's information, please identify the child record by the Source Child ID value, Student ID, or Identifier in the import file, or contact your data administrator for assistance.