

TCSS Parent Process for Registration

Parents Portal access the https://tcss.fsenroll.com/shared_portal_users/sign_in from the school's system website (www.tcass.net), or the individual school's website to create an account.

Parents will start at this login screen to create their account before choosing the schools in their area. Users with existing Google or Microsoft email accounts can choose the link for Sign In.

Once they create their account, they will receive an email

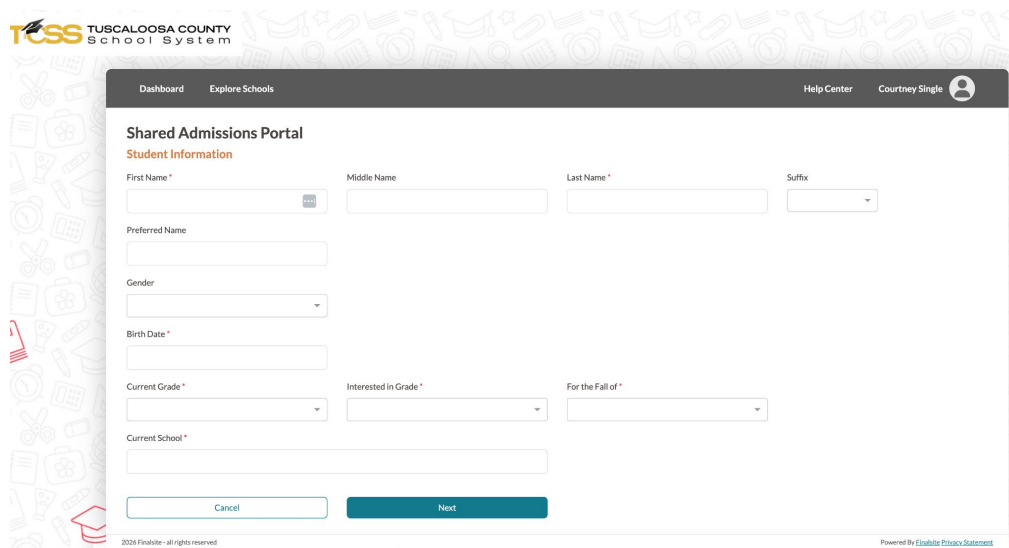
If a Parent / Guardian does not have an existing Google or Microsoft email account, they should navigate to the button to Create an Account.

When a Parent / Guardian creates an account through Create and Account option (not with Google / Microsoft), they will receive an email and will be required to have access to that email account and verify the account creation before moving forward with the student enrollment process.

Google or /Microsoft account logins do not receive this verification email.

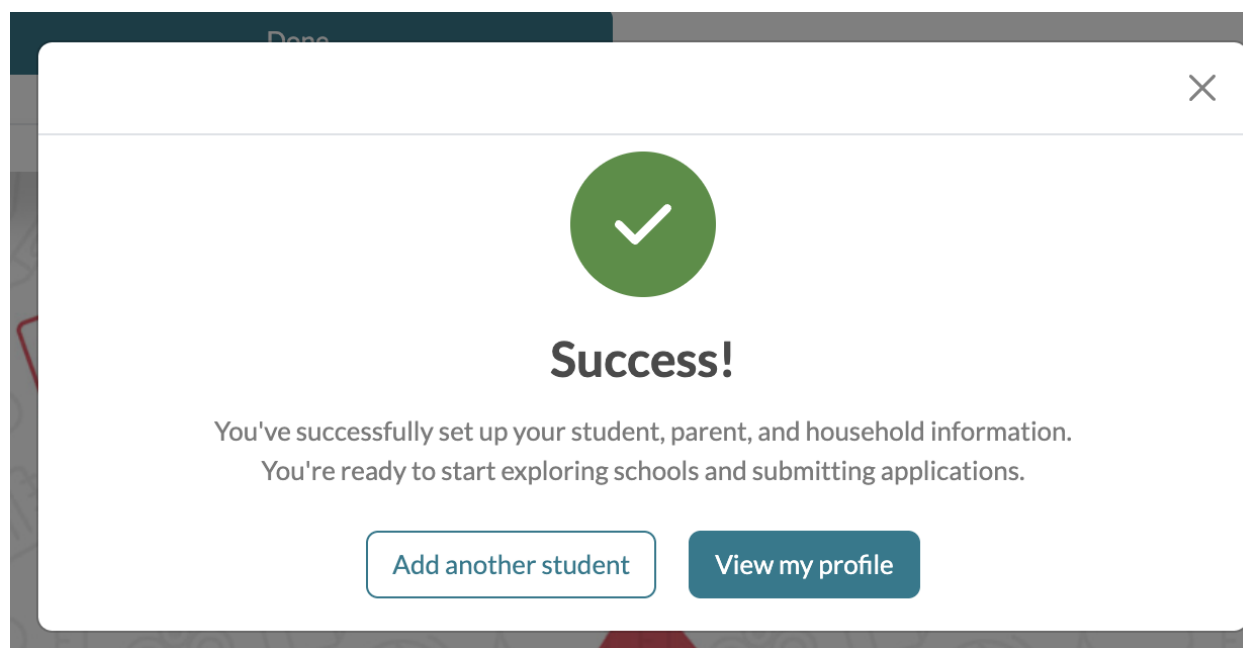
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After account creation, and successful login, the Parent / Guardian will be prompted to fill out the Finals site Explore 'Student Information Form.' It collects their basic information within the Finals site Explore site, but **it does not yet submit this information as registration to any schools.**



The screenshot shows the 'Shared Admissions Portal' for the 'TUSCALOOSA COUNTY School System'. The page is titled 'Student Information' and contains several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Suffix', 'Preferred Name', 'Gender', 'Birth Date *', 'Current Grade *', 'Interested in Grade *', 'For the Fall of *', and 'Current School *'. There are 'Cancel' and 'Next' buttons at the bottom. The page also includes a 'Help Center' link and a user profile for 'Courtney Single' in the top right corner. The footer mentions '2026 Finals - all rights reserved' and 'Powered By Edulite Privacy Statement'.

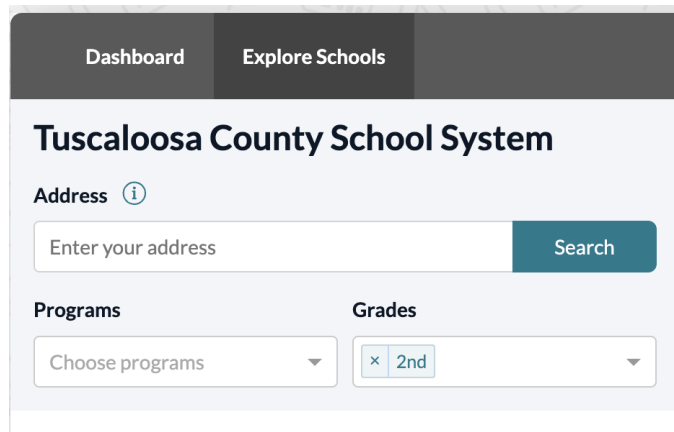
Once the Parent / Guardian submits this form, they will see the following pop up:



The Parent / Guardian can either add another student and fill out the information form again, or view their profile to see all parents, students and households, or they can click on the 'X' in the upper right to close the window, and they will be redirected to the 'Explore Schools' tab to start exploring schools in their area.

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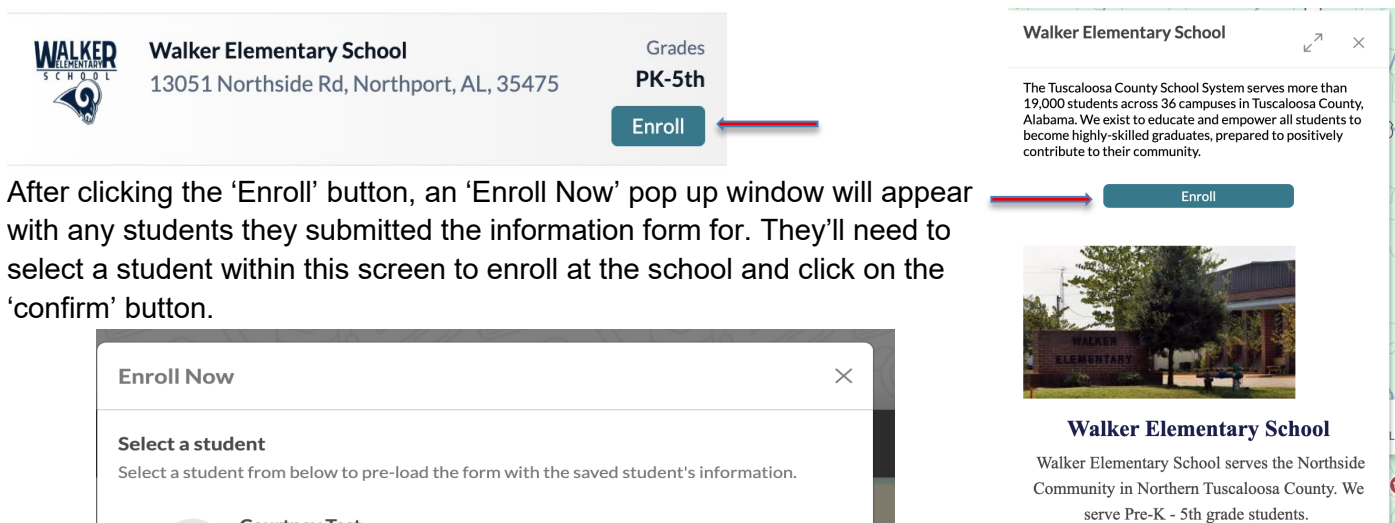
You are now ready to enroll at the schools for which you are zoned. You can search for schools using your home address, or choose the school from the displayed school list.



The screenshot shows the 'Explore Schools' tab selected. The header reads 'Tuscaloosa County School System'. Below this is an 'Address' section with a search bar labeled 'Enter your address' and a 'Search' button. Underneath are two dropdown menus: 'Programs' with the text 'Choose programs' and 'Grades' with '2nd' selected. A red arrow points from the 'Enroll' button in the school list below to the 'Enroll' button in this 'Grades' dropdown.

Once a Parent / Guardian has a list of schools they are zoned for, which will display along the left side of the page next to the school map, they will click on a **school name** (not the enroll button) of their school on the left side of the page. This will display the school's customized page.

To enroll at a school, the Parent / Guardian will click on the 'enroll' button either on the right side of the school's name listed along the left, or by clicking on the 'enroll' button.



This block contains three main visual elements. On the left is a list of schools with 'Walker Elementary School' highlighted. It shows the school logo, name, address (13051 Northside Rd, Northport, AL, 35475), and grades (PK-5th). A red arrow points from the 'Enroll' button in this list to the 'Enroll' button in the 'Enroll Now' pop-up. In the center is the 'Enroll Now' pop-up window. It has a title bar 'Enroll Now' and a close button. The main section is 'Select a student' with the instruction 'Select a student from below to pre-load the form with the saved student's information.' It lists a student 'Courtney Test' (2nd Grade, 2026-2027) with a radio button. Below this is a '+ Add new student' link. At the bottom are 'Cancel' and 'Confirm' buttons. On the right is a detailed view of 'Walker Elementary School', including a description: 'The Tuscaloosa County School System serves more than 19,000 students across 36 campuses in Tuscaloosa County, Alabama. We exist to educate and empower all students to become highly-skilled graduates, prepared to positively contribute to their community.' Below this is a photo of the school and another 'Enroll' button.

After clicking the 'Enroll' button, an 'Enroll Now' pop up window will appear with any students they submitted the information form for. They'll need to select a student within this screen to enroll at the school and click on the 'confirm' button.

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The previously entered student data will pre-fill the same fields on the registration form of the school they have started to enroll at. The 'Enroll Now' pop up window above says, 'select a student from below to pre-load the form with the saved student's information.' They can also add a new student from this screen if needed.

The Parent / Guardian will be automatically logged into the individual school's registration site and they will see the registration form that has select fields pre-filled with information they entered on the student information form/intake form. All remaining questions will need to be completed.

The Parent / Guardian will continue to complete the registration form and submit. They do have an option to click on the 'Save and finish later' option in the lower right if they don't want to complete it right away. Parent / Guardian can access the form again from the TCSS Schools Registration site. If they save and finish later, they will see their students listed on the student's page of the individual school site, and they can click on the 'complete registration questionnaire's button to pick up where they left off. Once they submit the form, they can see all remaining checklist items to complete or upload information. They can also click on the 'Back to Finals site Explore' text in the upper left, which will bring them to the Dashboard of the Explore page to see all students and all schools they've registered at so far, or started the registration process at so far.

