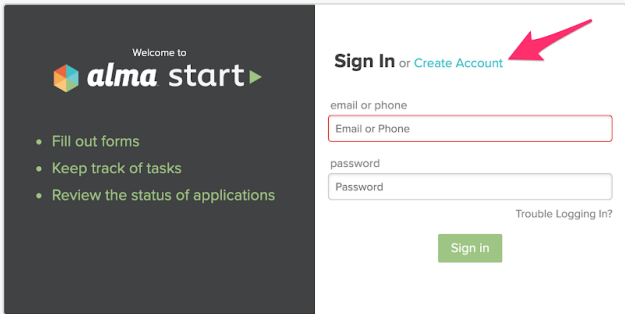


Directions for creating an Alma Start Account for New Families

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.



ALMA SCHOOL

Welcome to **alma start**

- Fill out forms
- Keep track of tasks
- Review the status of applications

Sign In or **Create Account**

email or phone
Email or Phone

password
Password

Trouble Logging In?

Sign In

Already have an SIS account? Head over to <http://local-almaschoolcurrent.net>

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.



ALMA SCHOOL

Welcome to **alma start**

- Fill out forms
- Keep track of tasks
- Review the status of applications

Create Account or **Sign In**

First Name Last Name

Email or Phone

password

By clicking "Create Account" you agree to our terms of service and privacy policy. We may receive SMS notifications from Alma and our app and our app at any time.

Create Account

Already have an SIS account? Head over to <http://local-almaschoolcurrent.net>

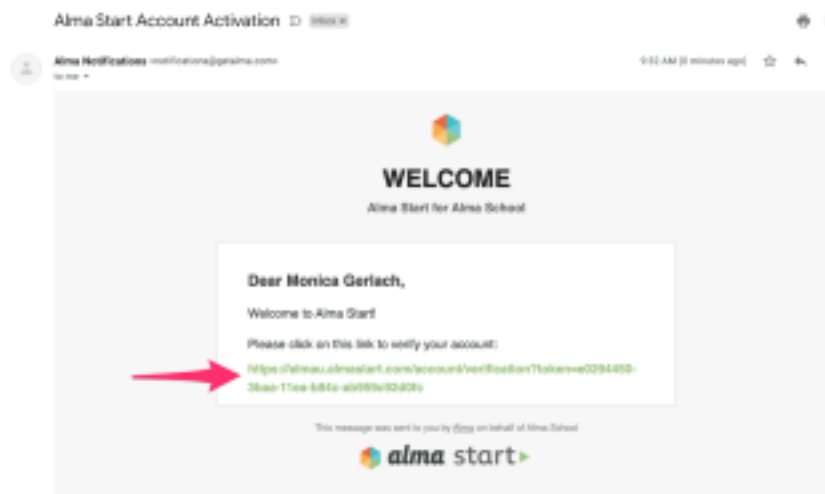
To create an account, you need to enter the following information:

- 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.

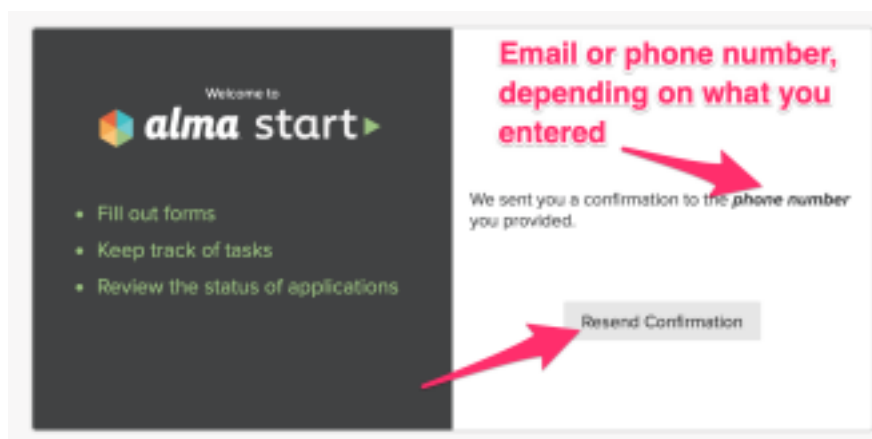
Check your email for a message similar to this one:

(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."

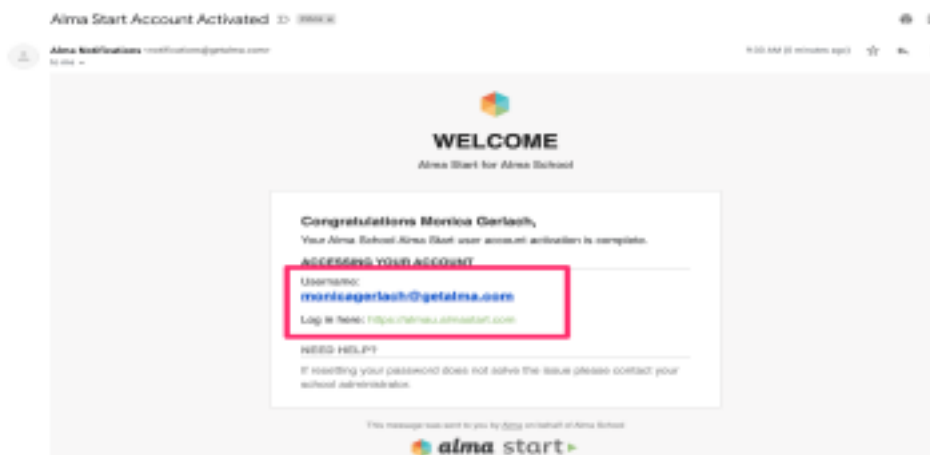


Login

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

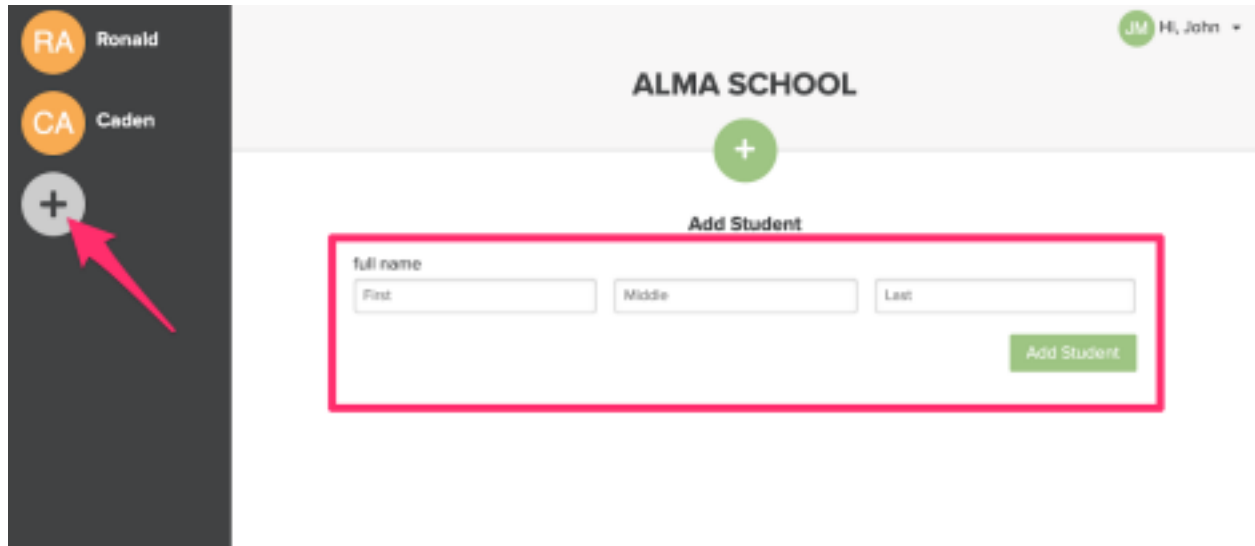


You will also receive another confirmation email. Please keep this email for reference since it includes both your username and the link for accessing Alma Start.



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.)

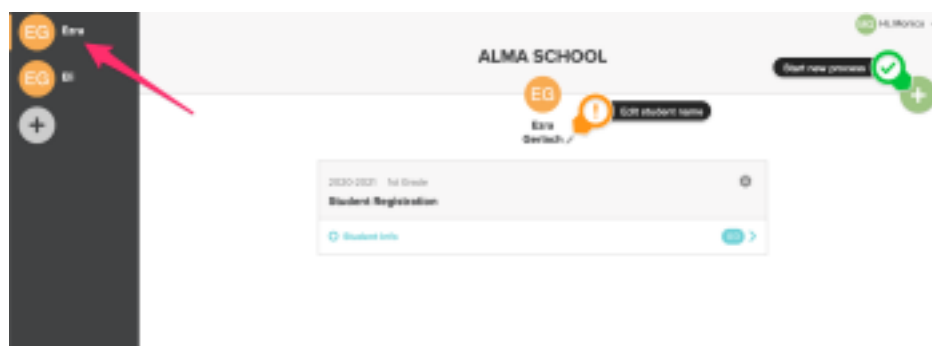


The screenshot shows the ALMA SCHOOL interface. On the left, a dark sidebar contains three orange circular icons with initials: 'RA' for Ronald, 'CA' for Caden, and a grey circular icon with a white '+' sign. A red arrow points to the '+' icon. The main area has a light grey header with 'ALMA SCHOOL' and a green circular icon with a white '+' sign. Below the header, the text 'Add Student' is centered. A pink rectangular box highlights the 'Add Student' form, which includes three input fields labeled 'First', 'Middle', and 'Last' under the heading 'full name'. A green 'Add Student' button is located at the bottom right of the form.

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).



The screenshot shows the ALMA SCHOOL interface on a mobile device. On the left, a dark sidebar contains three orange circular icons with initials: 'EG' for Eric, 'EG' for Eli, and a grey circular icon with a white '+' sign. A red arrow points to the '+' icon. The main area has a light grey header with 'ALMA SCHOOL' and a green circular icon with a white '+' sign. Below the header, the text 'Add Student' is centered. A pink rectangular box highlights the 'Add Student' form, which includes three input fields labeled 'First', 'Middle', and 'Last' under the heading 'full name'. A green 'Add Student' button is located at the bottom right of the form.

You must select the school year and grade level for your student (that way you’ll see appropriate forms and tasks).