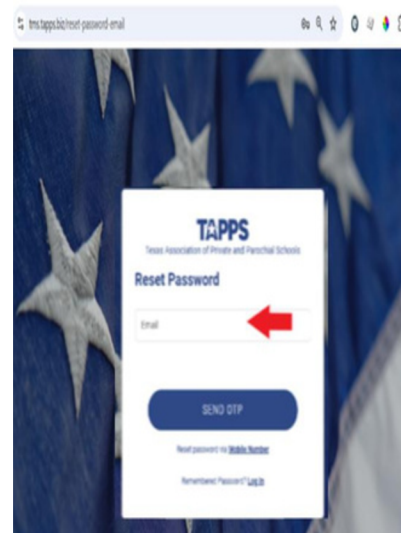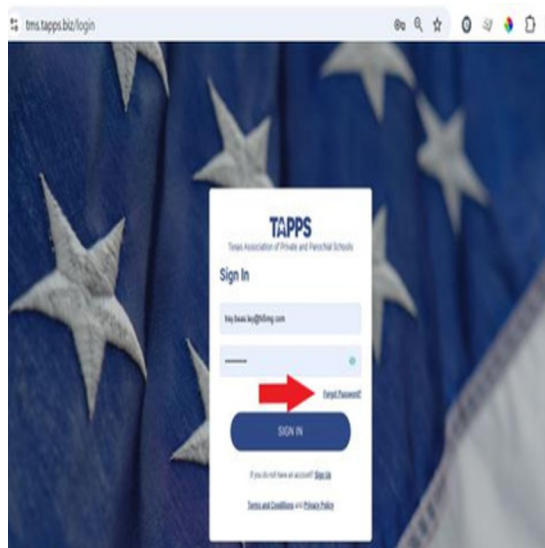# TMS WEBSITE QUICK START GUIDE

Follow the directions below to access the TAPPS TMS Website:
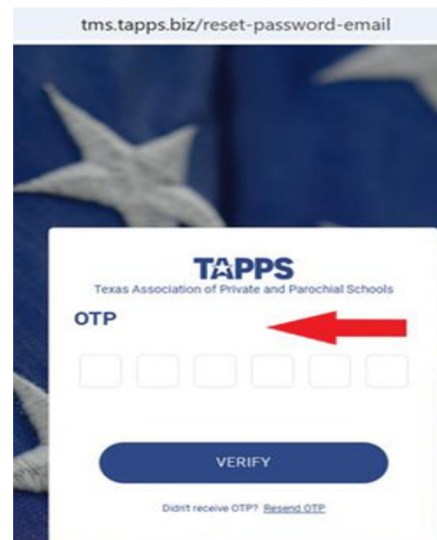
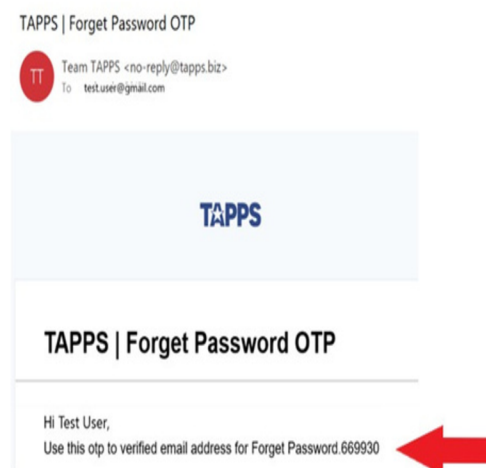1. From your Browser enter https://tms.tapps.biz to get to the TMS Portal.
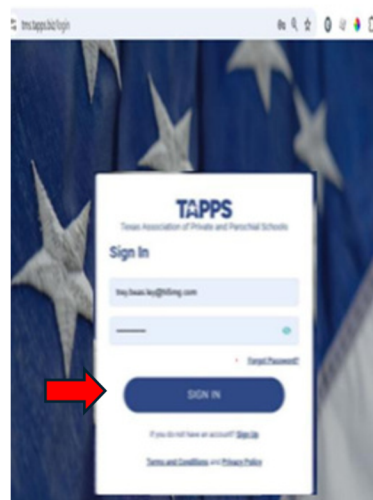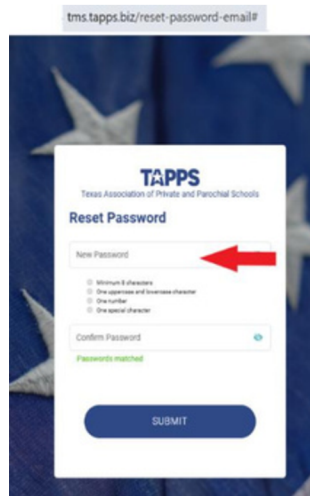
2. *Please follow steps 3-6.*

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 (what was pulled from RenWeb) 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
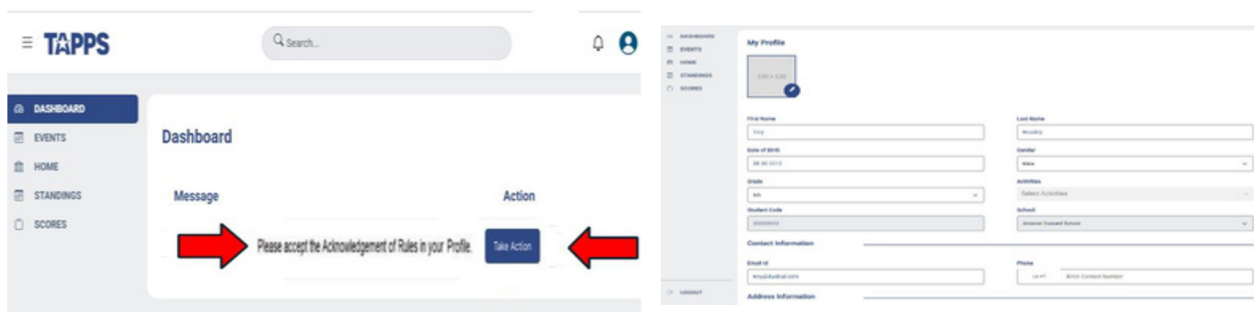
5. Use the Reset Password screen to create your password. You may now login to the TAPPS TMS Portal.
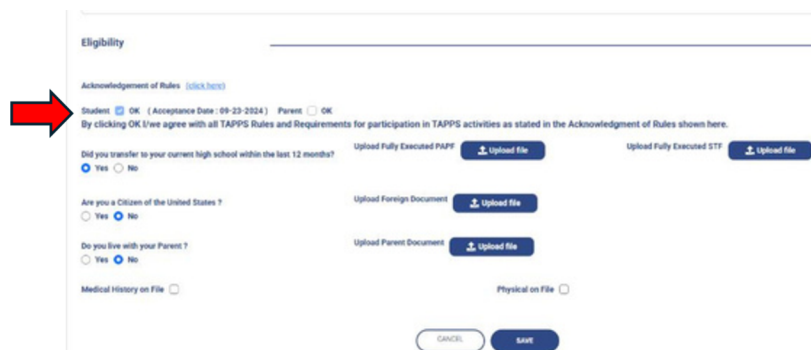

6. After you log in, you will be taken to your dashboard which will identify the steps you need to take to complete your eligibility requirements.
   a. If you are a student, select 'Take Action' to complete your profile. _Fill in all the fields and answer all the questions._
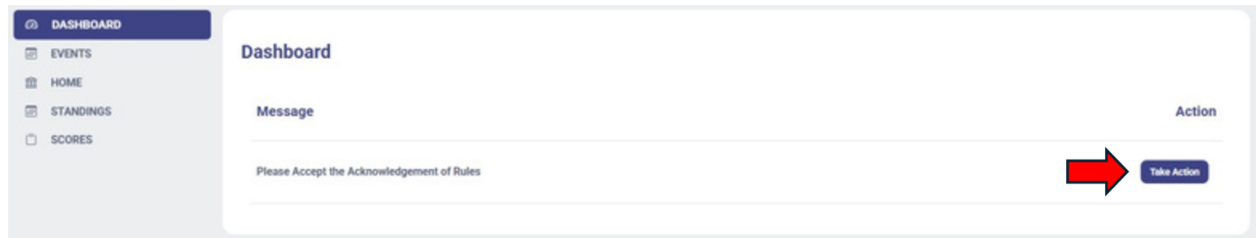
Student view:

   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':

Child Name	School	Relationship	Rules	Acknowledgement of Rules	Rule Acceptance Date	Action
Fred Beasley	Amazon Convent School	Father	(click here)	☑	01-16-2025	✏
Test2 Student	StoneGate Christian Academy-Irving	Father	(click here)	☐	NA	✏

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