TMS WEBSITE QUICK START GUIDE

Follow the directions below to access the TAPPS TMS Website:

- 1. From your Browser enter <u>https://tms.tapps.biz</u> to get to the TMS Portal.
- 2. If your school has loaded your information into TMS, you already have a profile. In this case, follow steps 3-6. If your school has not entered you into TMS, you will need to register by starting at step 7.
- 3. After entering the TMS Portal into your browser you will see login screen below. **Click forgot password**. Enter the email address your school entered for you and click 'SEND OTP'.





4. You will receive an email with your **One Time Passcode**. Enter the OTP in the One Time Password Page, then click 'Verify



5. Use the Reset Password screen to create your password. You may now login to the TAPPS TMS Portal.



- 6. After you log in, you will be taken to your dashboard which will identify the steps you need to take to complete your eligibility requirements.
 - a. If you are a student, select 'Take Action' to complete your profile. <u>Fill in all</u> <u>the fields and answer all the questions.</u>

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					STANDINGS	120 × 120		
DASHBOARD EVENTS HOME	Dashboard					PP11 Name Tray Same of Birth B 20 2012		Last Neme Reality Oundar Neie
STANDINGS	Message	Actio	n			Orade Ith	~	Activities Select Activities
C SCORES	Please accept the Ackn	couledgement of Rules in your Profile. Take Action				mulaet Cole SXXXXXX Contact Information		technol: Zenaron Conwell School
					D LODOUT	Email M Trypilouscal.com Address Information		Phone Us +1 Enter Contact Number

Student view:

b. If you answer 'Yes' to the Transfer question or 'No' to the Citizen question and Living with Parent question the App will generate other forms for you to download, print and fill out. View the Acknowledgement of Rules, then click the 'OK' box next to 'Student'

Englointy	
Acknowledgement of Rules (click here)	
Student 📴 OK (Acceptance Date : 09-23-2024) Parent 🗌 OK By clicking OK I/we agree with all TAPPS Rules and Requirement	for participation in TAPPS activities as stated in the Acknowledgment of Rules shown here.
Did you transfer to your current high school within the last 12 months? Yes No	Upload Fully Executed PAPF 1 Upload file Upload Fully Executed STF 1 Upload Fully Executed STF
Are you a Citizen of the United States ?	Upload Foreign Document
Do you live with your Parent ? Yes O No	Upload Parent Document 🗶 Upload Ne
Medical History on File	Physical on File

- c. **Click 'Save' at the bottom.** An email will be sent to the guardian you specify so that they may fill out their profile and sign their Acknowledgement of Rules. Your school administrator will be responsible for certifying the Physical and Medical History on file.
- d. If you are a parent, select 'Take Action' to sign the Acknowledgement of Rules and/or to edit your child's profile.

Parent view:

æ	DASHBOARD		
	EVENTS	Dashboard	
⑪	HOME		
	STANDINGS	Message	Action
Ľ	SCORES		
		Please Accept the Acknowledgement of Rules	Take Action

e. Check the Acknowledgement of Rules box next to your child. Click 'Save':

First Name				Last Name					
Тгеу				Beasley					
Contact Information									
Email		_	Phone						
Trey@safecamz.com]		Us +1	(469) 587-7105				
Child Information	ı								
							ADD CHILD		
				م مانين ميران م		Rule			
Child Name	School	Relationship	Rules	Rules	eagement or	Date	Action		
Fred Beasley	Amazon Convent School	Father	(click here)			01-16-2025			
Test2 Student	StoneGate Christian Academy-Irving	Father	(click here)	-		NA	1		

f. You may also edit your child's profile by clicking the pencil icon next to your child's record.

First Name				Last Name					
Trey]	Beasley]			
Contact Informat	tion								
Email				Phone					
Trey@safecamz.com]		US +	(469) 587-710	5			
Child Information	n .								
									ADD CHILD
							Rule		
Child Name	School		Relationship	Rules	Rul	knowledgement of les	Accept Date	ance	Action
Fred Beasley	Amazon Conve	nt School	Father	(click here)			NA	-	1
Test2 Student	Test2 Student StoneGate Christian Academy-Irving		Father	(click here)			NA		1

7. If your school has not entered you into TMS, you may still register as a Student or Parent by selecting 'Sign Up'. Choose the role that you are requesting and follow the form directions to create an account. After submitting, you will receive a confirmation email. Your School Admin will receive a Role request for you. Once they accept your registration, you will receive an email like the one in the last picture below. Follow Steps 3-6 above.

