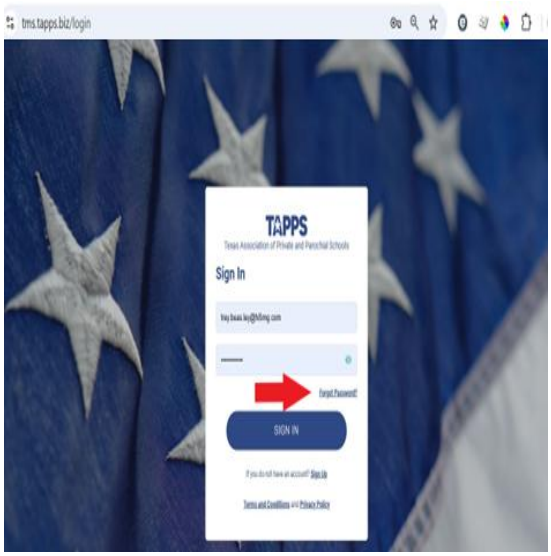
TMS WEBSITE QUICK START GUIDE

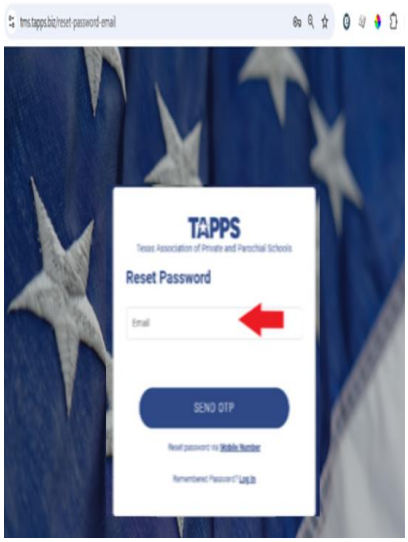
Follow the directions below to access the TAPPS TMS Website:

1. From your Browser enter https://tms.tapps.biz 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.

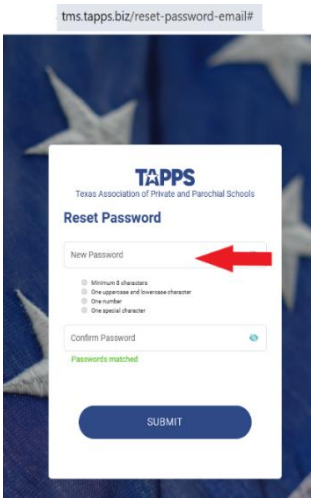
3. After entering the TMS Portal into your browser you will see login screen below. **Click forgot password**. Enter the email address your school entered for you and click 'SEND OTP'.

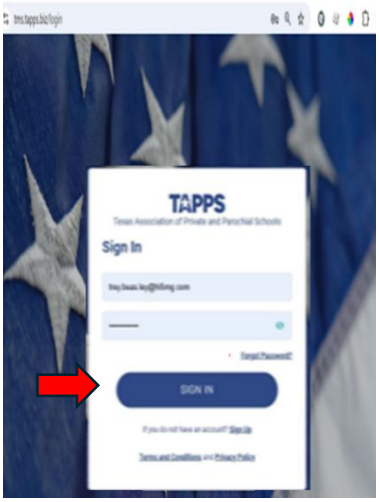




4. You will receive an email with your **One Time Passcode**. Enter the OTP in the One Time Password Page, then click 'Verify

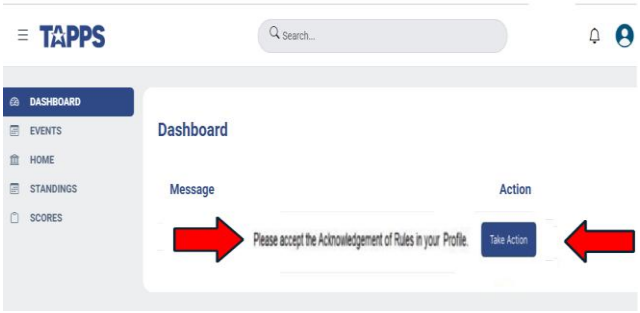
5. Use the Reset Password screen to create your password. You may now login to the TAPPS TMS Portal.

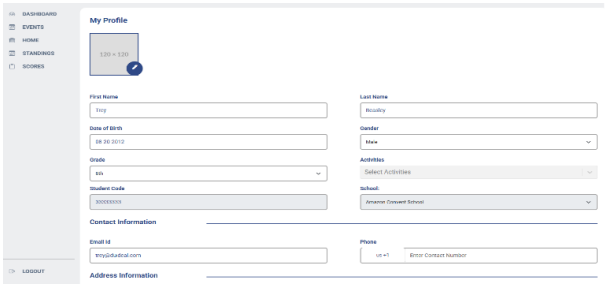




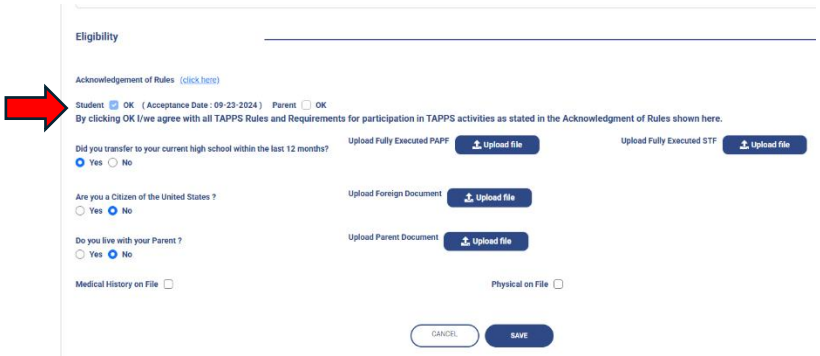
6. After you log in, you will be taken to your dashboard which will identify the steps you need to take to complete your eligibility requirements.
    a. **If you are a student, select 'Take Action' to complete your profile. ***Fill in all the fields and answer all the questions.***

Student view:





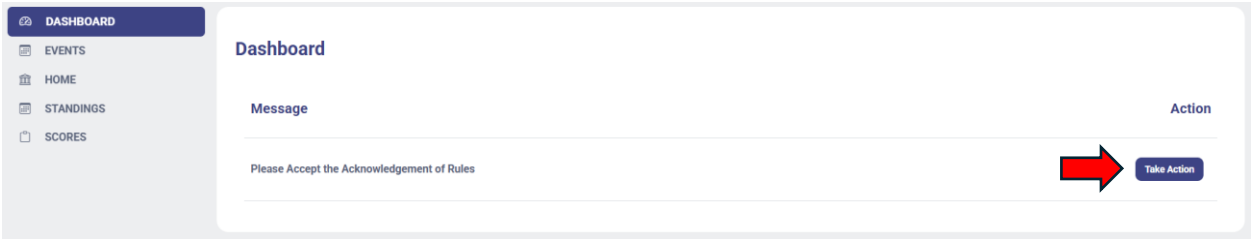
    b. If you answer 'Yes' to the Transfer question or 'No' to the Citizen question and Living with Parent question the App will generate other forms for you to download, print and fill out. View the Acknowledgement of Rules, then click the 'OK' box next to 'Student'



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.

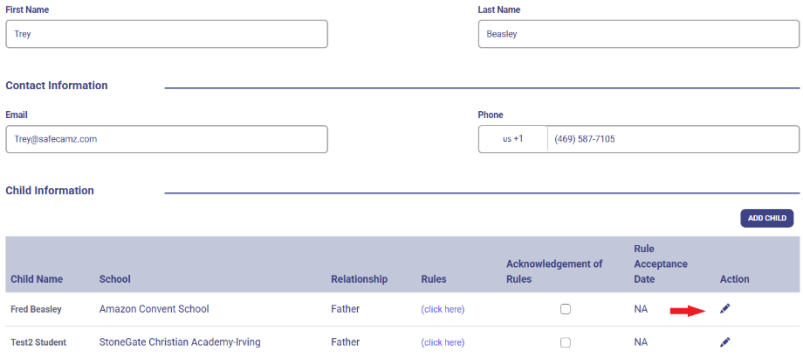
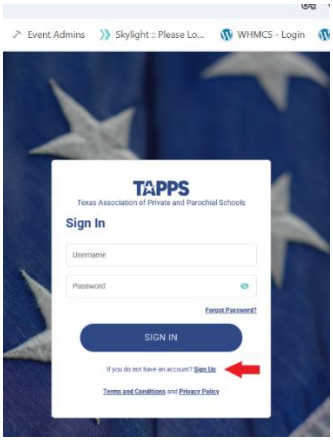
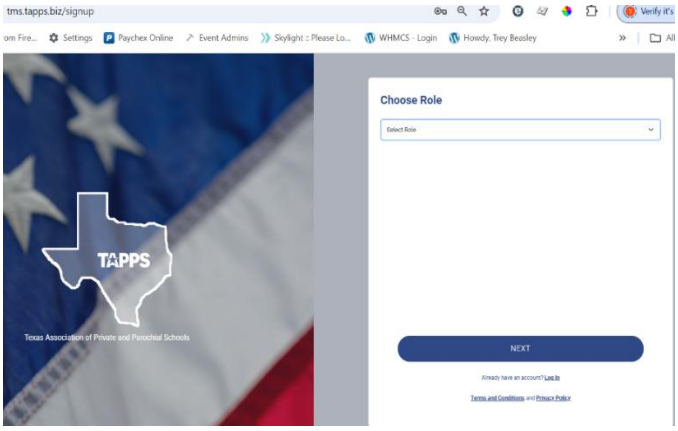
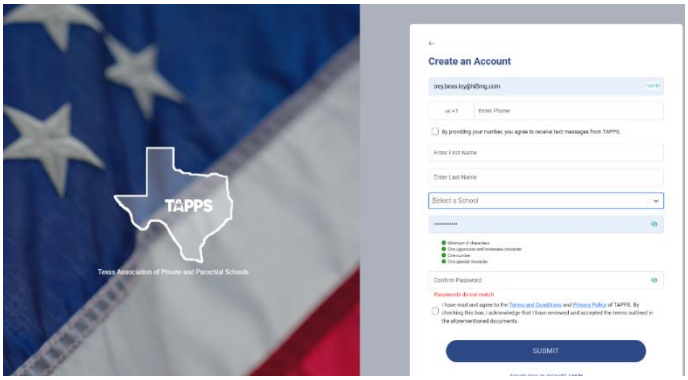
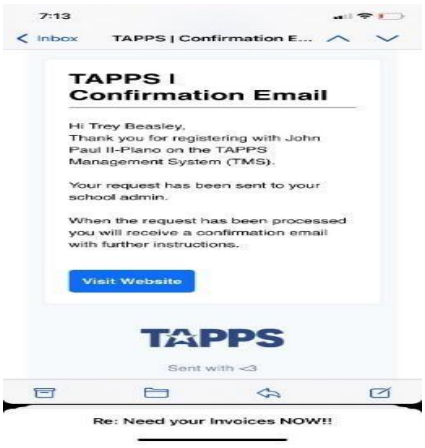
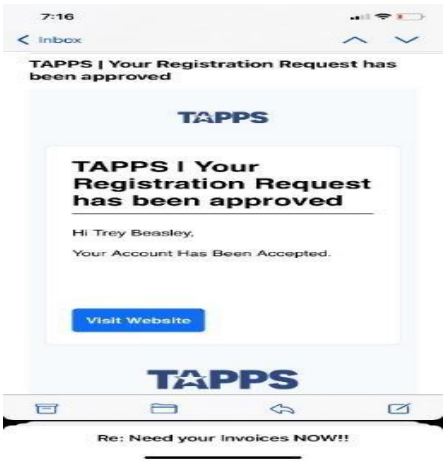
d. **If you are a parent, select ‘Take Action’ to sign the Acknowledgement of Rules and/or to edit your child’s profile.**

Parent view:



e. Check the Acknowledgement of Rules box next to your child. **Click ‘Save’:**

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



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.