

TxConnect Parent Portal

The parent portal application, txConnect, provides parents and guardians Web access to school related information about their students including grades and attendance. Parents may access txConnect from anywhere with an Internet connection.

The txConnect application consists of the following:

- Registration and Login
- Student Summary
- Attendance
- Grades
- Assignments
- Alerts Subscription
- My Account

How to Register as a New User

The registration process is self-administered, which means that you choose your user name and password. If you forget or lose the password, or wish to change it, just go through an automated process to reset the password.

You must provide at least one valid Student Portal ID, which the campus will provide you.

You must have a valid Student Portal ID for every student you wish to add to your account.

From the Login page, click the link under **New User** to go to the Registration page. The Registration User Info - Step 1 of 3 page is displayed.

Step 1:

1. In the **User Name** field, enter a user name that will identify you when logging on to txConnect, such as a combination of letters from first and last names.

- The user name must be six to nine characters and must be unique (not used by anyone else in the district).
- The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
- If you type a user name that is already taken, the system will notify you that the user name is taken. Another user name should be entered.

2. In the **Password** field, enter a password that you will use when logging on to txConnect.

- The password must be six to 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, the retype the password exactly as it was typed above. This step confirms that the password is as intended.

4. The **E-mail** field is used to send attendance, grade average, and assignment alerts. It is an optional field.

5. Click **Next**.

- If all required data was not entered, a red message will appear to the right of each field that is missing data. That information must be provided before you can continue.
- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

Step 2:

1. In the **Question** field, select a question to which you will provide an answer. This question will be asked in the event that you lose your password.

2. 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. Select a question for which you will easily remember the answer. Answers are case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).

3. Click **Next**.

- If the data was entered incorrectly, a red message will appear 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 of 3 page is displayed.

Step 3:

1. In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid Student Portal ID.

2. In the **Student Birth Date** field, type your student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. You cannot continue without entering the correct birth date.

3. Click **Add**. The student's name will appear 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.

4. Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student in your alphabetical list is displayed.

How to Log On

Reminder: A new user must create a user ID and provide a unique Student Portal ID for each student to gain access to students' records. District or campus administrators distribute the Student Portal IDs.

1. From the Login page, in the **User Name** field, type your user ID. The user ID is not case-sensitive.
2. In the **Password** field, type your password. The typed text will be hidden. The password is case-sensitive.
3. Click **Log In**. The student's Summary page is displayed.
 - If you have more than one student in your account, the Summary page for the first student in his alphabetical list is displayed.
 - If you entered an invalid user ID and/or password, an error message will prompt you to reenter the data.

Warning: If you have three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes.

How to Reset a Password

If you have forgotten your password, you may reset it using an automated process. You will be required to provide the answer to your hint question. With the correct answer, you may reset your password to a new password. If you have forgotten your user name, you must re-register.

1. From the Login page, click the link under **Forgot your Password** to go to the Forgot Password page. The Forgot Password Enter User Name page is displayed.
2. In the **User Name** field, type your user name.
3. Click **Next**. The Answer Hint Question page is displayed with your hint question.
4. In the **Answer** field, type the answer exactly as you entered it when you registered in α Connect. (
5. Click **Next**. The Set New Password page is displayed.
6. In the **New Password** field, enter a new password that you will use when logging on to α Connect.
 - The password must be six to 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).
7. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that the password is as intended.
8. Click **Finish**. The Summary page for the first student in your alphabetical list is displayed.

The Summary page shows an alphabetical list of students that you have added to your account either through registration as a new user or through My Account page. A summary for the first student in the list is displayed including the following:

- A tab for each campus if the student withdrew from a campus.
- Campus notes created in iTCCS or RSCCC.
- The student's class schedule including period, course title, instructor name, current grade average for each class, and attendance for the current date.
- Blank attendance for a course under **Today's Attendance** if attendance has not been posted for that course.
- A highlighted failing grade under **Current Average**.
- Letter grades displayed under **Current Average** if the course is set up to post letter grades.
- One attendance status for the entire day if the student is enrolled in an elementary campus which has only one period.