

Returning Student Online Registration

1. Open a web browser and go to <https://txsuite20.txeis.net/tc015914/Login.aspx>
2. Enter Username and Password. Click **Log In** to proceed.

Login
Please enter your user name and password.

User Name:

Password:

STOP

Do you need to add your student to your to your txConnect Account?
If so, continue to step 3. If not, skip ahead to Annual Registration.

3. Under **Manage My txConnect Students**, click **Add Student** .

Manage My txConnect Students:

Add or Remove Student ←

View/Edit Forms	Student Name	Associated Users	Last Login
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There are no students associated with your account. Click on the 'Add Student to (or Remove from) txConnect' link above to add one.

If you are enrolling a new student, click on the 'Click here to Enroll a New Student for School' link, below.

4. Type the Student Portal Id and birth date in the fields below. Note: The birth date entered here must match the birth date in the student's record at the campus.


The Student Portal ID should be obtained from your student's campus Registrar. The Student Portal ID is case sensitive and should be entered exactly as printed.

(Example: qbQgkqA2z)

Add Student to txConnect

Student Portal ID:

Birth Date: (Ex: 03/11/1994)



5. Click **Add**. Student's name will now appear in the box above, just as it is seen in the image below.


Delete	Student Name	Associated Users	Last Login
<input type="button" value="X"/>	James B. Dean	Test2018	3/22/17 3:59 PM

I do not see the blue edit button. What do I do?

6. Click **View/Edit** in the Settings for My txConnect Students.

Manage My txConnect Students:

Add or Remove Student

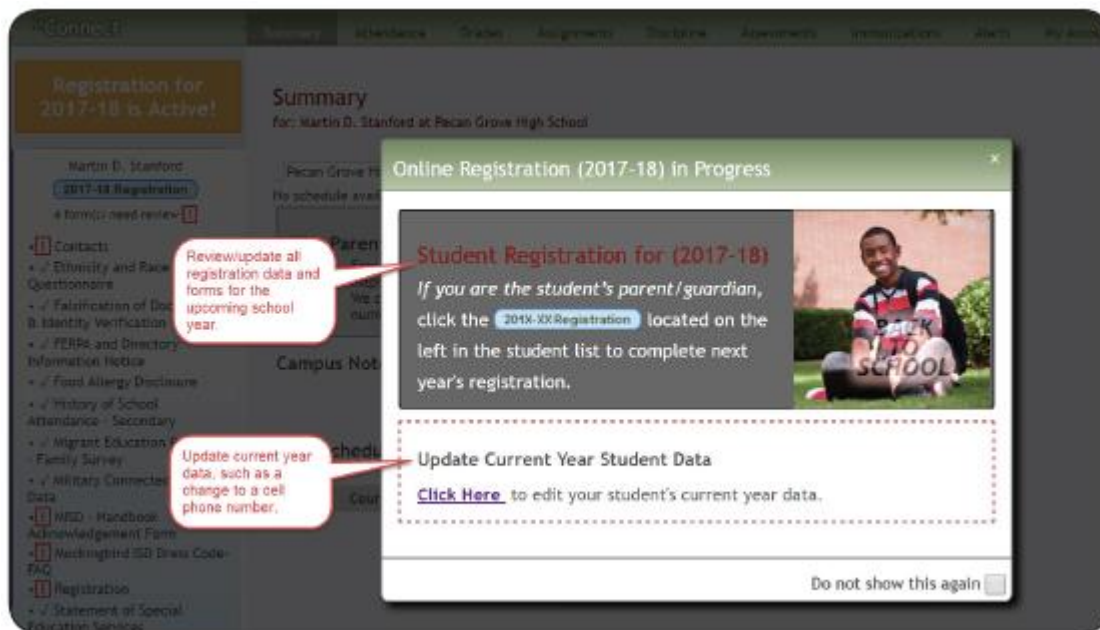
Student Name	Rights	Student Data	Associated User	Last Login
test t. test		<input type="button" value="View/Edit"/>	test1234	8/11/17 4:39 PM

(If available, click View/Edit to manage that student's information.)

Contact your friendly campus Registrar for assistance.

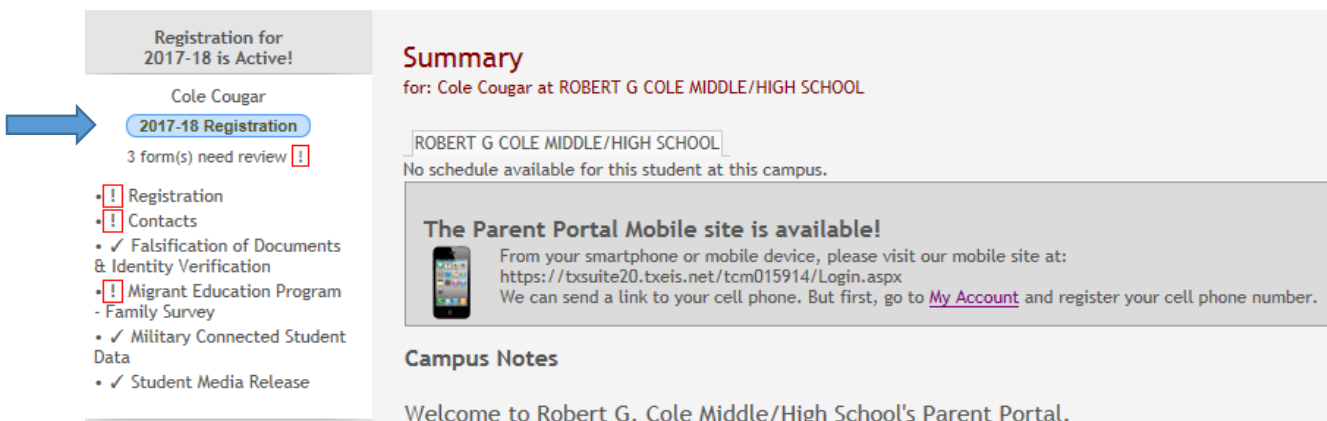
Annual Registration

At the beginning of the school year, during returning student registration, select the Student Registration for the 2017-18 school year. Thereafter, select Update Current Year Student data to maintain student demographic information throughout the school.



Begin completing your students 2017-18 information. Note: A check mark will appear next to the completed form to signify completion.

- A green check mark icon will appear if the form has been submitted.
- A red exclamation mark icon will appear if the parent has not yet submitted the form. The count of forms requiring the parent's attention is also displayed.



Online Registration Information for Cole Cougar Help

SELECTED STUDENT
Cole Cougar ▾

1 REGISTRATION (Pending)

2 CONTACTS (Pending)

3 FALSIFICATION OF DOCUMENTS & IDENTITY VERIFICATION (Complete)

Resume Registration

Click 'Resume Registration' to resume the student registration process.

← Back Save for later Next →

Continue reviewing forms and click **Next** once all forms have been reviewed and updated. When complete, the **Finish** button appears.

Please save frequently to avoid losing data.

← Back Data saved successfully! Save for later Finish ✓

9. **Thank you for completing the 2017-18 Returning Student Registration forms.** Note: If you have not turned in your proof of residency, please return the document to your student's campus of choice.

You have completed online registration for Cole Cougar.

Print Confirmation

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.

Update Current Year Data

Parents can submit a request to update your student’s current year records at any time, such as an address or phone number change. Once you submit the change(s), the campus staff will approve or reject your request. *Note: If at any time your student moves off JBSA Fort Sam Houston housing, contact your respective campus to inquiry about our Non-Resident Transfer Program.*

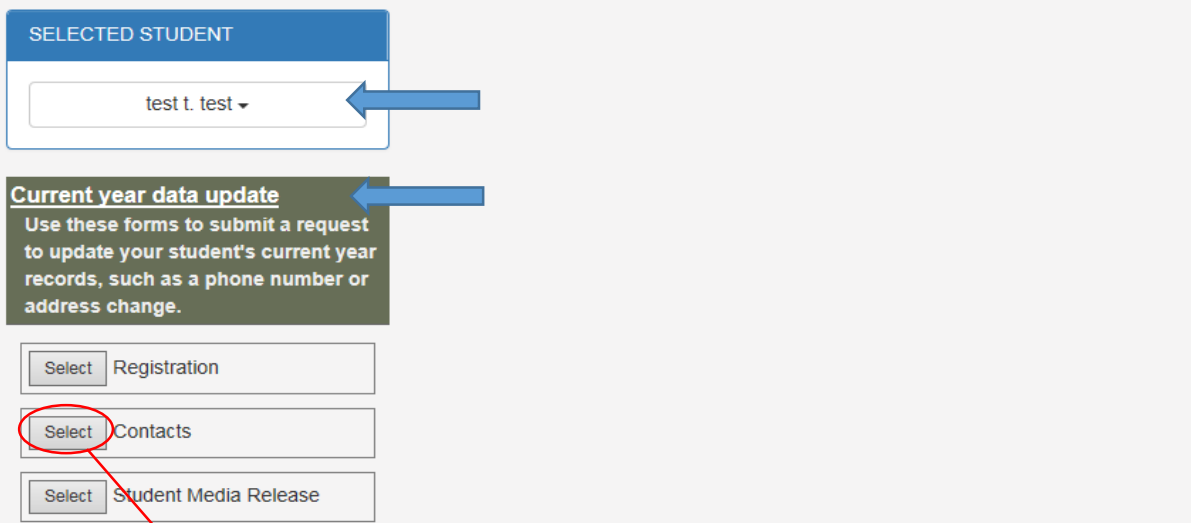
Manage My txConnect Students:

Add or Remove Student

Student Name	Rights	Student Data	Associated User	Last Login
Cole Cougar		View/Edit	test1234	8/12/17 11:01 AM
test t. test		View/Edit	test1234	8/12/17 11:01 AM

(If available, click View/Edit to manage that student's information.)

- From the My Account page, click [View/Edit](#). You can also access the page by clicking [View/Edit Data](#) on the Summary page; however, this button is not displayed when online registration for the upcoming school year is currently in progress.
- Use the drop down arrow to **select** your student, **Select** Current year data update to view the associated form(s).



SELECTED STUDENT

test t. test ▾

Current year data update
Use these forms to submit a request to update your student's current year records, such as a phone number or address change.

Select Registration

Select **Contacts**

Select Student Media Release

- Click **select** for the form you want to update.

4. Complete the data fields and click **Submit Data with Electronic Signature**. The message “An electronic copy of this form was accepted on M/DD/YYYY” is displayed at the bottom of the form. The student’s record is updated to reflect that a parent has submitted a form.

An electronic copy of this form was accepted on 8/13/2017

Data saved successfully!

Submit Data with Electronic Signature Cancel Add Additional Record

By clicking 'Submit Data with Electronic Signature' or 'Submit Electronic Signature' you are agreeing that you have read and acknowledged the contents of this form. Not all forms include these buttons.

5. When you click Submit with Electronic Signature, a confirmation message opens in a separate window. The campus staff is notified of your changes and will need to approve them before they are updated in your student’s official records.

txConnect Registration Confirmation

Form Name:	Contacts
Student Name:	test t. test
Student ID:	003588
Campus:	ROBERT G COLE MIDDLE/HIGH SCHOOL
Date/Time:	8/13/2017 5:36:57 PM
No changes were made.	

6. Thank you for updating your student’s records.