

Dear 5th and 6th grade Parents and Guardians,

Welcome Back. While you were on break, TCA moved to its own internet domain. Below you will find the information as to how to set up your child's student account information. This is used to login to school computers for their computer class. Additionally, please make sure that you have said YES to internet access in Infinite Campus Parent Portal. The typing program that is used in class is internet based. This also allows your student to access their documents in OneDrive.

STUDENT USERNAME

Your child's username is their **6-digit student ID number (same number as before or can be found in the Parent Portal)** followed by **@msa.tcatitans.org**

Example: 123456@msa.tcatitans.org

STUDENT PASSWORD

Your child's DEFAULT PASSWORD will be **TCA**-followed by their date of birth (**mmddyyyy**)

Example: TCA-01012026 (ie - *January 1, 2026*)

Please note:

- ~ TCA must be all caps
- ~ The dash (-) is required
- ~ **mmddyyyy** represents the 2 digits for month 2 digits for day and 4 digits for year of your child's birthday.

HOW TO SIGN IN

1. Open a web browser and go to www.outlook.com and select **SIGN IN**.
You may need to select "Use another account", but you do not need to create one
2. Enter your child's full student username (123456@msa.tcatitans.org) and select **NEXT**.
3. Enter your child's default password and select **SIGN IN**.
4. This will prompt you to create a new password for your child's account. Please make sure that the password is easy for your child to type AND remember.
PASSWORD REQUIREMENTS: Must be AT LEAST 12 characters long and contain 1 uppercase, 1 lowercase, 1 number, and 1 special character.
5. That's it! - close Outlook and your student should be all set to log into a school computer.

Should you need more assistance, please contact Mr. Winter - mwinter@tcatitans.org

Thank you