

Online Registration Instructions

You HAVE a txConnect Account

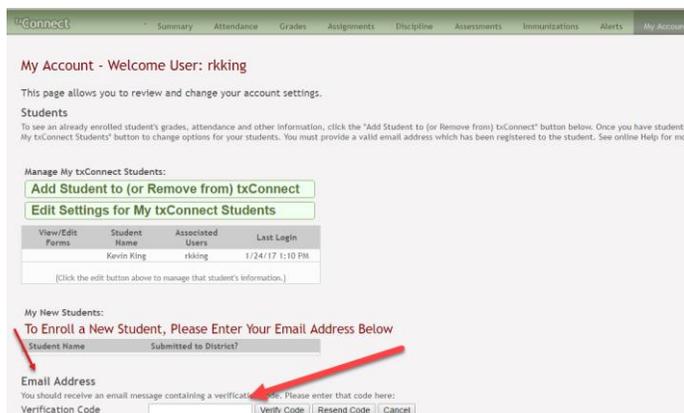
1. Log in to txConnect. **Make sure your email address in txConnect matches the email address that the campus has for you.** Go to 'My Account' at the top, right of the page.

A. If you need to change your email address in txConnect, click 'Change or Remove' under email address and change it.

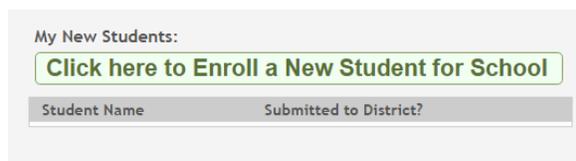


B. If you need to change the email address the campus has on file for you, go to the campus and ask them to change it.

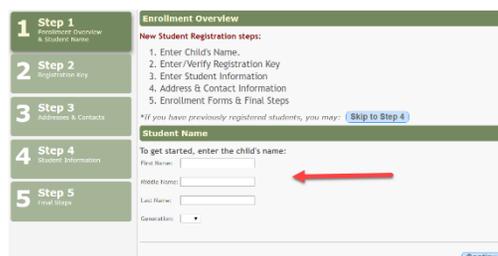
C. If you have not **verified** your email address, you will know because you will see a blank under 'Email Address' and beside the blank there will be a button that says 'Verify Email'. Click on the 'Resend Code'. Check your email, you will have one from txConnect. Copy the code and paste it into the blank in txConnect. Click on 'Verify Email'.



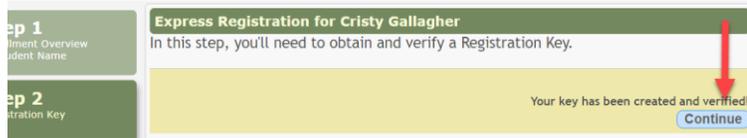
2. Click the 'Enroll a New Student for School' link
If you need to add another student to your account.
If you do not need to add another student,
go to step 5.



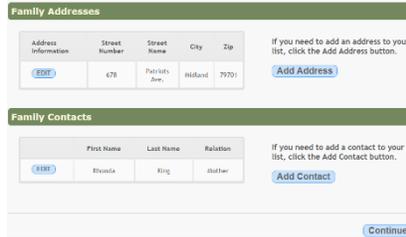
3. Follow the steps. Start by filling in the child's name and click 'Continue.' You will need to 'Request Registration Key' for This student. Follow the instructions.



4. You will see ‘Your key has been created and verified.’ Click ‘Continue.’



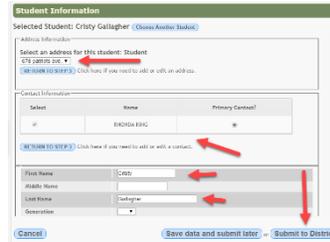
5. Click on ‘Add Address’. Fill in blanks then click on ‘Add Contact’ and fill in. When finished click ‘Continue.’



6. Enter Student Information.

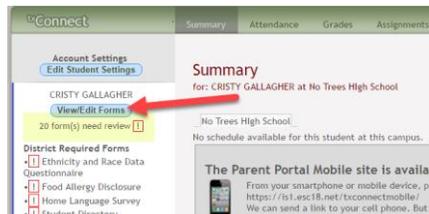


- 7. If the data you see is correct, then click ‘Submit to District.’ It will not let you submit if you did not fill out every field. You may need to ‘Return to Step 3.’
- 8. If there are forms you need to download, they will be listed. Click on ‘Print Registration Confirmation. Print if school has printers set up, or just close the window.’



9. Click on ‘Summary’ at the top of the page.

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



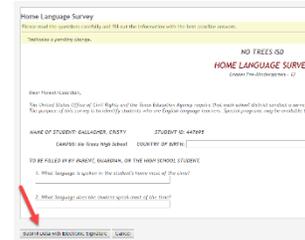
11. Click on every group to fill out every online form.



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



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



14. 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.

15. 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.



16. 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.