



## 2022-2023 TCS NEW USER CHECKLIST

Welcome to the Teacher Course Student (TCS) collection! Please use the following checklist to prepare yourself for the collection:

### DEADLINES:

#### TCS

LEA & APSEP

Timely/Phase I:

July 11, 2023

LEA Accurate/Phase II:

August 25, 2023

Freeze:

September 1, 2023

#### SAM

Accurate:

August 25, 2023

Freeze:

September 1, 2023

### Useful Links:

[TCS Help Site](#)

[TCS Login](#)

[TCS Password Reset](#)

- Obtain your username and password from your [LEA Security Manager](#). TCS is a Portal Application, which means that each user has a unique username and password. You should not be given the credentials from someone whose position you filled, a new account should be assigned to you, and any others working on TCS.
- Once you are assigned the TCS User Role, you will automatically be on my email list and will receive updates and announcements pertaining to the collection.
  - o Visit the [Communication](#) section of the Documentation page of the Help Site to read email that has already been sent during the current school year.
- Bookmark the Help Site.  
url: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site>

The site includes everything you need for a successful collection such as documentation, FAQ's, statutory references and more.

- Familiarize yourself with the User Guide. The Record Layout defines all of the data fields collected in TCS. The User Guide is available on the [Documentation](#) page of the Help Site.
- Even if you are not yet entering data, log in to TCS to familiarize yourself with the TCS application itself. Explore the various screens and reports.
- Note the deadlines and what is required for each time frame. The deadlines are posted on the first page of the Help Site and are included in every email.
- Visit the [Training](#) section of the Help Site to see if in-person or online training is available.

If you are a new user, I strongly recommend you start the collection early so there is ample time to provide any assistance needed and still meet the deadline. I also encourage you to contact me with any questions, feedback or ideas you have on improving this collection.

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