

## **How to Create a Portal Account**

If you have applied for a Dual Enrollment Grant, you should already have an account; see next page.

- 1. Using Google Chrome, Microsoft Edge, Safari, etc., go to www.tn.gov/tsacstudentportal
- 2. Click Create a Log In
- 3. Create your account the following is required
  - Username must be 6-25 numbers and letters (no spaces)
  - o First name (use first name from Social Security Card)
  - o Last name
  - SSN (Social Security Number)
  - Date of birth MMDDYYY format
  - Email (students should use a personal email rather than a school-issued email)
  - o Reenter email
  - o Password (e.g. Fall2@21)
    - Cannot contain first name, last name, or username
    - Must be 8 25 characters
    - Must include 1 uppercase letter
    - Must include 1 lowercase letter
    - Must include 1 number
    - Must include 1 character from this list ~!@#\$%^&\* -+=`|\(){}[]:;"'<>,.?/
  - Reenter password (e.g. Fall2@21)
  - Challenge questions select three different questions; answers must be at least four characters
  - Select a personal image
  - Check the box beside "I acknowledge by gaining..." statement
  - o Click Create My Account (do <u>not</u> hit enter on keyboard)
- 4. Once your TSAC Student Portal account has been created, click the hyperlink reading Click here to log in to your account and apply online.

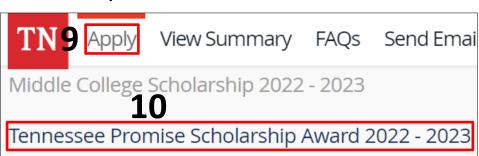
YOU ARE NOT FINISHED (SEE NEXT PAGE)...





## **How to Complete TN Promise Application**

- 5. Enter your username and password and click **Log In**.
- 6. Answer your challenge question and click **Continue**.
- 7. Confirm your personal image and click **Continue**.
- 8. Read the user agreement and click **Accept**.
- 9. Click **Apply**.
- Scroll down and click
  Tennessee Promise
  Scholarship Award
  2022 2023.



User Name

- 11. Click I Agree on the Tennessee Promise Scholarship Certification and Authorization screen.
- 12. Complete the Tennessee Promise Application the following is required
  - Email (students should use a personal email rather than a school-issued email)
  - Reenter email
  - o Parent/Guardian's first name
  - o Parent/Guardian's last name
  - Parent/Guardian's phone number
  - o Parent/Guardian's email (check the box if parent does not have email)
  - Select a Promise eligible college
    - If Promise is your backup plan, select your local community college or TCAT.
  - Click high school
    - Home school students and GED/HiSet earners select accordingly.
  - Select your high school from the dropdown list
  - Enter your high school graduation date MMDDYYY format
- 13. Click **Continue** to submit the application.
- 14. Click **Done** on the Application Confirmation screen.
- 15. Check your email to ensure receipt of a **Tennessee Promise Scholarship confirmation** email.

Please call the call center at 800-342-1663 between 8:00a – 4:30p CT for login assistance.