

## Online Registration Instructions

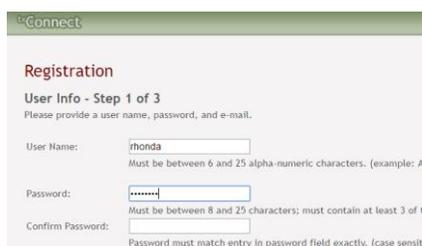
### You DO NOT have a txConnect Account

1. Go to 'New Student to District station'. Give basic enrollment information so that a Parent Portal ID can be given to you. You must have one to add a student in txConnect, the parent portal.
2. Once you have Portal ID, go to a computer and get on the txConnect site, which is <https://txconnect.org>.

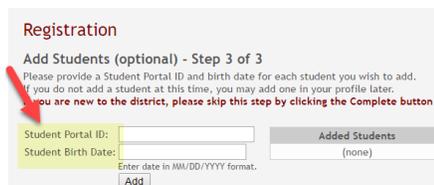
3. Click on 'here', under 'Have a New Student?' to get started.



4. Complete txConnect registration. Pay attention to password rules.



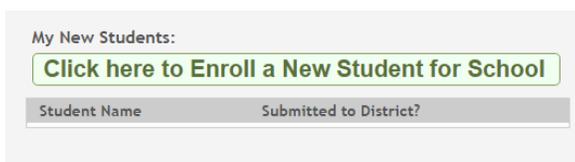
5. Add student by entering Portal ID and birth date.



6. Hit Complete and you will see the "What are my next steps?" screen. Click on 'Add an Already Enrolled Student to My Account' line. Put in portal ID and birth date. Click Add.
7. Check your email for message from txConnect. You will need to copy the verification code by highlighting it and hitting Control C. Back in txConnect, click in the email box, hit Control V to paste the verification code. Click on Verify Code.



8. Click the 'Enroll a New Student for School' link.



9. Follow the steps. Start by filling in the child's name and click 'Continue.'

10. You will see 'Your key has been created and verified.' Click 'Continue.'

11. Click on 'Add Address'. Fill in blanks then click on 'Add Contact' and fill in. When finished click 'Continue.'

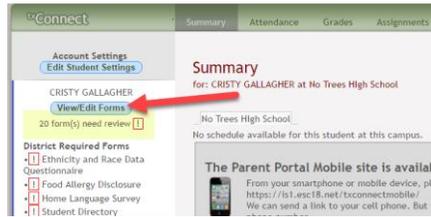
12. Enter Student Information.

13. If the data you see is correct, then click 'Submit to District.' It will not let you submit if you did not fill out every field. You may need to 'Return to Step 3.'

14. If there are forms you need to download, they will be listed. Click on 'Print Registration Confirmation.' Print if school has printers set up, or just close the window.

15. Click on 'Summary' at the top of the page.

16. This example shows there are 20 forms that need to be filled out online. Click on the blue 'View/Edit Forms.'



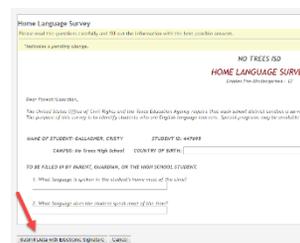
17. Click on every group to fill out every online form.



18. Fill out every form that has a red exclamation point by it. That form is REQUIRED.

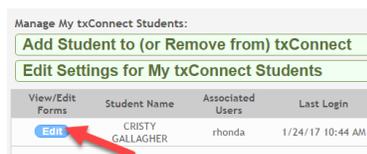


19. At the bottom of each form, click 'Submit Data with Electronic Signature.'



20. Go through each form for every group and submit. When you have finished, there will be a checkmark by each form, indicating you have submitted that form.

21. You can click on 'Summary' or 'My Account' to make changes. If you need to view or edit forms, click on the blue 'Edit' button.



22. You need to take anything the school needs to that campus. Examples include birth certificate, utility bill. Your enrollment will not be complete until you do so.