TxConnect Registration

Setting up a new user account:

1. Go to www.burnet.txed.net and select the *"For Parents"* tab.
2. Select TxConnect
3. From the Login page, click the link titled 'New User' to go to the Registration page. Then follow steps 1-3 below.

Step 1:

1. In the **User Name** field, type a user name that will identify you when you log on to TxConnect, such as a combination of letters from your first and last name.

- The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
- The user name is not case-sensitive (i.e., it does not matter if they are uppercase or lowercase letters.).
- If you type a user name that is already taken, the system notifies you that the user name is taken. Another user name must be entered.
2. In the Password field, enter a password that you will use when logging on to TxConnect.
   - The password must between six and 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).
3. In the Confirm Password field, retype the password exactly as it was typed above. This step confirms that the parent typed his password as intended.
4. The E-mail filed is used to send the parent attendance, grade average, and assignment alerts. Put your email address here.
5. Click Next.

- If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before you can continue.

Step 2:

In the Question field, select a question to which you will provide an answer. The question is asked in the event that you lose your password.

1. In the Answer field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. You should select a question for which you will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
2. Click Next

   - If the data was entered incorrectly, a red message is displayed 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 0f 3 page is displayed.

Step 3:

1. In the Student Portal ID field, the type your student's portal ID provided by the campus
2. Note: The student portal ID must be typed exactly as it is printed.
3. In the Student Birth Date field, type your student's complete birth date in the MM/DD/YYYY format. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.
4. Click Add. The student's name is displayed in the Added Students box on the right side of the page. You must successfully add at least one student in order to create an account.
5. You can repeat the previous steps to add another student or click Complete. The Summary page for the first student in the parent's alphabetical list is displayed.

How to Log On

1. From the Login page, in the User Name field, the type your user ID.
2. In the Password field, type your password.
   Click Log In. The student's Summary page is displayed.