

txConnect - Student Online Registration

The Student Online Home page allows parents to register for access to txConnect. The log on process is self-administered, which means that they will choose their user name and password during registration.

txConnect

Welcome to txConnect for TXEIS ISD Help

Login
Please enter your user name and password.
User Name:
Password:

District Message
Hello -

Parent - if you allow others to have access to view your student's grades, please have each person set up their own account with their own password. This will keep others using your password from changing the password, thereby blocking you out. If you allow your student to have access to check their grades, they also need to have their own account and password for their account.

If you have a student with new/changed parent portal code, please be aware you can not access grades until the next day after the creation/change has been done.

Thank you for your patience.....

New User?
If you need to create an account, click [here](#)

If you are new to the district and need to enroll one or more students, please register as a new user.

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

New Student?
Click [here](#) to find and download enrollment forms for your student.

Need Calendars?
To view calendars for the district click [here](#)

Version 2.7.4
Licensed Materials - Property of Texas Computer Cooperative.
Copyright © 2006 by Texas Computer Cooperative.
All rights reserved.

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

Note: Parents can also change language setting from English to Spanish on any page of registration.

Under New User? click "here" to create a new account. A student portal ID is not required.

The Registration page will then be displayed.

User Registration

Registration page 1 of 3 will be displayed. (There are three steps for registration.)

Step 1 of 3: Provide a user name, password, and e-mail.

The screenshot shows the 'Connect' registration page. The title is 'Registration' and it is 'User Info - Step 1 of 3'. The instructions are: 'Please provide a user name, password, and e-mail.' There are four input fields: 'User Name' (with a note: 'Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)'), 'Password' (with a note: 'Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.'), 'Confirm Password' (with a note: 'Password must match entry in password field exactly. (case sensitive)'), and 'E-mail' (with a note: 'Must be a valid e-mail address format. (example: name@name.com)' and '(optional)'). Below the E-mail field, there is a red note: 'Your email address is required if:' followed by two bullet points: '• You are new to the district and you are registering a new student.' and '• You wish to update your existing students' enrollment information.' At the bottom right is a 'Next' button. At the bottom center, it says 'Available languages: English Español'.

1. User name – Must be six to nine characters and unique
2. Password – Must be 6 to 9 alphanumeric characters and use a combination of at least 3 of the following: uppercase, lowercase, numeric and/or punctuation. The password is case-sensitive.
3. Confirm Password
4. Email – Enter a valid email address

Note: if you are new to the district and enrolling a new student you must enter a valid email address. The email address you enter must match the email address provided to the district.

Registration: Step 2 of 3

Registration

Hint Question - Step 2 of 3
Select a question and enter an answer to help you retrieve your password if it is lost.

Question: Choose a question...
Answer:

[Previous](#) [Next](#)

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

Select a security question and enter your answer. The question will be asked in the event you lose your password.

Please note: the district will not have user passwords or the answer to security questions.

Registration: Step 3 of 3

If you are new to the district you will not need to enter the student information. Skip this step and select complete.

Registration

Add Students (optional) - Step 3 of 3
Please provide a Student Portal ID and birth date for each student you wish to add.
If you do not add a student at this time, you may add one in your profile later.
If you are new to the district, please skip this step. Your Portal ID will be given to you by your students' campus.

Student Portal ID:
Student Birth Date:
Enter date in MM/DD/YYYY format.

Added Students
(none)

[Previous](#) [Complete](#)

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

My Account

The My Account page allows users to update their email address, password, hint questions and students. Click **Manage My New Students** which will take you to the “New Students” page.

My Account
This page allows you to review and change your account settings.

Email Address [Change](#)
(your email address is important if you wish to receive alerts, or register to change your student's information)
Email Address: alkdjff@sbcc.com

Password [Change](#)
Password: *****

Hint Question [Change](#)
Question: What was the name of your first pet?
Answer: love

Students [Change](#) [Manage My New Students](#) [Register new students here.](#)
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
There are no students associated with your account. Click on the 'Change' link above to add one. If you are registering a new student, click on the Manage My New Students link.			

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

New Students

New Students page will allow you to manage your new student registrations. Follow the seven steps for new student registration.

New Student Registration steps:

1. Download and complete any enrollment forms.
2. Complete the Family Address Information form.
3. Complete the Family Contact Information form.
4. Request a new student registration key then retrieve key from email.
5. Place key in open text box below and click the check mark.
6. Click the 'Enter Student Info.' button and fill out the selected student's information.
7. Go to your student's campus to finalize the registration.

Connect
Summary Attendance Grades Assignments Discipline Assessments Alerts My Account
Logout

New Students

In this page you can manage your new student registrations and request new student registrations. Only 10 new student registrations can be active at any given time. If you have more than 10 students you wish to register then please contact your school district for guidance.

[Help](#)

New Student Registration steps:

1. Download and complete any enrollment forms.
2. Complete the Family Address Information form.
3. Complete the Family Contact Information form.
4. Request a new student registration key then retrieve key from email.
5. Place key in open text box below and click the check mark.
6. Click the 'Enter Student Info.' button and fill out the selected student's information.
7. Go to your student's campus to finalize the registration.

Step One: Downloadable Enrollment Forms

1. [Enrollment Information](#)
Please read before beginning enrollment.
2. [Lunch Program Information](#)

Step Two: Family Address Information

Select an address to edit: New..

Enter a name for this address information:

Physical Address	
Street Number (Physical)	<input type="text"/>
Street Name (Physical)	<input type="text"/>
Street Direction (Physical)	<input type="text"/>
Apartment Number (Physical)	<input type="text"/>
City (Physical)	<input type="text"/>
State (Physical)	<input type="text"/>

Step Three: Family Contact Information

Select a contact to edit: New..

Enter a name for this contact information:

Contact: First Name	<input type="text"/>
Contact: Middle Name	<input type="text"/>
Contact: Last Name	<input type="text"/>
Contact: Generation	<input type="text" value="default"/>
Contact: Relation	<input type="text"/>
Contact: Emergency	<input type="radio"/> Yes <input type="radio"/> No

Step Four: To request a new student registration key, click here:

My New Students

Registration Key	Edit Data	Cancel	Submitted to District?
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Step Five"/>	<input type="button" value="Cancel"/>

Step Six: Student Information



Select a Student from the My New Students grid.

New Student Step 1 of 7

Download Enrollment Forms: These documents will need to be viewed.

Some documents may need to be printed signed and returned to the student's campus.

Step One: Downloadable Enrollment Forms

1.  [Enrollment Information](#)
Please read before beginning enrollment.
2.  [Lunch Program Information](#)

Note: This is just an example forms may vary by campus.

New Student Step 2 of 7: Family Address Information

Step Two: Family Address Information

Select an address to edit: New...

Enter a name for this address information:

Physical Address

Street Number (Physical)	<input type="text" value="1234"/>	
Street Name (Physical)	<input type="text" value="Main Street"/>	
Street Direction (Physical)	<input type="text"/>	
Apartment Number (Physical)	<input type="text"/>	
City (Physical)	<input type="text" value="Waco"/>	
State (Physical)	<input type="text" value="TEXAS"/>	

- Select an address to edit will show “New” when entering your first student.
- Enter a name for this address information (i.e. “Home”) do not use a person’s actual name. This address (label) will be assigned to each student you enroll.
- Enter address information
- Save Changes

New Student Step 3 of 7: Family Contact Information

Step Three: Family Contact Information

Select a contact to edit: New... ▾

Enter a name for this contact information: Mother

Contact: First Name	Jane	
Contact: Middle Name		
Contact: Last Name	Smith	
Contact: Generation	default ▾	
Contact: Relation	Mother ▾	
Contact: Emergency	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Save Changes Cancel

- Select a contact to edit will show “New” when registering first student.
- Enter a name for this contact information: Use Mother, Father, Uncle, Aunt, etc., not a name.
- Complete the student contact information.
- Save Changes.

New Student Step 4 of 7: Request New Student Registration Key

- Select Request registration key

Step Four: To request a new student registration key, click here:

Request registration key

My New Students

Registration Key	Edit Data	Cancel	Submitted to District?
<input type="text"/>	<input checked="" type="checkbox"/>	← Step Five	Cancel

- Once you request the registration key you will receive a message stating that an email has been sent to the email address you referenced.

Step Four: To request a new student registration key, click here:

Request registration key

My New Students

Registration Key	Edit Data	Cancel	Submitted to District?
An email has been sent to aelkins@esc12.net with registration information			Cancel
Close			

- **Check your email: You will receive the following message with your student’s registration key.**

To begin registering a new student in txConnect, please log in to txConnect, go to 'My Account' screen. Click on the 'Manage My New Students' link next to the 'Students' category and enter the following registration key:

yxqcfQtyrtGxhfjM

You may simply copy the key from this email and paste it into the appropriate box in txConnect. Click the check mark icon after entering the key to begin the registration process for this student.

- **Copy the registration key from your email and go back to New Student page.**

New Student Step 5 of 7

Paste the student registration key in the Registration Key box

Select the blue dot with the check mark

The student’s registration key will appear and a new blank box will appear.

Select “Enter Student Infor.”

Note: If you select cancel you will need to request a new registration key for that student.

New Student Step 6 of 7: Student Information

- Select an address for this student. Select the name from the Family Contact Information that was submitted in Step 3, i.e. Home
 - Skip Select Campus
 - Select Contact for this student (see example below)
 - You will not select campus
 - Complete all information as it pertains to your student
- Note: All ethnicity must be checked either “yes” or “no”, example: Yes for white, you would then select “no” for all other ethnicity unless you have more than one.

Step Six: Student Information (qtW3qrsgD5zCpZYx)

Select an address for this student: Home

Select which campus the student will attend: [dropdown]

Select contacts for this student.

First Name	<input type="text"/>	(Please send legal paperwork for name change.)
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Generation	default	

Save data and submit later or Submit Cancel

Select contacts for this student: This will be from the contact information entered in step 2. Example: Mother (there may be more than one contact depending on how many you listed in step 2).

Select the primary contact for this student

Select the X to return to Student Information

Select contacts for this student x

Primary Contact?

Kailyn Johnson

Mother

Select

Once student information has been entered you can select:

- Save data and submit later
- Submit
- or
- Cancel



Once you have submitted your information you will receive the following message:

“Data saved and submitted for district processing.”

Step 7 of 7

Go to your student’s campus, take any necessary paperwork and finalize your student’s registration.

****Repeat this process for all the students in your household who will be enrolling in the district****

Campus staff will be notified and must approve all student enrollment applications. Once campus staff has approved your student application(s), you will receive a Portal ID number for each student. This number is required before you can view student information (schedule, grades, attendance, etc.).