

## GETTING STARTED

### HOW TO ACCESS THE TASS CUSTOMER HUB

1. [Click here](#) to create your new TASS Hub account.
2. You can create your account using 1 of 3 login methods:
  - a) Google
  - b) Microsoft
  - c) Sign up for an account (email only)

When using either option it is important that you use your **School Email Address** when creating your account, as this is what will link you to your school.

3. After you have created your account you will be sent a confirmation email. Click the link within the email to complete your signup.
4. Log in and have a look around!

Some other things you might want to setup include:

- Updating your 'Name' in the 'Profile' page if you have signed up using **Option C** above. To do this, [click here](#).
- Connecting your account to the TASS Community Forum, by clicking on Office 365 or Google, next time you Sign In.

#### NOTES:

- If you are the TASS Administrator at your school, to gain visibility over all support requests logged by staff (unless marked private), the school's Business Manager or Principal must complete [this form](#).
- The email address you've registered with will be the point of contact for any requests submitted through the Hub. You can update your Contact Details for Hub requests within the portal.