Arizona Study Program 2025
Must-Read Instructions for
Teachers Enrolling Students in Tenuto Web

This is the first year the Arizona Study Program (ASP) is using the Tenuto Web app for enrollments and scheduling. As such, we appreciate not only your patience, but also your efforts to help us by carefully reading and following these instructions.

From this **2025 ASP Online Enrollment in Tenuto Web** web page, you must select "**Enroll Online Now**" which will direct you to the Tenuto Web "Welcome" page.

1. Login
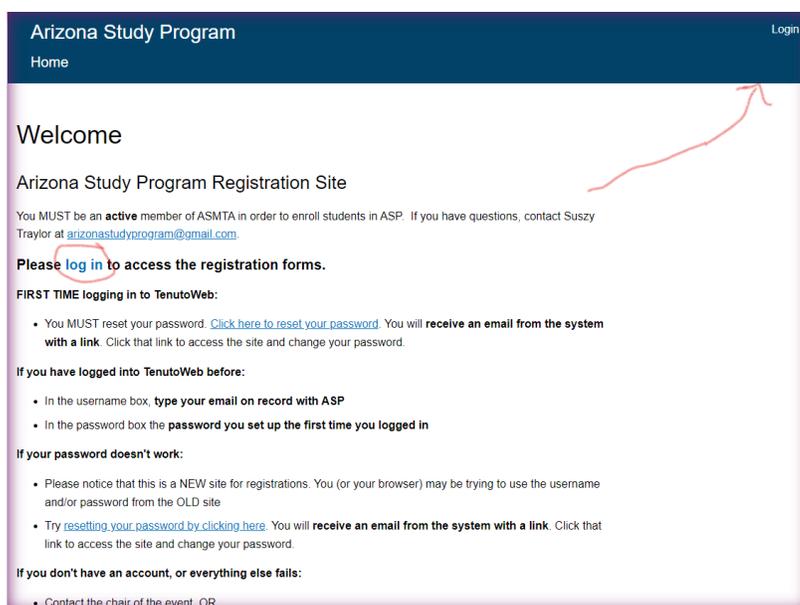
After reading the "Welcome" page <u>carefully</u>, click on the **Login** in the upper right-hand corner of the screen or at the top of the content area of the Welcome screen.

Contrary to any other instructions you may have viewed in a video or otherwise, when you log into Tenuto Web for the first time, you must request/reset your

password by clicking on the "Password Reset". Follow the prompts, using your email address as your Username (the address you have used for ASP in the past if you have previously participated in ASP, or your MTNA email address if you are new to ASP).

An email will be sent to you containing a link. Follow the instructions in the email to complete the process of setting up your password. Then Log In.

If you don't see an email, check your Spam folder. If you get a warning saying "Sorry, asdf@tenutoweb.com is not recognized as a username or an email address", this means that your account doesn't exist and has to be created by the chair. Contact arizonastudyprogram@gmail.com in that case.

2. My Account
Once you log in, you are automatically taken to your **My Account.**
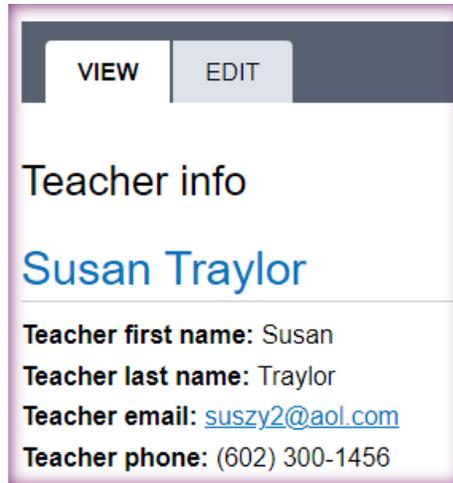
Please review your name, email address and phone number. If accurate, go to Instruction #3. If not, select Edit and make the necessary corrections. Then proceed to Instruction #3.

3. Select "My Students"
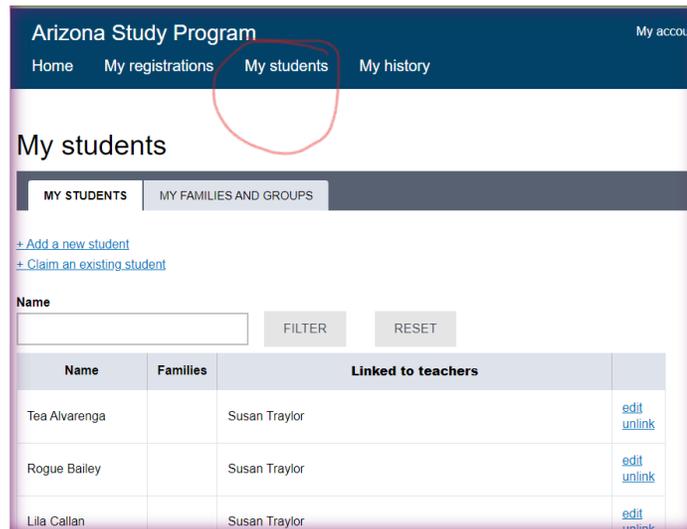
Just for this first year that ASP is using Tenuto Web, before enrolling students, you need to make sure each "previously enrolled" student, whom you are enrolling now, is linked to you.

Browse your list of students to make certain ALL of the students whom you are enrolling now are in your list of students. If you see all of your students, whom you wish to enroll, in your list of **My Students**, skip the next instructions about **Claim a Student** and **Add a Student** and go on to Instruction #5.

Only if you don't see your student's name in your list of **My Students**, will you need to <u>do one</u> of the following:

- **Claim a Student*** When you know the student has participated in ASP in the past but you do not see their name in your list of **My Students** .... OR ....
- **Add a Student**** Only if you are certain that this is the first time this student is participating in ASP.
- If you see you see students in your list who are not your students, you may <mark>"unlink"</mark> them (see the last column on each student's listing as shown in the image below).

*How to "Claim" a Student
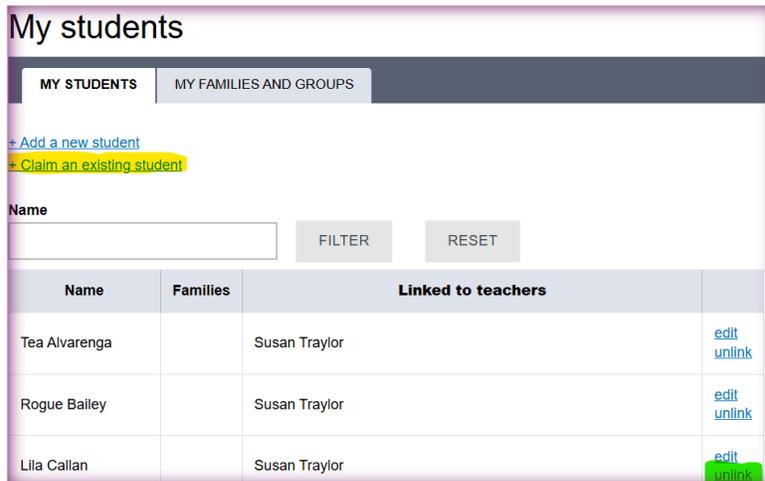
To **Claim a Student**, click on the **"+Claim an existing student."** A screen opens allowing you to enter the first and last name and select Search. Follow the directions on the screen. (Only the last name is required.)
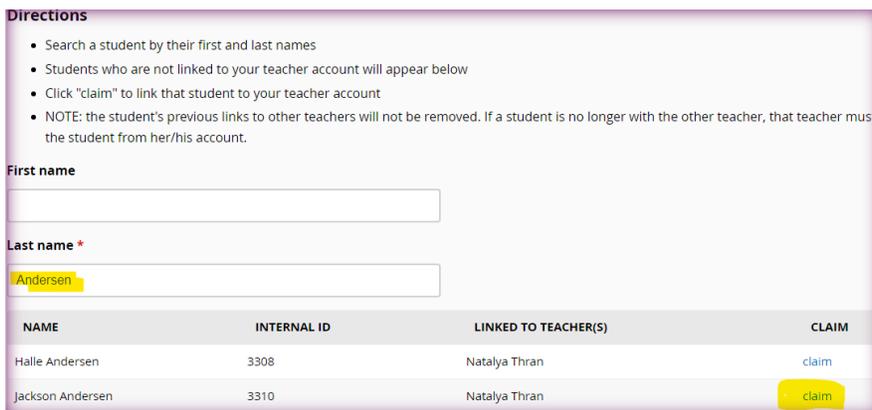
Scroll through the list to find the existing student. When found, click on **"Claim".** This student will now be linked to you and will show up in your **My Students** list. (You can use your browser "previous" arrow or select **My Students** to return to your list of students.)

Note: In the future, there should not be many issues relating to students tied/linked to teachers.

**How to Add a Student

To add a student, click on "+Add a new student"

A screen opens up allowing you to enter the First and Last name (e.g. Mary Jones) of your Student (Participant) who has not previously participated in ASP. Confirm that your name shows in the Teacher field and select **SAVE STUDENT.**

4. Enrolling (Registering) Students (aka Participant)

Now that you have ensured that all of your students you wish to enroll are linked to you as "My Students," you may enroll them for the upcoming ASP evaluations. Note to Previously Participating Teachers: You do not need to know your Teacher ID to enroll students. You have a new ID number in Tenuto Web (so forget any ID numbers you used previously with ASP). You will not be asked to enter it; however, it will show on your schedule and Confidential Report Form at end of evaluations.

Select **Home** from the menu bar at the top.
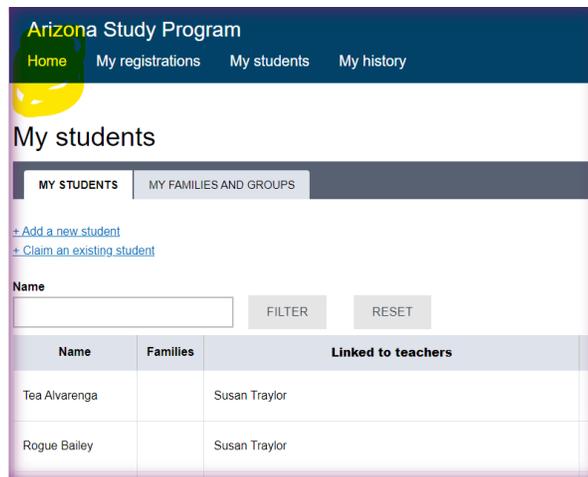
The following **Events and Forms** screen opens. Click on "Registration Forms"
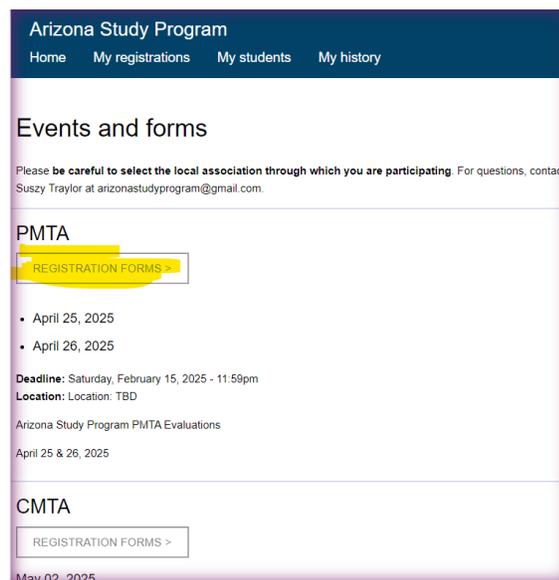
Be sure to select the Local MTA through which you are enrolling (e.g. PMTA). Note: Although you are not required to belong to a Local MTA in order to participate in ASP, you MUST enroll students through one of the 5 Local MTA's listed here.

The following screen opens. Select "Registration."

1) The **Agreement** – **Terms** screen opens.
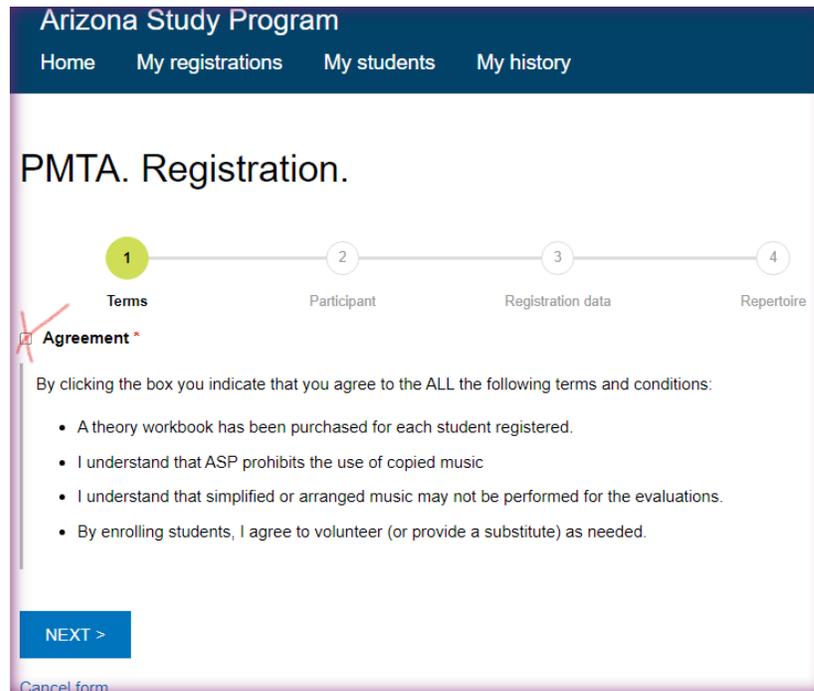
Note! At the top of this screen, it shows 4 parts to the Registration process. You will only be filling in parts 1, 2 and 3. Part 4 "Repertoire" is not being used by Tenuto Web at this time.

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1) **Terms --- 2) Participant (Student) ---- 3) Registration Data --- ~~4) Repertoire~~**

Read the **Agreement Terms** and, providing you have complied with the terms, check the box and select NEXT.

2) The **Participant (Student)** screen opens.

Follow the instructions for entering your student. Indicate if the student has siblings in this event by checking that box. If you check that box, a screen appears allowing you to enter the student's Family Name. Begin typing the family's last name. If it does not appear, you will have to type it in (e.g. Jones Family).

Be sure that your name shows in the Teacher field. If not, follow the instructions on the screen. Select NEXT.

3) Registration Data – follow the instructions on the screen.

4) Repertoire - (SKIP)

This part is not being used at this time. Please select Finish at the bottom of the screen.

You have completed the enrollment for this student. You will notice that the student's enrollment is in your "Shopping Cart" awaiting payment.

Click at the top of the screen "Register another participant". You will go through the same process for each student, adding each enrollment to your Shopping Cart.

When all students are enrolled and you are ready to pay, go to your Shoppin Cart and Select "Checkout". You will follow the prompts to pay for your enrollments.

5. Payment

Tenuto Web uses PayPal. You do not need to have a PayPal account in order to pay. Once you Review your Order > Submit Your Order > Proceed to PayPal, the PayPal screen opens allowing you pay either by using your PayPal account or by Debit or Credit Card (if you don't have or want to use a PayPal account).

<div align="center">

PayPal

Or

Pay by Debit or Credit Card

</div>

Select your desired payment method and follow the instructions to complete your payment. Once you have completed your payment, your students are now fully enrolled (registered and paid for). You can return to Tenuto Web and select **My Registrations** to view the students you enrolled.
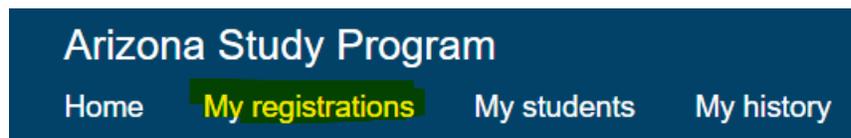
You may return to Tenuto Web to register more students or make changes to your registered students until February 15th.

Note: Your enrollments will be saved in your **Shopping Cart** until you pay.

If you encounter any problems with the enrollment or payment process, contact your Local MTA ASP chair https://www.asmta.org/arizona-study-program or Suszy Traylor, ASP Technology Coordinator arizonastudyprogram@gmail.com