# How to Use TanenbaumCHAT's Parent Portal

## Your Parent Portal Account

Even if you're new to TanenbaumCHAT, your Parent Portal account already exists. It's the same email address and password that you've used to create and submit your child's application for the coming school year.

Families already enrolled at TanenbaumCHAT may have already used the our Parent Portal's online forms area for re-enrolment for the coming year, updating emergency contact data, etc.

## Signing In

The web address for our Parent Portal is:

[http://parentportal.tanenbaumchat.org](http://parentportal.tanenbaumchat.org)

If you should ever forget your password, you can click on the **I forgot my password** link to select a new one.
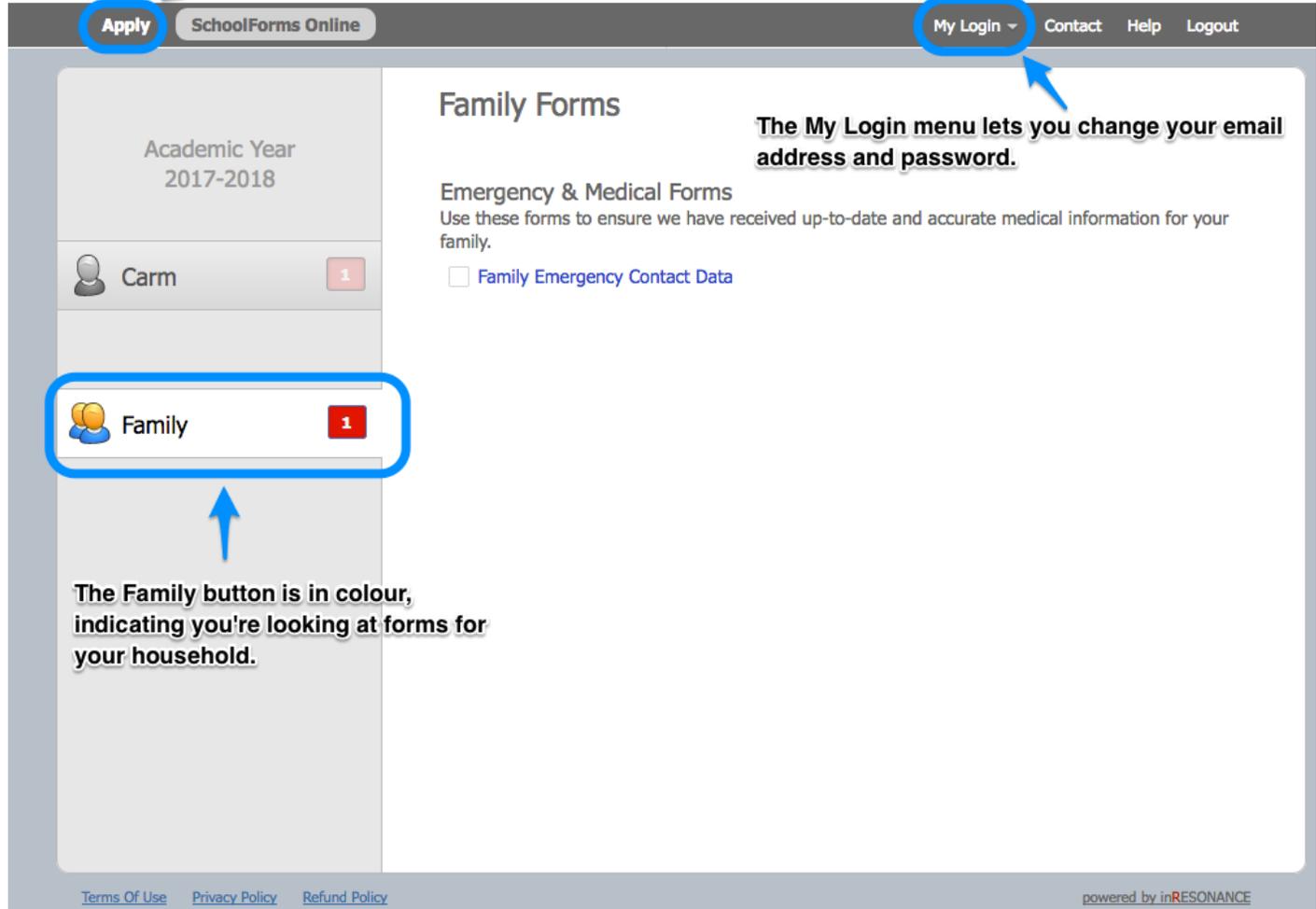
# Inside the Parent Portal

When you sign in you'll be taken to our School Forms Online page. There are two kinds of forms.

Student forms are specific to a student, and could be used for things like signing an enrolment contract for the coming school year, field trip permissions, or updating a student's medical profile.

Family forms are for information that applies to an entire household, such as updating household contact information, or maintaining your list of emergency contacts.



On the left side of the screen you'll see a button for each of your children, and a button labeled Family. The button indicating which set of forms you're looking at will be in colour.
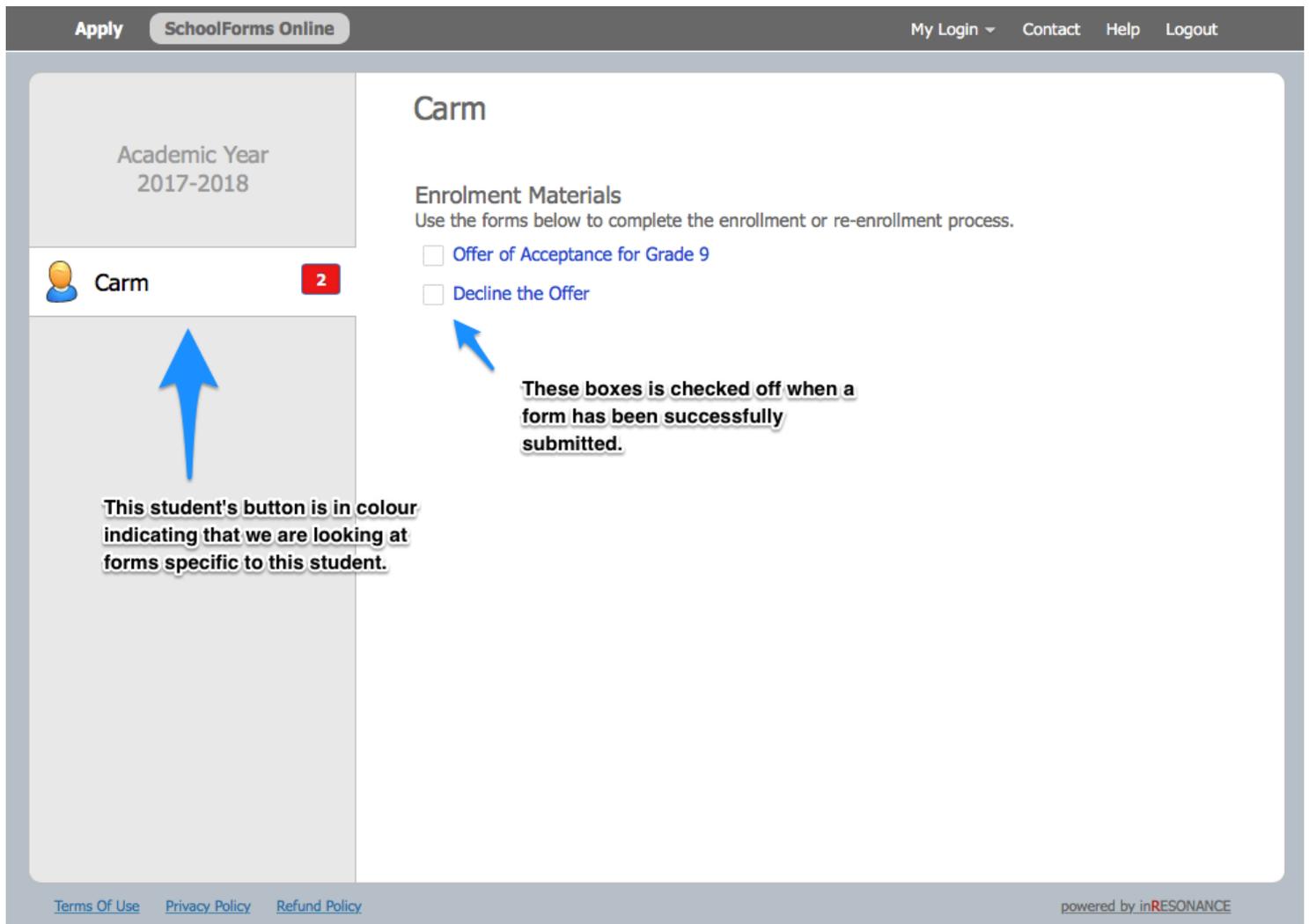
At the top right of the screen there is a My Login menu where you can change the email address and password you use to sign in. **Note:** Changing the email address you use to sign in does not change the email address we have on file for contacting you.

# Your Children's Forms

In the centre portion of the screen you'll see forms that have been assigned to you, grouped into categories.

There is a separate set of forms for each child that has been accepted for the coming school year.

The confirmation deposit for each child will be paid separately when submitting their acceptance form.



Each form has a checkbox that will be checked off if the form has been submitted.

Should you choose to decline this offer please fill in the Decline the Offer form.

## For Further Assistance

If you have questions regarding admissions, please email **FindYourself@TanenbaumCHAT.org**.

If you need help using this site, please email **ParentPortal@TanenbaumCHAT.org**.

For tech support requests unrelated to the Parent Portal please email
**TCSupport@TanenbaumCHAT.org**.