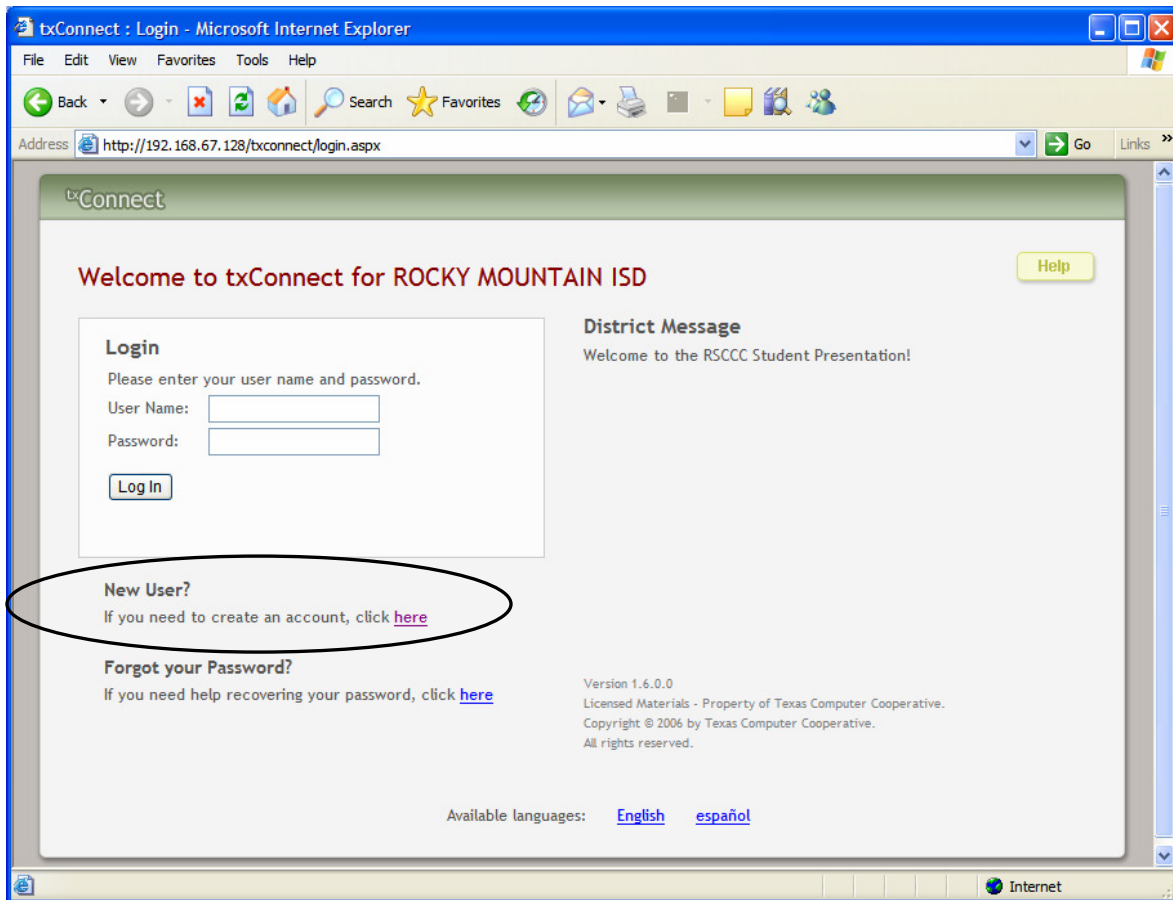


Registration and Login

When a parent accesses txConnect, the following Login page is displayed. The parent needs to register as a new user.



How to Register as a New User

The registration process is self-administered, which means that the parent chooses his user name and password. If he forgets or loses his password, or wishes to change it, he will go through an automated process to reset his password.

The parent must provide at least one valid Student Portal ID, which the campus will provide. The parent must have a valid Student Portal ID for every student he wishes to add to his account.

From the **Login** page, click the link under **New User** to go to the Registration page. The Registration User Info - Step 1 of 3 page is displayed.

User Name

- 6 to 9 characters
- **NOT** case-sensitive.

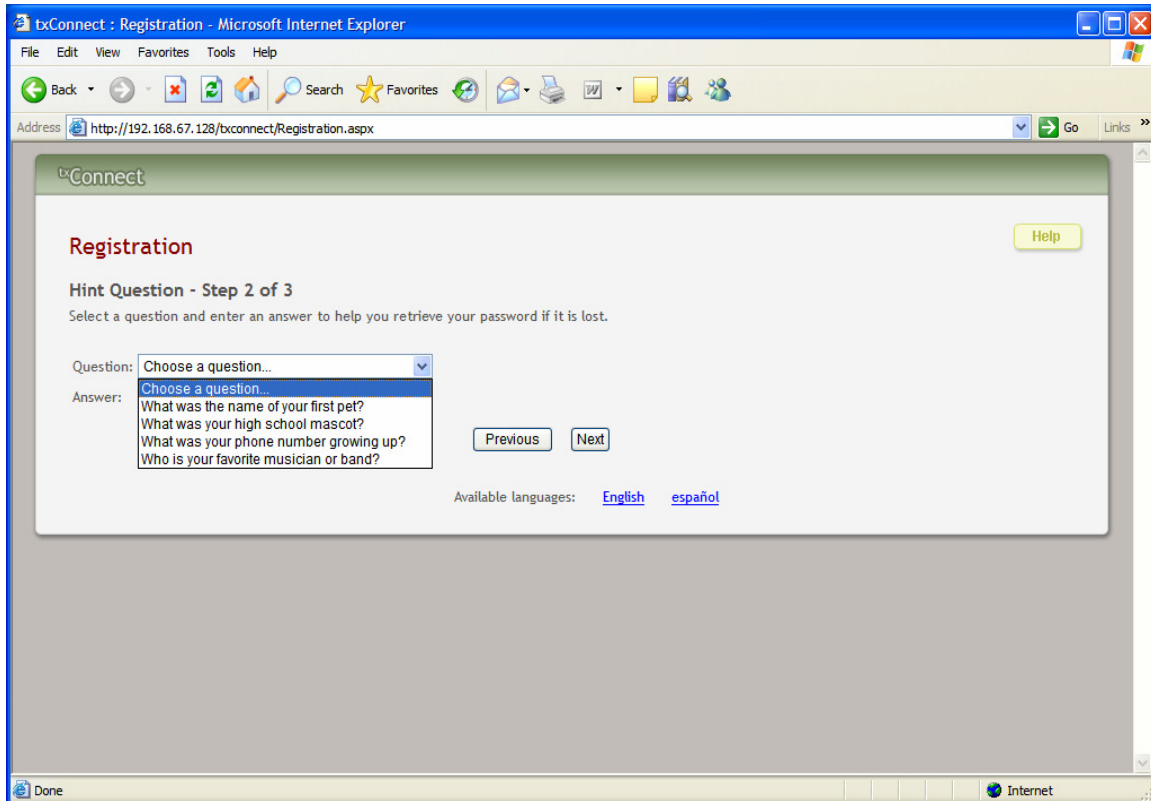
Password

- 6 to 9 characters
- **IS** case-sensitive.
- Must be a combination of three of the following: uppercase, lowercase, numeric, and/or punctuation.

Step 1:

- In the **User Name** field, the parent enters a user name that will identify him when he logs on to txConnect, such as a combination of letters from his first and last names.
- The user name must be six to nine characters and must be unique (not used by anyone else in the district).
- The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
- If the parent types a user name that is already taken, the system will notify him that the user name is taken. Another user name needs to be entered.
- In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.

- The password must be six to nine alphanumeric characters.
- It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
- The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that the parent typed his password as intended.
- The **email** field is used to send the parent attendance, grade average, and assignment alerts. It is an optional field.
- Click **Next**.
- If all required data was entered, a red message will appear to the right of each field that is missing data. That information must be provided before you can continue.
- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.



Step 2:

- In the **Question** field, the parent selects a question to which he will provide an answer. This question will be asked in the event that he loses his password.
- In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. Answers are case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- Click **Next**.
- If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided before you can continue.
- If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.

txConnect

Registration

Help

Add Students - Step 3 of 3

Please provide a Student Portal ID and birth date for each student you wish to add.

Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

Add

Added Students

(none)

Previous Finish

Available languages: [English](#) [español](#)

Step 3:

- In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid Student Portal ID.
- In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. He cannot continue without entering the correct birth date.
- Click **Add**. The student's name will appear in the **Added Students** box on the right side of the page. The parent must successfully add at least one student in order to create an account.
- Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student in the parent's alphabetical list is displayed.