

TAPPS TMS

Step-by-Step Guide



- 1** Students create account (freshmen and new to BCS) via <https://tms.tapps.biz.login>.

- 2** Click "Forgot Password." **YOU MUST USE YOUR SCHOOL EMAIL ADDRESS.** Follow prompts once you receive reset email from TAPPS/TMS.

- 3** If you receive a message saying you have not been entered into TMS, request to be added. Register as a student by clicking "Sign Up."

- 4** Choose the role you're requesting (Student), finish account creation, confirm email.

- 5** BCS Staff will receive & approve your request to join, and you will receive an email from TMS to continue completing all requirements.

- 6** Log in, go to "DASHBOARD" and complete: Name, grade, date of birth, address, guardian information (must include parent's email(s) here), emergency contact(s).

- 7** On the DASHBOARD, select "Take Action" and complete the acknowledgement of rules.

- 8** PARENTS: after student's have created their account, you will go to TMS and click "Sign Up." Use the email your student gave during step 6. Choose the role you are requesting (parent) and follow the directions to complete account.

- 9** PARENTS: Once request is received by BCS Staff & approved, you may log in and complete the "Parent Acknowledgement of Rules."
