



How to Setup Parent Portal

To Register as a New User

The first time you access the Parent Portal, you must register as a **new user**. You must also have the portal ID that has been assigned to your child. Each student has a unique ID. To register as a new user, follow the steps below:

1. Go to <http://txsuite.r4txeis.net/101803/txConnect/Login.aspx> to access the Parent Portal.
2. Click on the blue link under the heading **New txConnect User?**
3. Follow the on-screen instructions

Students' unique IDs cannot be provided to you via email, fax, text, social media or on the telephone. All IDs must be picked up **in person**. The front desk receptionist will be able to print your paperwork upon showing a valid photo identification. Please do not create a new user account until you have received your child's Parent Portal ID.

Reminder:

Please do not create a new user account until you have received your child's Parent Portal ID. Students' unique IDs cannot be provided to you via email, fax, text, social media or on the telephone. All IDs must be picked up **in person**. The front desk receptionist will be able to print your paperwork upon showing a valid photo identification.