

## How to Create a Portal Account

*If you already have an account; see next page.*

1. Using Google Chrome, Microsoft Edge, Safari, etc., go to **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)

The screenshot shows a login form with two input fields: 'User Name:' and 'Password:'. Below the fields are two buttons: 'Log In' and 'Create a Log In'. The 'Create a Log In' button is highlighted with a red border, and a large number '2' is placed to its right.

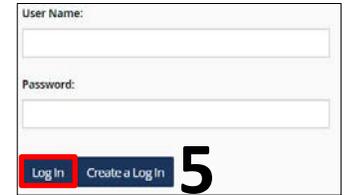
4. Once your TSAC Student Portal account has been created, click the hyperlink reading **Click here to log in to your account and apply online.**

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

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

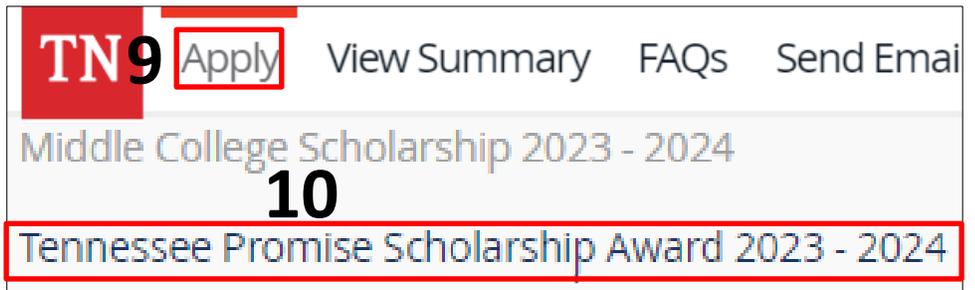
## How to Complete TN Promise Application

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**.



User Name:  
\_\_\_\_\_  
Password:  
\_\_\_\_\_  
[Log In](#) [Create a Log In](#) **5**

9. Click **Apply**.
10. Scroll down and click **Tennessee Promise Scholarship Award 2023 – 2024**.



**TN9** [Apply](#) [View Summary](#) [FAQs](#) [Send Email](#)  
Middle College Scholarship 2023 - 2024  
**10**  
[Tennessee Promise Scholarship Award 2023 - 2024](#)

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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