



txConnect – Parent/Guardian Returning Student Quick Reference

Create a txConnect User Account:

Under “New txConnect User?” click link: [here](#)

1. **Registration – User Info – Step 1 of 3**
 - Create your **User Name** (6 to 25 alpha-numeric characters).
 - Create your **Password** (8 to 25 characters and must contain at least 3 of these character types: uppercase, lowercase, numeric, punctuation). **This is case sensitive.**
 - Retype your password to **Confirm** it. Must match exactly.
 - Type your **E-mail** address and confirm it. Used to receive attendance and grade alerts if set and is required to register your new student.
 - Select language – **English** or **Espanol**.
 - Click **Next**.
2. **Registration – Hint Question – Step 2 of 3**
 - Select a **Question** and enter an **Answer** (case sensitive) to help you retrieve your password if forgotten.
 - Click **Next**.
3. **Registration – Add Students (optional) – Step 3 of 3**
 - **Step 3 must be skipped for now.** Your student’s portal ID will be provided by the campus after enrollment is complete and you have delivered all required, completed forms.
 - Click **Complete** to continue to the **My Account** page. A message appears that doesn’t apply at this time. Click the “x” in the upper right corner to close it.

Add the Student to Your txConnect Account

Once you have your child’s **Student Portal ID** you can add him to your txConnect account.

1. Log on to **txConnect**. The **My Account** tab is displayed.
2. Under **Manage My txConnect Students**, click **Add or Remove Student**.
3. In the **Add Student to txConnect** area, type the **Student Portal ID** and **Birth Date**. They must match the student’s record at the campus. If the Portal ID is sent by email, copy and paste it.
4. Click **Add**.
5. Click **Save**. The student’s name will now be displayed in the students list on the left side of each page in txConnect.
6. Click **My Account** to Verify Email.
7. Click **Summary** to view student information or to register the returning student for next school year.

Once you have connected your child to your parent portal account, you may update the student’s registration data as needed. You may also see his schedule, attendance, grades, and other data if allowed. The **View/Edit Forms** button is displayed on the **Summary Page**, and the **Edit** button appears on the **My Account** page.

Registering the Student

1. From the **Summary** page, under the student's name click **2018-19 Registration**.
2. Select the appropriate student from the **Selected Student** pull-down menu.
3. Click **Start Registration**.
4. Verify student information.
5. To edit a field, click **Edit** next to the item to be updated. Enter the updated information.
6. Use the scroll bar on the right to view/edit all fields.
7. To upload a document (birth certificate, utility bill, etc) or form, click **Document (-)**.
8. Click **Choose File**, to locate the file to upload.
9. **Select Type** of file to be uploaded.
10. Enter a **Description**.
11. Click **Upload File**. The document will now appear in the **Document List**.
12. To view, click on the hyperlink under **Type**.
13. To **Delete**, click on the trashcan icon.
14. Click **Close**. The document upload is successful as shown by **Document (+)**.
15. Once all fields are verified/edited, click **Back** to return to previous forms, **Save for later** to stop the process and return later to continue, or click **Next** to continue to the next form.

Note: *By clicking "Next", you agree that you have read and confirmed the accuracy of the contents of this form to the best of your knowledge and ability. An electronic copy of this form was accepted on MM/DD/YYYY. This message serves as notification of digital signature for the form.*

16. To view/download/save static forms uploaded by the district, click on the hyperlink. You will be asked to Save or Open the file.

Note: These forms may need to be printed, signed and returned to the campus office.

17. Once all forms have been completed, click **Finish**.
18. Message appears stating **"You have completed online registration for...."**.
19. Click **Print Confirmation**. The confirmation screen appears.
20. Click **Print** or **Close Window** to return to the **Online Registration** screen.
21. To register another student, select the student from the **Selected Student** pull-down menu.
22. Select **Back to Summary** to exit screen and return to parent portal summary page.
23. Click on one of the tabs at the top to access student data, view alerts, or view account information
24. Click **2018-19 Registration** to return to the forms
25. Click on **Logout** to exit parent portal.