

# txConnect Parent & Student Account Access

To access txConnect either click the txConnect link under the Parent tab on the district website (www.smithvilleisd.org) or enter https://txsuite.esc13.net/tc011904 in your web browser.

Once you access txConnect, and if you have an account, input your information. If you do not have an account you will need to create a new account.

To create a new account:

1. Click “here” under the New User heading.
2. Create a user name. This six (6) to nine (9) character user name is one you make up. You may use letters or numbers, However, it is not case-sensitive (ALincoln is the same as alincoln).
3. Create a password. This six (6) to nine (9) character password is one you make up. It must contain a combination of at least three (3) of these four (4) characteristics - UPPER CASE letter, lower case letter, number or punctuation.
4. Confirm your password.
5. Enter an email address if you would like to receive alerts. Alerts are auto-generated notices concerning attendance and grades. These preferences will be set once you are in the program.
6. Click “Next”.
7. Choose a hint question and give the answer. This hint will be used if you forget your password.
8. Click “Next”.
9. Enter the Portal ID(s) on the other side of these instructions and the corresponding birthday.
10. Click “Add” to add a second student.
11. Click “Complete” to access the account.

You only need to complete this process once. You can add additional children at a later date if need. A training manual for using the features in txConnect is available for download from the district website (www.smithvilleisd.org) under the Parent tab by clicking on txConnect. A version of these instructions are also available there.

If you lose your student's Portal ID before you set up the account, a new Portal ID is available from your student's campus office.