

Getting Access to PIDS



1. Attend Pyramid PIECES Training Series

- TPOT or TPITOS reliability training for the internal coach and any other observers.
- Practice Based Coaching for the internal coach.
- Team Launch attended by the leadership team.



2. Complete PIDS Enrollment Form

- All potential users must sign the Pyramid PIECES-PIDS User Agreement. A copy of the form (digital or paper) must be retained by the program.
- Must be completed by a program administrator (or data collector)
- Email our [Pyramid PIECES team](#) for access to this form.



3. New Users will Set Up User Accounts

- New users will receive an email from your sector data administrator with names of approved users and directions for setting up accounts.
- You will receive an email directly from the PIDS system with a link that expires in 7 days to begin account set-up.

**Data administrators will need to notify the [Pyramid PIECES team](#) of all users entered to link accounts and make note of TPOT/TPITOS or PBC trainings.



4. Obtain Written Consent from Families and Teachers

- Before entering classroom level data, TPOTs and/or TPITOS, you must obtain written consent from teachers to enter their information into PIDS.
- If you plan to collect child level data, ASQ:SE 2 and/or BIRs on PIDS, you should obtain written consent from the family of each child to enter their information into PIDS. If you cannot get consent, you may still enter children into the system and keep them completely anonymous.
- User Agreements will be shared with data collectors when establishing access.



5. Start Using the System!

- Informational videos and printable resources are available on the Data System Resource Page including a **Program Set-Up Guide** which breaks down how to start using PIDs most efficiently.