



## txConnect – Parent/Guardian Enroll a New Student Quick Reference

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### Create a txConnect User Account:

Under “Have a New Student?” click the 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.

### Enrolling the Student:

From the **My Account** page, under **My New Students** a message states:

**“To enroll a new student, please enter or verify your email address below”**

1. Refer to your email account to see the email that was automatically sent when you set up your new account. FYI – The email is from **parentportal@ (your school’s name here)**.
2. Copy the **Verification Code** from the email and paste it into this field. Click the **Verify Code** button. Your email address will appear.
3. Click the **Enroll a New Student button**. The **Online Student Enrollment** page appears defaulted to **Step 1**.

#### a. **Step 1 – Enrollment Overview & Student Name**

- Enter your child’s first, middle, last name, and generation, if applicable.
- Click **Continue**.

#### b. **Step 2 – Registration Key**

- Type the letters in the blank field below them and click **Continue**. A message is displayed stating **‘Your key has been created and verified!’**.

- Click **Continue**.

c. **Step 3 – Addresses and Contacts**

Add **physical** and **mailing addresses** for the student, family members, and other contacts under **Family Addresses**. Add contact information under **Family Contacts**.

- Click **Add Address**. The **Address Manager** window opens.
- Type the complete **Physical Address** and **Mailing Address** in the fields provided. The fields are saved as an autofill. If mailing is the same as physical click the prefill box to enter the mailing address. If you do not enter data in a required field, a message is displayed when you click “Save Changes”, and you must provide the data to continue.
- Click **Save Changes**. The window closes. To add another address, click **Add Address** again.
- Click **Edit** next to the address to make changes.
- Click **Save Changes** to save your updates.
- Under **Family Contacts**, enter contact information for the student’s family and emergency contacts by clicking **Add Contact**.
- Enter data in the fields. Scrolling may be required in order to view all fields.
- Click **Save Changes**.
- To add another contact, click **Add Contact**.
- To edit an existing contact, click **Edit** next to the contact.
- Click **Save Changes** to save your updates.



Click **Continue**.

d. **Step 4 – Student Information**

Any existing students added to your account are listed.

**NOTE: Scrolling is required to see all fields in Student Information. Do not “Submit to District” before you have scrolled all the way to the bottom to ensure you have entered all appropriate information.**

- Click **Enter Student Info** for the student.
- **Address Information** – Select your child’s address. To add another address, click **Return to Step 3**. When done, return to Step 4.
- **Contact Information – IMPORTANT** – From those listed as contacts, **select Primary Contact** for the one who is the primary contact.
- Check all contacts in the box to the left of each name. This information is imported into the database on the appropriate campus. If you do not check a contact, they will not be imported into your child’s record.
- Scroll down to continue entering your child’s information.
- Note any instructions or additional information appearing beneath the field. Continue scrolling down.
- **Form Uploads** allows you to upload copies of documents from your computer or a flash drive.

- Click **Save and Submit later** if you have not completed all information and need to continue at a later time. Click **Save and Continue** to complete the enrollment process.

**NOTE:** If you saved but didn't submit yet, the next time you log into the portal, click the same button you clicked to begin adding your child: "**Click Here to Enroll a New Student for School**". Select your child's name and it will take you back to where you can complete enrolling your child.

e. **Step 5 – Enrollment Forms**

- **Downloadable Enrollment Forms** are required to be downloaded, completed, and returned to the campus. Click on each form to download.
- **Standard Enrollment Forms** are forms that are built into the system and do not require downloading. Select, complete, and Save each form.
- If complete, click **Submit to District**.

- **Step 6 – Final Steps**

- Click **Add Another Student**, if needed, and add additional children.
- If finished entering students and have submitted to district, you will see a "**Print Enrollment Confirmation**" button and a checkmark beside the date you submitted your child's information.
- Click **Print Enrollment Confirmation**. The Confirmation will appear. Click **Print** in the upper right corner of the screen. After printing, click **Close Window** to be returned to the Step 5 screen.
- Click **Back to My Account** in the upper left corner of the screen.
- Click **Logout** in the upper right corner of the screen.

**NOTE:** You will be issued a **Student Portal ID** for each student you successfully register when you take the required documents to the campus. You **must have** the Student Portal ID to attach the student to your account. **Instructions on adding and registering your student to your account are below.**

## **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 **Summary** at the top right to see this.

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.