

# La Vega ISD txConnect Parent Portal

## Creating/Updating a txCONNECT/Parent Portal account

This worksheet is for you to use as you set up your new Parent Portal user account. **Please record your information in the blanks below and keep this sheet somewhere secure.** La Vega ISD is not able to retrieve your account information or your password.

If you already have a txConnect account there is no need to create a new account, just sign into your existing account and add additional students (see step #7 to add more students).

### To Register as a New txConnect User:

1. Go to the txConnect Web link: <https://txsuite12.txeis.net/tc161906/Login.aspx>

2. Click on "[here](#)" under New txConnect User?

#### New txConnect User?

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

3. Create your User name as directed (must be 6-9 characters, letters and/or numbers- not case sensitive.)

My User Name is: \_\_\_\_\_

4. Create your Password as directed ( between 8 and 25 characters and must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

My Password is: \_\_\_\_\_

5. Enter your e-mail address if you have one.

My E-mail Address used to create txConnect account is: \_\_\_\_\_

6. Select a Hint question and enter an answer (hint question answer IS case sensitive):

My answer to my txConnect Hint Question is: \_\_\_\_\_

7. Enter your student's Portal ID (from the Parent Portal letter or from your campus registrar) and the student's Date of Birth, then click Add. You can add additional students at the same time. When all students are entered, click "Complete".

8. Your account will display the summary page. Click the My Account tab:

9. Verify your e-mail address:

If you entered an e-mail address you should have received an e-mail verification code from txConnect at the e-mail address you entered. Type that code in the Verification Code box, click "Verify Code".

10. Your student is attached to your txConnect account when you see the blue EDIT button next to their name. Now you can check grades, attendance, set up grade alerts and attendance alerts. You can also select to receive electronic report cards and progress reports.

11. If you have questions or problems with creating a new txConnect account, click on the yellow help button in the top



right of the screen.