








Terrebonne Parish School District

Instructions for First-time Use of TPSD Coursewhere™

(Please disable your **pop-up blocker** or add this site (www.solutionwhere.com/tpsd) to your list of **approved sites**.)

-  Select **“Logon”**
-  Select **“New to This Site?”** (You must create a new profile for TPSD even if you have an existing account with the LA Dept. of Ed.)
-  **User ID** must be the same as your TPSD network login.
-  Select a **password**. (Note: **User ID and password are case sensitive**.)
-  The name you enter must be the name that appears on your **paycheck**.
-  **E-mail Address:** You must add an e-mail address. It does not have to be your TPSD e-mail address.
-  Log on to the system.