# Directions for creating an Alma Start Account
for New Families

New families that wish to enroll their children at TCA, will need to create an Alma Start account. The web address to create your parent account is tca.almastart.com.
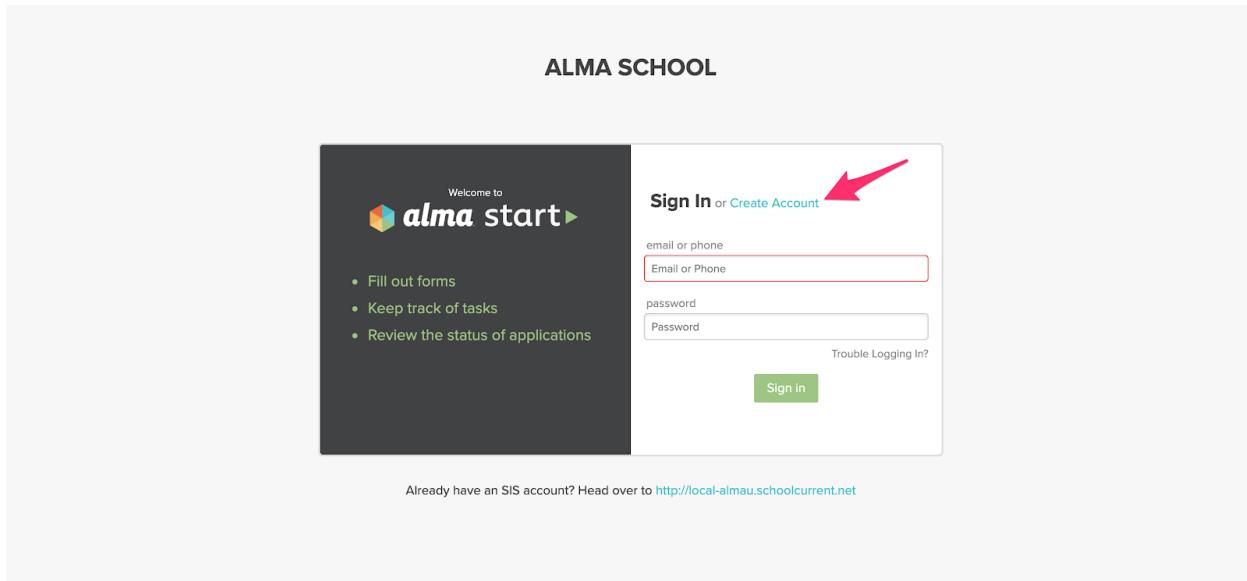
Once you get to the Alma Start Home page for our school, you will have the option to create an account by clicking Create Account.

The following screen will appear where you can enter the information needed to create your parent account. This account is for you, not your student(s), please use your information.
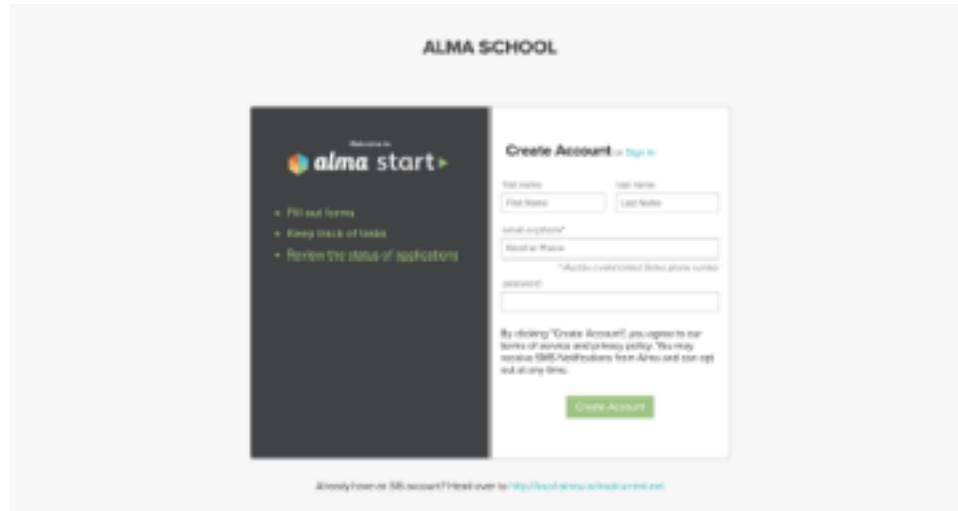
To create an account, you need to enter the following information:
- First Name
- Last Name
- Phone or Email: You can sign-up for an account with a phone OR email.
- Password must meet the following requirements:
  - Length of 7 - 30 characters
  - Include at least 3 of the following: Upper case letter, Lower case letter, Number (0-9), Special character ($ # ! ^ *)

Once you enter in all the information, click on the **Create Account** button.

Check your email for a message similar to this one:
(Check your email spam folder if you cannot find the code via email)
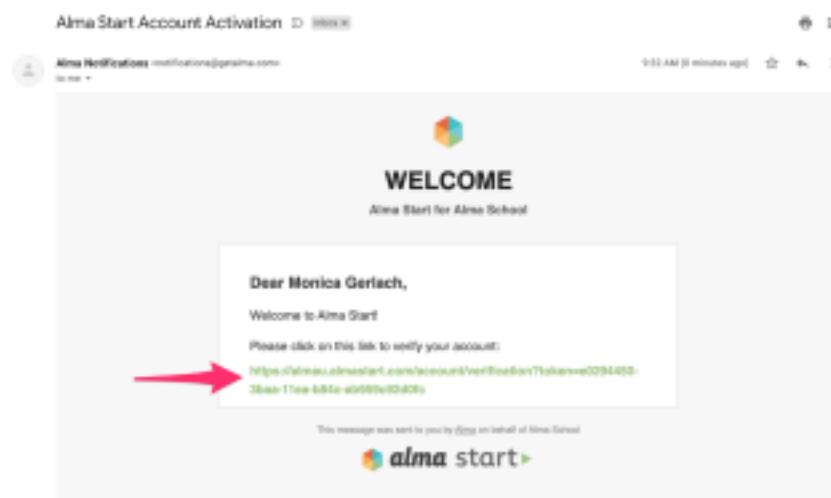
Phone / Email Verification

Before an account can be used the email or phone number must be confirmed. Once you have created your account, you'll be taken to a confirmation screen. A link will be sent to the email/phone number you provided. If you lose the link, you can easily click "resend confirmation."
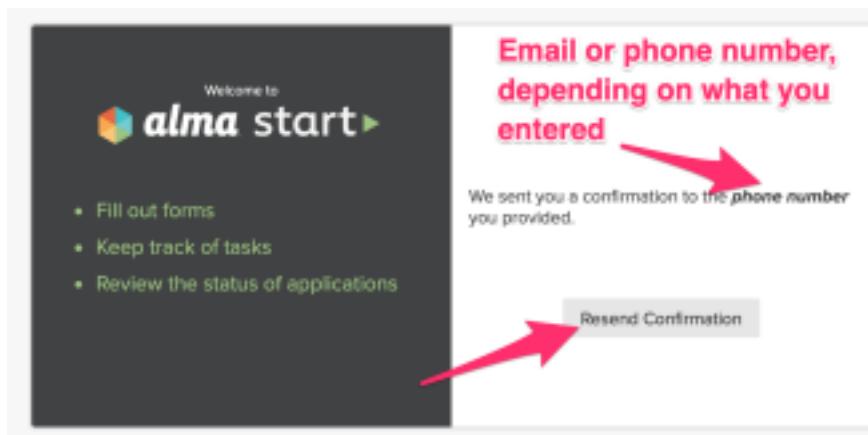
Login

After confirming your email or phone you will be returned to the login page and can log in with your phone/email and password you just created. *Note: If you enter the wrong password 5 times in a row your account will be locked. To unlock your account, click on "trouble logging in?" and follow the directions to recover your password.*
Once you have activated your account by clicking the link in your email or text message, you will be taken back to the Alma Start login screen
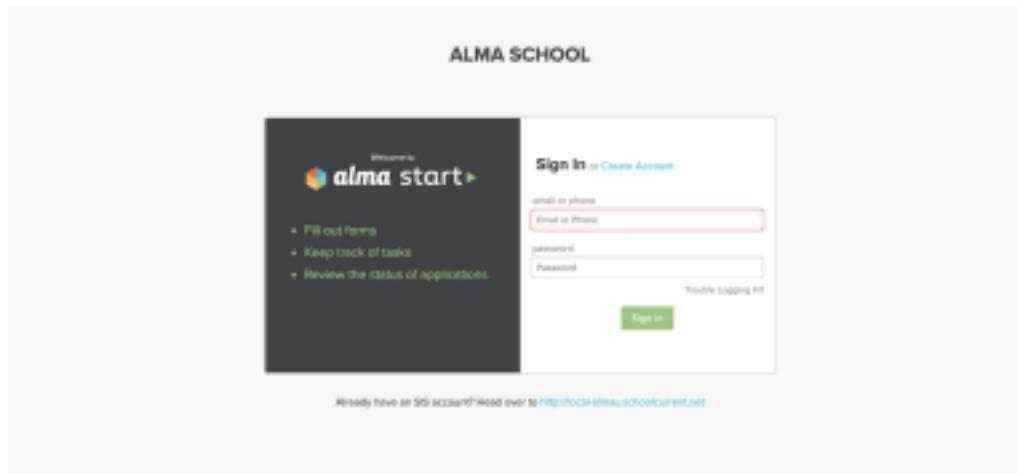

You will also receive another confirmation email. Please keep this email for reference since it includes both your username and the link for accessing Alma Start.
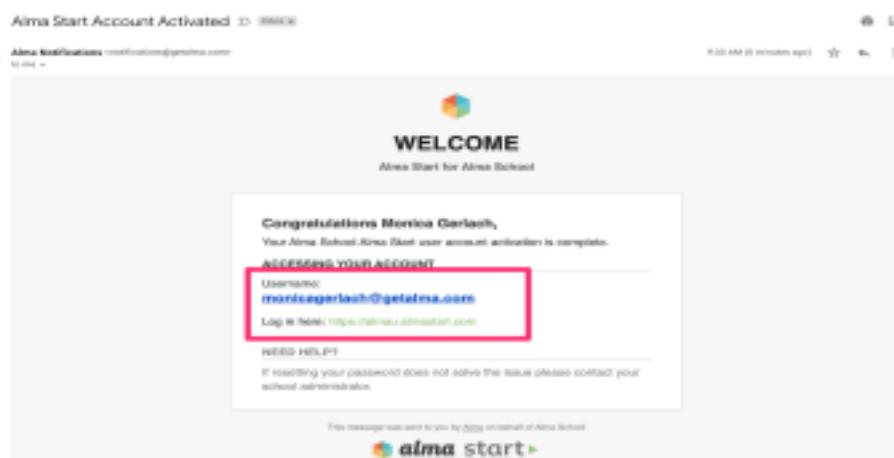
Add a New Student

To add a new student, click the grey "+" on the left side of the screen (if you already have students created the "+" will be listed underneath their names). From there, you will enter the student's first, middle, and last name. (Note: Middle names are optional.)
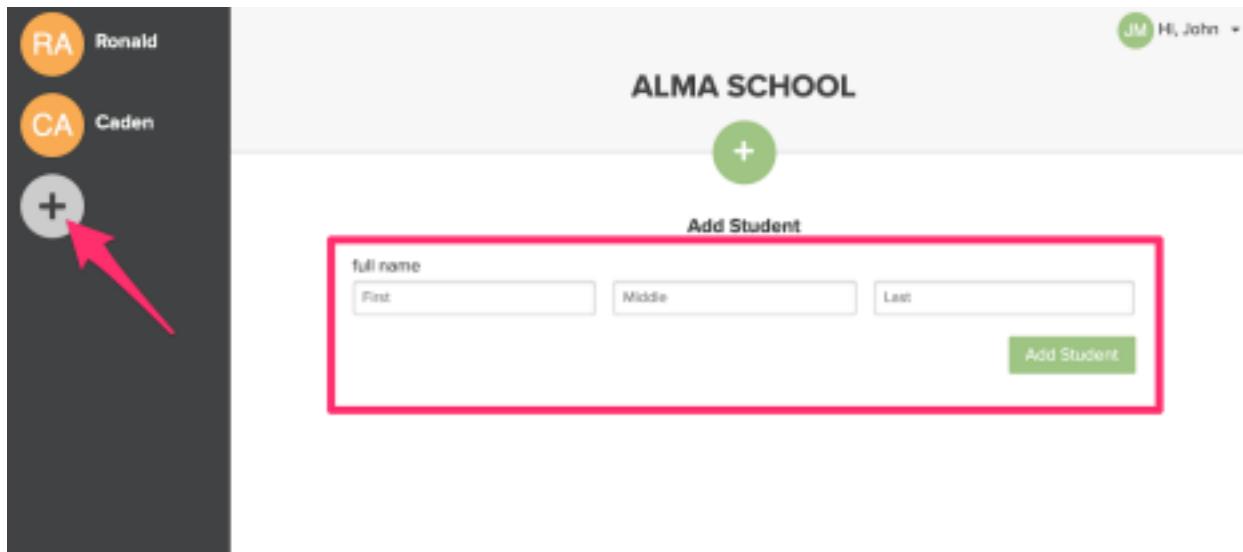

If you are accessing Alma Start from your mobile phone, add a student or switch to another one of your students by clicking on the 3 lines at the top (also called a hamburger menu). To start on any applications or forms for a student, click on their name and then click "get started". After that click on the "+" button to add a student.

Apply

To add an application, once you have selected a student there is a "get started! +" in the top right corner (or bottom right corner of the screen on mobile).
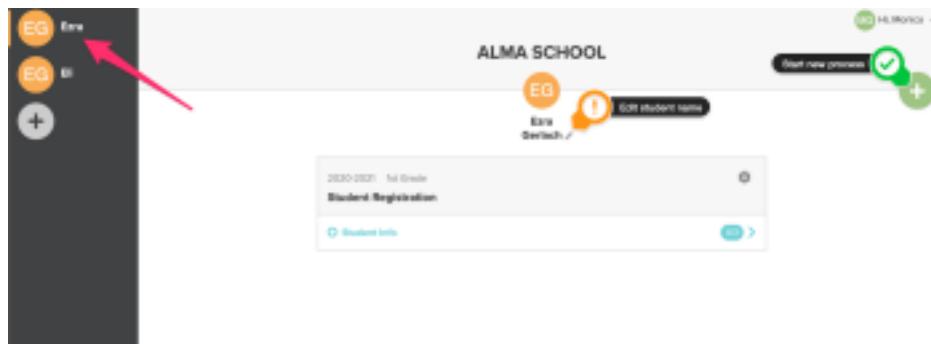
You must select the school year and grade level for your student (that way you'll see appropriate forms and tasks).