**How to Edit Rosters**

1. **Go into WCAP** [**https://wa.portal.airast.org/**](https://wa.portal.airast.org/)
2. **Enter as a Test Administrator**
3. **Click the TIDE button**
4. **Use the dropdown next to Rosters under Preparing for Testing and select View/Edit Rosters**

****

1. **Use the dropdown menu to select your school and click search.**
2. **Click the pencil next to the Roster you want to edit.**
3. **If you want to add students you can search by SSID or name or grade and hit search.**
4. **Then select the students on the left that you want to add and click Add Selected.**

****

1. **If you want to remove students, then select the students on the right that you want to remove and click Remove Selected.**
2. **Make sure you click Save at the bottom of the page to update your roster.**