

Add the Student to Your txConnect Account

Once you have your child's **Student Portal ID** you can add him to your txConnect account.

1. Log on to **txConnect**. The **My Account** tab is displayed.
2. Under **Manage My txConnect Students**, click **Add or Remove Student**. **Screenshot below**
3. In the **Add Student to txConnect** area, type the **Student Portal ID and Birth Date**. They must match the student's record at the campus. If the Portal ID is sent by email, copy and paste it.
4. Click **Add**. Student Name will appear below the box. Click **Close**
5. Click **Save**. The student's name will now be displayed in the students list on the left side of each page in txConnect.
6. Click **My Account** to Verify Email.
7. Click **Summary** to view student information or to register the returning student for next school year.

Once you have connected your child to your parent portal account, you may update the student's registration data as needed. You may also see his schedule, attendance, grades, and other data if allowed. The **View/Edit Forms** button is displayed on the **Summary Page**, and the **Edit** button appears on the **My Account** page.

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)

Click add, then click close

Delete	Student Name	Associated User	Last Login
<input type="button" value="X"/>	Maddox	...	8/15/18 8:31 AM
<input type="button" value="X"/>	Mallory		8/15/18 8:31 AM

Student name will appear down here.

