Tamil Language Education aNd Training Inc.
https://tamiltalent.org

TAC Portal

User Guide

Everything you can do as a Talent Academic Council member, in the order you'll likely need it.

Version	2.2
Date	November 3, 2026
For	Talent Academic Council members
Live site	https://tamiltalent.org
Prepared by	TALENT Web Team

Revision History

Each published version of this guide and what changed in it. The newest version is at the bottom.

Version	Date	What changed	Author
1.0	Before October 2026	First release covering the TAC Portal.	TALENT Web Team
1.1	October 2026	Refreshed in place: TAC roles and who can review papers, Send to ExCo for Printing, three-tile dashboard, plain-language sign-in messages.	TALENT Web Team
2.0	October 14, 2026	Professional formatting: cover page, logo, header and footer, page numbers, revision history.	TALENT Web Team
2.1	November 2, 2026	Live-site cover; Known Limitations heading updated; kindergarten is spelled Mazhalai (K) in the teacher import.	TALENT Web Team
2.2	November 3, 2026	Added the live TAC Portal address (tamiltalent.org/tac-portal.html) to the Getting Started section.	TALENT Web Team

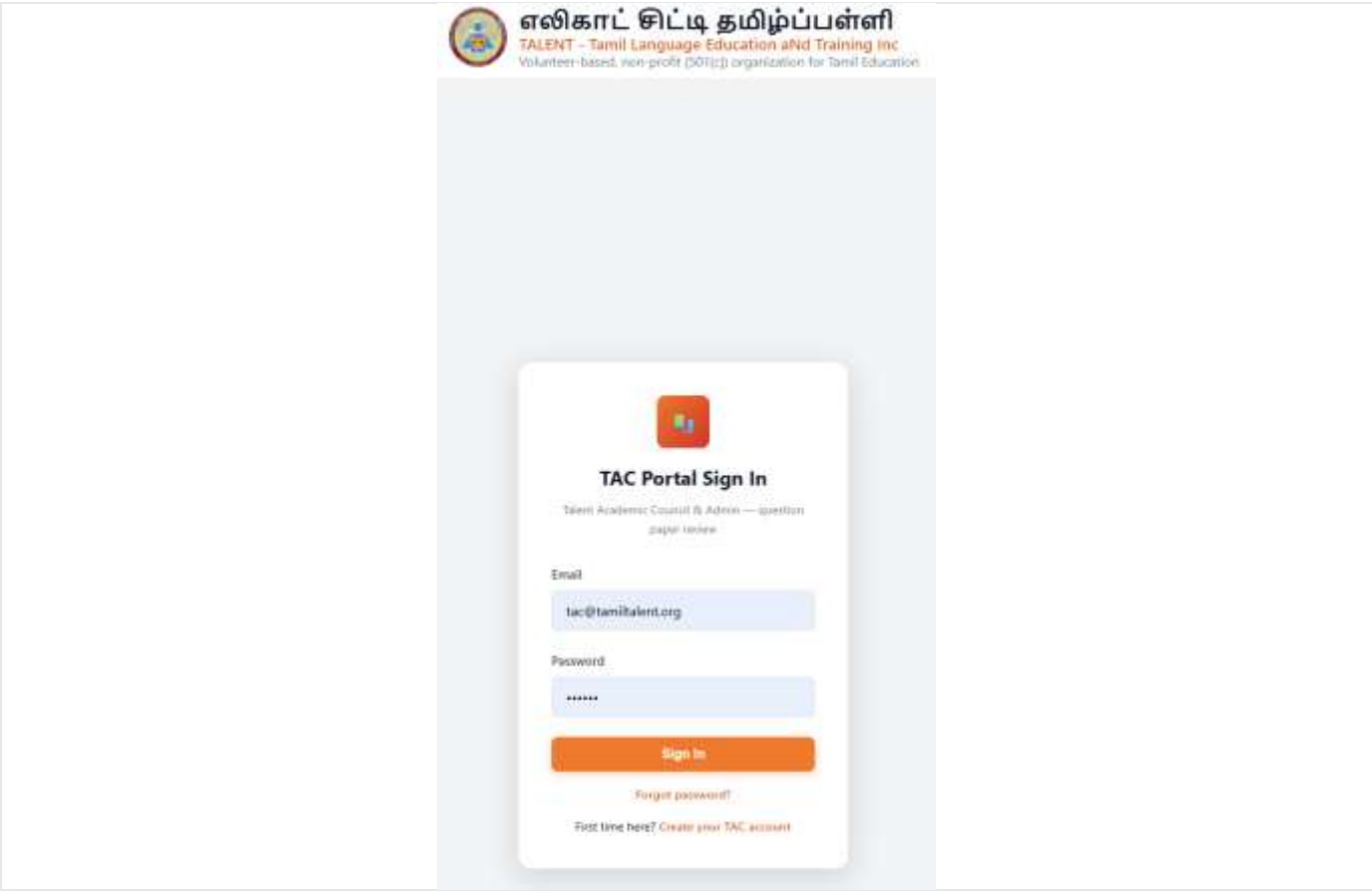
1. Getting Started: Creating Your Account

TAC Portal address: https://tamiltalent.org/tac-portal.html — open it in any browser on your phone or computer. You can also reach it from the Portal ▾ menu on the main site, https://tamiltalent.org. TAC members can use it now.

Admin needs to have added you to the TAC Members list first — if you get an error your email isn't recognized, check with Admin/Webmaster. The portal is reached from the public site's "Portal ▾" menu, top right of any page:

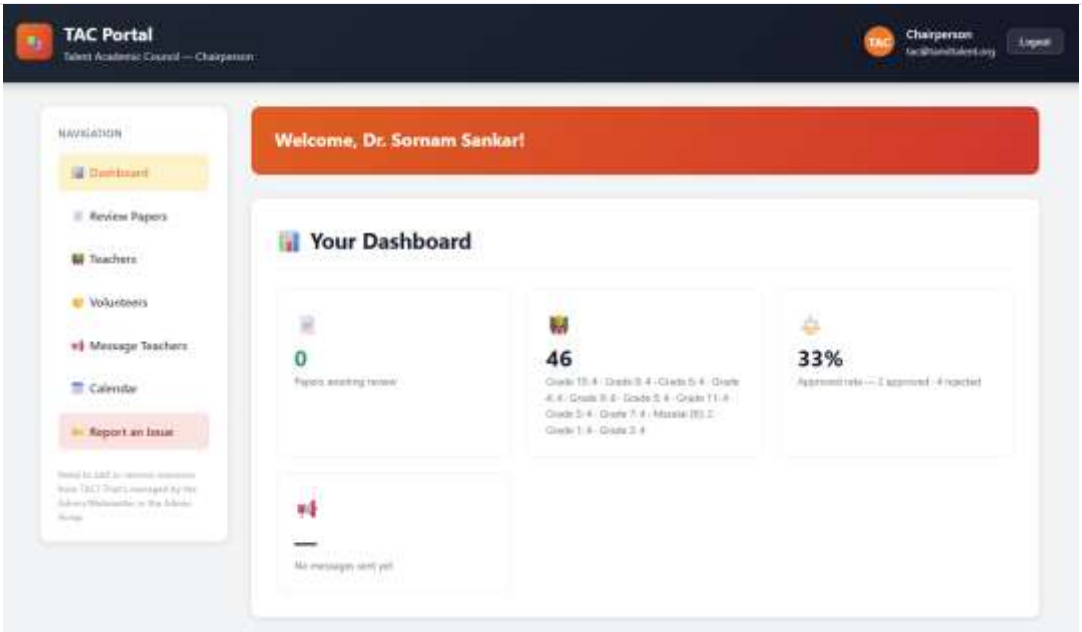


1. Go to TAC Portal and click "Create your TAC account".
2. Enter the exact email on file, choose a password.
3. Next time, sign in normally with the same credentials. If you see “We couldn’t sign you in with this email and password”, it usually means your TAC account hasn’t been created yet — click Create your TAC account — or the password is wrong; “Forgot password?” sends a reset link.



2. Your Dashboard

Shows three tiles: Review Papers awaiting attention, the total number of Teachers, and the read-rate on your most recent broadcast. (Teacher and Parent Representatives see two, without the Review Papers tile.) Every tile is clickable — it jumps straight to the relevant tab.

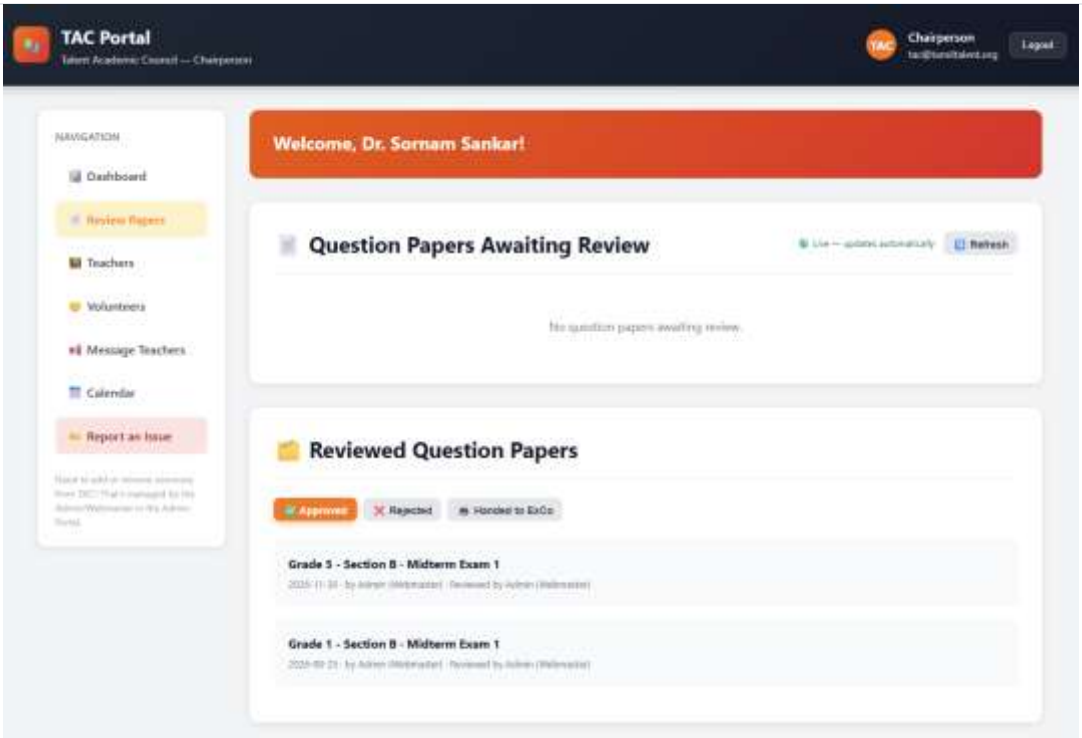


3. Review Papers

This is the core of TAC's role — reviewing exam question papers teachers submit before they go to ExCo for printing. The queue updates live — a "Live — updates automatically" indicator confirms this, and a Refresh button is there if you ever want to force it.

1. Open the Review Papers queue — every pending submission from any teacher appears here, live.
2. Read through the submission. Leave a comment if changes are needed.
3. Approve or Reject. A rejected paper goes back to the teacher, who can revise and resubmit through the same process — the teacher sees this update immediately on their side, no refresh needed.
4. Once approved, the paper can be sent to ExCo for printing by either TAC or the teacher. As a Chairperson or Member you can open the Approved tab under Reviewed Question Papers and click Send to ExCo for Printing. Once you have sent it, the teacher can no longer send it, which avoids duplicate print requests at ExCo. If TAC does not send it, the teacher still can.

Below the active queue, Reviewed Question Papers keeps a full archive, split into three tabs: Approved, Rejected, and Handed to ExCo (papers already sent on for printing, each showing whether TAC or the teacher sent it).



4. Teachers

TAC manages the Teachers list — adding new teachers, editing existing ones, and assigning each to their Tamil Class Nilai/section.

1. Add a teacher one at a time using the form, or use CSV bulk import for multiple at once — download the template first to see the exact columns needed. Both sections are collapsed by default, click to expand.

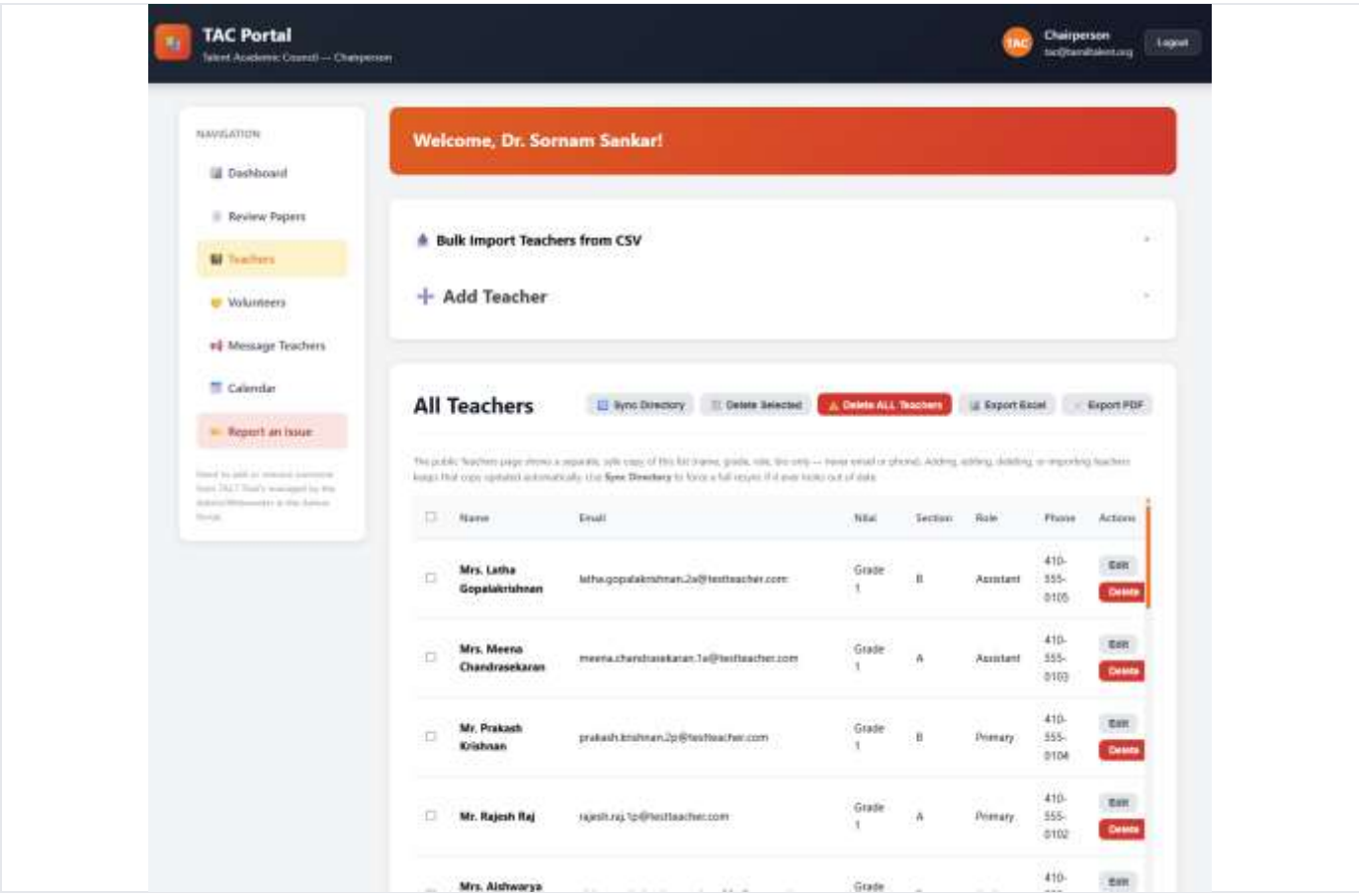
   For the Nilai column, kindergarten is Mazhalai (K) with the Section left blank. Every other class is Nilai 1 to Nilai 11 with Section A or B, and the Nilai must match exactly. Teachers see students by exactly this class and section.

2. Set each teacher's Nilai, Section, and Role (Primary or Assistant).

3. After adding a teacher here, they still need to create their own sign-in account separately, using this exact same email — that happens on Teacher Portal, not here.

The public Teachers page shows a separate, safe copy of this list — name, Nilai, role, and bio only, never email or phone. This stays in sync automatically whenever you add, edit, delete, or import teachers; use "Sync Directory" if it ever looks out of date.

- Export Excel / Export PDF are available on the All Teachers table for your own records.



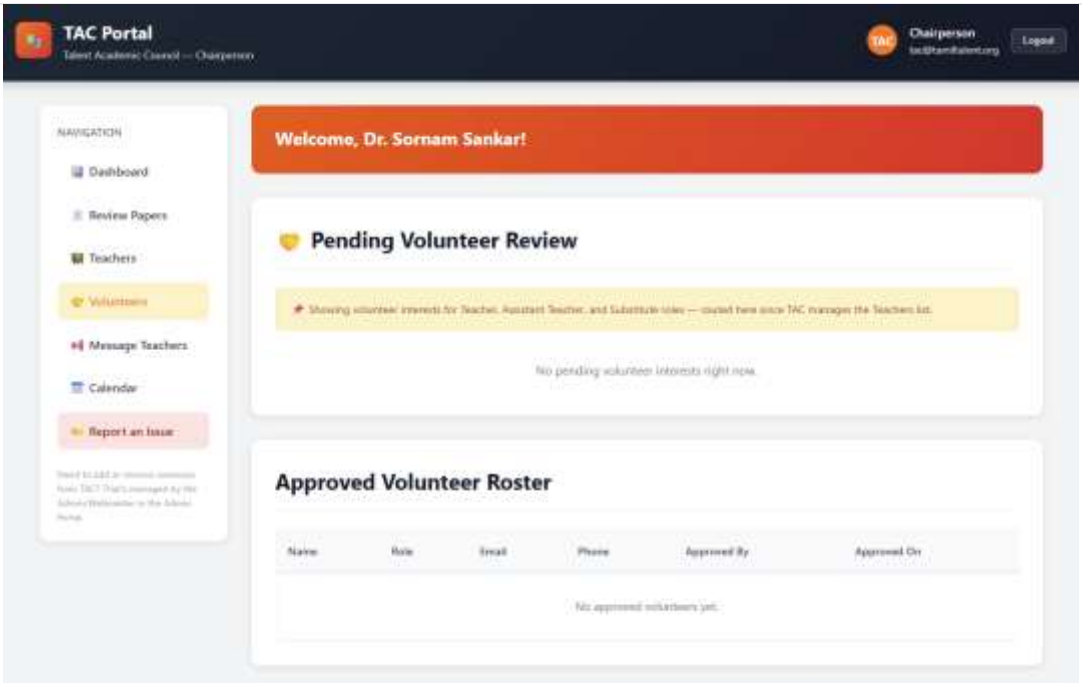
5. Volunteers

When someone expresses interest in volunteering as a Teacher, Assistant Teacher, or Substitute, their request routes here — since TAC already manages the Teachers list, reviewing these went with it.

Only the TAC Chairperson sees and acts on this queue — not every TAC member. If you're a regular Member and this looks empty, that's expected.

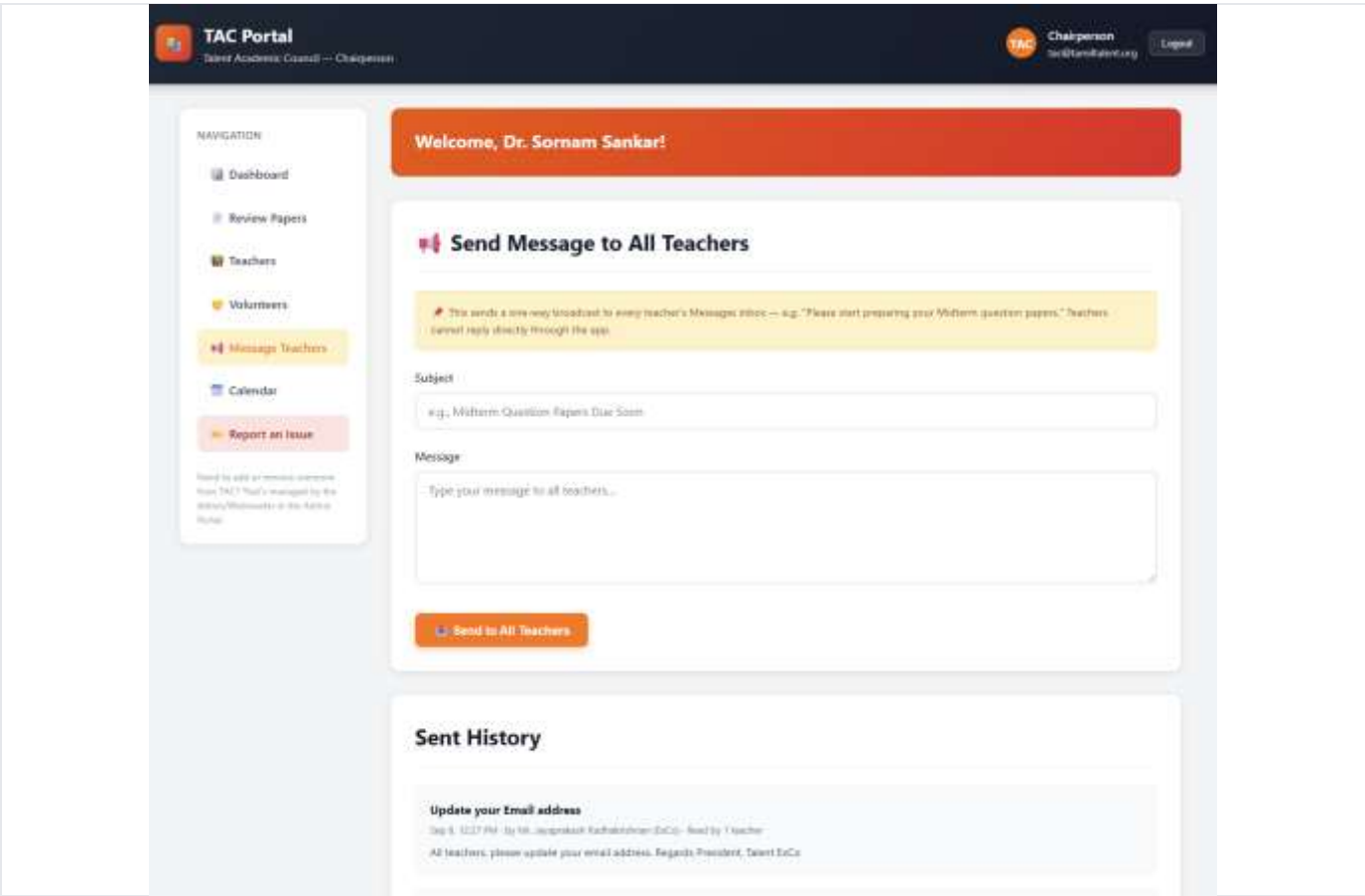
1. Review pending requests — Approve or Reject each one.
2. Approving creates a consent requirement for that person automatically. If they submitted without a Parent Portal account, you'll be prompted with a link to copy and email them directly — this doesn't happen automatically.

Being approved as a volunteer here is a separate step from actually becoming a Teacher record — you'll still add them deliberately through the Teachers screen (Section 4) once they're ready, the same as anyone else.



6. Message Teachers

Send a one-way broadcast to every teacher, with a sent history showing how many teachers have read it.



7. Calendar

Shows General (public), Teacher, and TAC events together, in one place — but you can only add or edit TAC's own events (your own council's meetings, exam scheduling sessions, and similar). General and Teacher events are ExCo's to manage.

1. Filter chips (All / General / Teacher / TAC) narrow the list.
2. "➕ Add TAC Event" creates a new one; click Edit on any TAC-category event to change or delete it — events in the other two categories show no Edit option here.

8. Change Password

Click "🔑 Change Password" next to Logout, in the header. Enter your current password once (to confirm it's really you) and your new password twice, then save.

9. Report an Issue

The window has two tabs:

- Submit New — choose a category, describe the issue, and submit.
- My Tickets — every ticket you've submitted, with its current status. Click one open to see the full description and any comments from Admin, and reply directly from there — your reply lands in the same conversation Admin sees, so it's a genuine back-and-forth.

10. Public Interest Requests

A read-only list of requests that outside vendors send through the public form on the Contact page, asking to market to the school or its students. It is visible to the Chairperson and Members only; the Teacher Representative and Parent Representative do not see this tab.

Each request shows the vendor, contact details, what they are asking for, its status (with the Board, approved, rejected or junk) and the Board's vote count so far. Only the Board of Trustees votes on these requests, and TAC has no vote or junk buttons. The President, Vice President, Secretary and Treasurer on ExCo can mark an obvious junk request.

11. Raise a Concern with the Board

For something you want the Board of Trustees to look into, use the purple 🔒 Raise a Concern with the Board link at the bottom of the menu. Only the Board and you can read it; the website Admin can also open it, but only to fix a technical problem.

Open the My Concerns tab in the same window to follow up: each concern shows as Received, Being looked into or Resolved, with the Board's written response once resolved.

⚠ Known Limitations (as of November 2026)

These are known, not bugs — no need to report them unless something behaves differently than described here.

- PDF attachments for exam paper submissions are built but disabled, pending a board decision on the Firebase Blaze plan — text-only submissions work normally.
- Teacher reassignment at the start of each year is manual, done through the Edit screen here — there's no bulk "reassign all teachers" action yet.