

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)
 - First name (use first name from Social Security Card)
 - Last name
 - SSN (Social Security Number)
 - Date of birth – MMDDYYYY format
 - Email (students should use a **personal email** rather than a school-issued email)
 - Reenter email
 - 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
 - Click **Create My Account** (do **not** 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.**

User Name:

Password:

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

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



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**.

A screenshot of a login form. It has two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Log In" (highlighted with a red box) and "Create a Log In". A large number "5" is overlaid on the bottom right of the form.

9. Click **Apply**.
10. Scroll down and click **Tennessee Promise Scholarship Award 2022 – 2023**.

A screenshot of a navigation bar. On the left is a red box with "TN9" in white. Next to it is a button labeled "Apply" with a red border. To the right are links for "View Summary", "FAQs", and "Send Email". Below this bar, the text "Middle College Scholarship 2022 - 2023" is visible, followed by a large number "10" and a red-bordered box containing the text "Tennessee Promise Scholarship Award 2022 - 2023".

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
 - Parent/Guardian's first name
 - Parent/Guardian's last name
 - Parent/Guardian's phone number
 - 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 – MMDDYYYY 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.

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