

# Parent/Guardian Guide

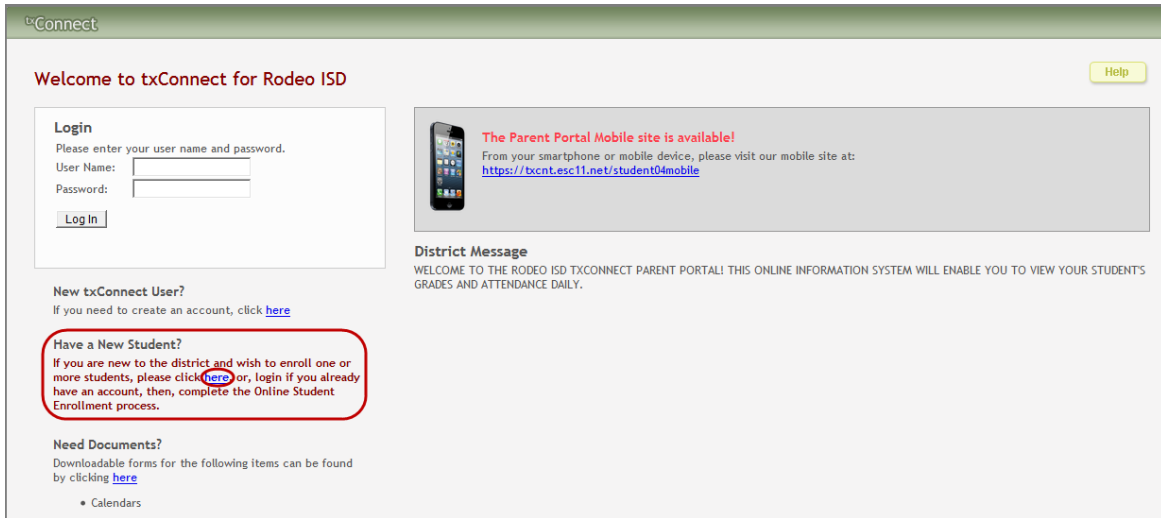
## How to Enroll a New Student Using txConnect Parent Portal

If you **do not have** a txConnect Parent Portal account – following the instructions below

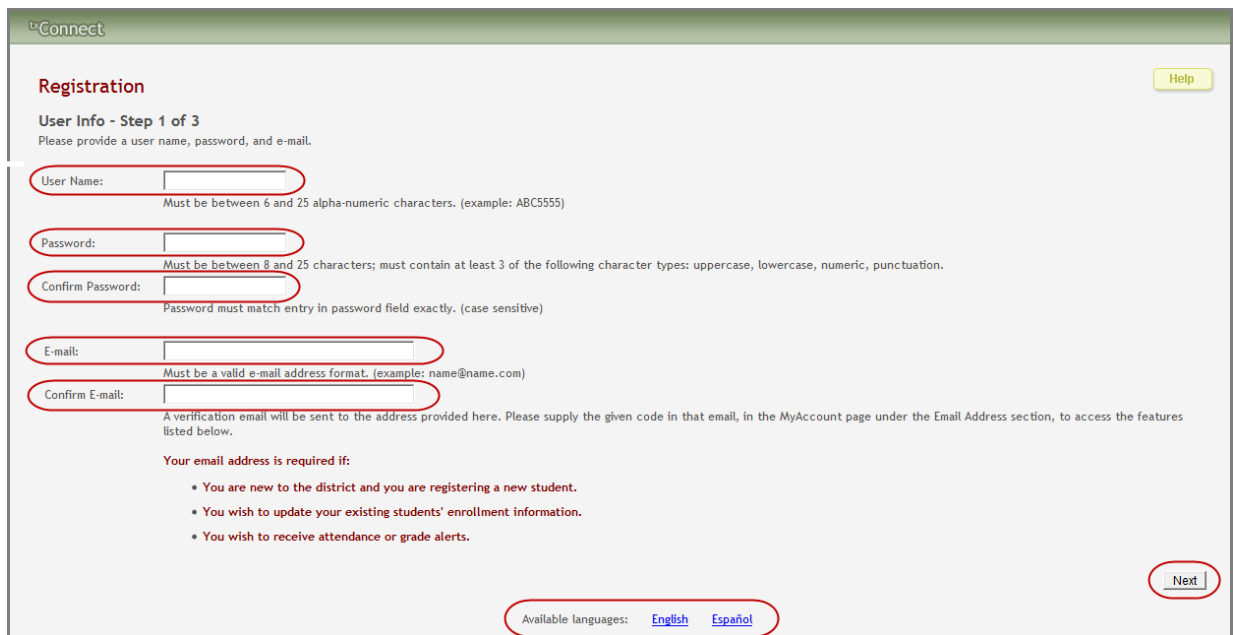
### Create a txConnect (parent portal) User Account

If you have a new student or are new to this district, you will need to set up a login for the parent portal.

1. Click on the parent portal link provided by the district. The txConnect login screen appears.



2. Under “Have a New Student?” click “here”. The Registration User Info Step 1 of 3 screen appears.



- Select an **Available Language** (English or Espanol). To view instructions in Spanish select Espanol.

- Create a **User Name** (between 6 and 25 alpha-numeric characters).
- Create a **Password** (between 8 and 25 characters; must include at least 3 of the following character types: uppercase, lowercase, numeric, and/or punctuation).
- **Confirm Password**. It must match the previous entry exactly.
- Enter and confirm preferred **E-mail** address. The email address is required to receive alerts, enroll new student to the district, or update existing student information.
- Click **Next**.

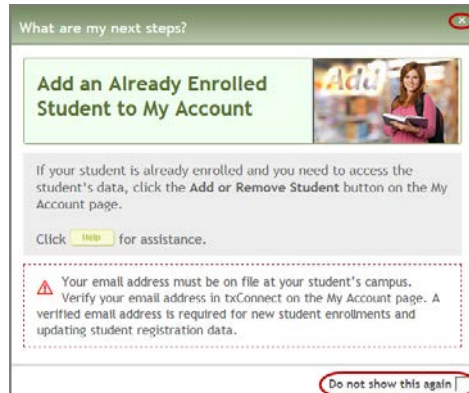
3. On the **Hint Question Step 2 of 3** screen, select an **Available Language** (English or Espanol). To view instructions in Spanish select Espanol.

- Choose a **Question** from the pulldown.
- Type your answer in the **Answer** field. This answer is case-sensitive.
- Click **Next**.

4. On the **Registration** screen, a message appears confirming the account has been created.

- Select an **Available Language** (English or Espanol). To view instructions in Spanish Select Espanol.
- In the **Verify Email Address, Verification Code** fields enter the verification code received in the verification email. This step can be done at a later time on the My Account tab.
- If entered, click **Verify Code**.
- Click **Complete**.

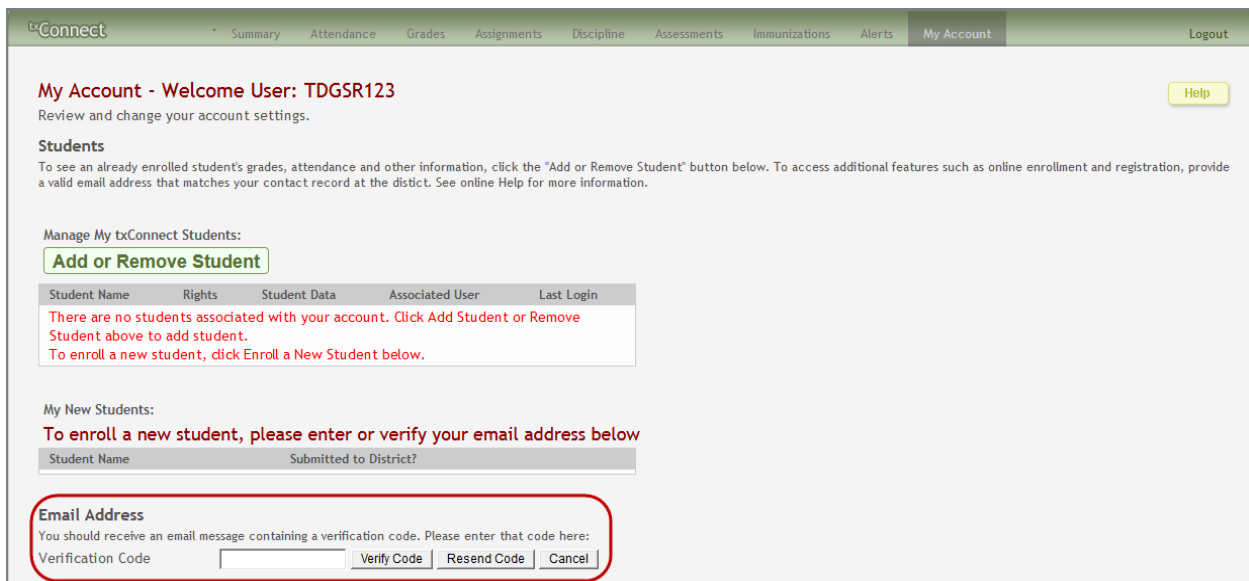
5. The following screen appears:



- Check the **Do not show this again** box in the lower right corner to prevent this dialog box from appearing when the account is accessed.
- Click the **X** in the upper right corner to close this dialog box.

6. The **My Account – Welcome User: (your username appears here)** screen appears.

**Note:** Notice that there is now a “Logout” link in the far upper right corner of the screen. This means your account has been created. It does NOT mean that your student(s) is attached to your account yet.



- If you did not verify your email address previously, you must verify it now to proceed.
- Enter or copy and paste the verification code from your email.
- Click **Verify Code**.
- Click **Resend Code** if you need the email sent again with the verification code.

- Once verified your email address will appear with a button to Change or Remove if the email address needs to be edited at a later date.

<b>Email Address</b>	
Email Address:	therring@esc11.net
<a href="#">Change or Remove</a>	

## Enroll a New Student

- On the **My Account – Welcome** screen under **My New Students** click the **Enroll a New Student button**.

<b>My New Students:</b>	
<b><u>Enroll a New Student</u></b>	
Student Name	Submitted to District?
<a href="#">Click Enroll a New Student to enroll a new student.</a>	

[← Back to My Account](#)
[Help](#)

### Online Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

**1 Step 1**  
Enrollment Overview

**2 Step 2**  
Enrollment Key

**3 Step 3**  
Addresses & Contacts

**4 Step 4**  
Student Information

**5 Step 5**  
Enrollment Forms

**6 Step 6**  
Final Steps

123456

**Enrollment Overview**

**New Student Enrollment steps:**

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

*\*If you have previously enrolled students, you may:* [Skip to Step 4](#)

**Student Name**

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

Continue

- On any screen, to return to the My Account tab click the **Back to My Account** button.
- To return or advance to another step click on the appropriate **Step** button.
- Read the **"New Student Registration steps"** and then enter the student's **First Name, Middle Name, Last Name, and Generation** (if applicable) according to the birth certificate.
- Click **Continue**.

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#### Express Enrollment for Minnie Mouse

Obtain and verify an Enrollment Key.

1. Enter the letters displayed below in the box provided, and click Continue.

SGKLSF

[Continue](#)

6. Captcha - Enter the letters displayed in the box.
7. Click **Continue**.

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### Online Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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#### Express Enrollment for Minnie Mouse

Obtain and verify an Enrollment Key.

Your key has been created and verified!

[Continue](#)

8. Only 10 new student enrollments can be active at one time for one account. Notify the office if you need to enroll more than 10 students.
9. Click **Continue**.

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### Online Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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- Step 2  
Enrollment Key
- Step 3  
Addresses & Contacts**
- Step 4  
Student Information
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#### Family Addresses

Address Information	Street Number	Street Name	City	Zip
To add an address to the list, click Add Address.				

Add Address

#### Family Contacts

First Name	Last Name	Relation
To add a contact to the list, click Add Contact.		

Add Contact

Continue

10. Click **Add Address** to add family addresses. The **Address Manager** screen appears.

**Address Manager**

#### Family Addresses

Proof of residency is required.(Water or electric bill, current lease or mortgage statement)

#### Physical Address

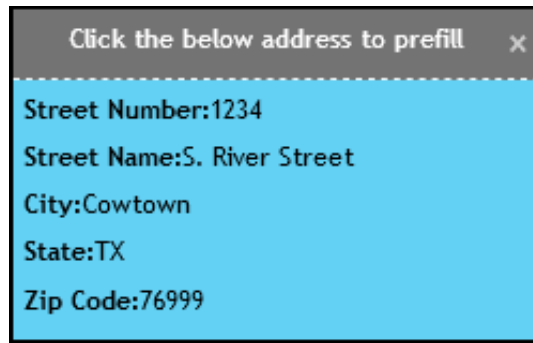
Physical Address Street Number	1234
Physical Address Street Name	S. River Street
Physical Address Apartment Number	
Physical Address City	Cowtown
Physical Address State	TEXAS
Physical Address Zip Code	76999

#### Mailing Address

Mailing Address Street Number	
Mailing Address Street Name	
Mailing Address Apartment Number	
Mailing Address City	
Mailing Address State	
Mailing Address Zip Code	

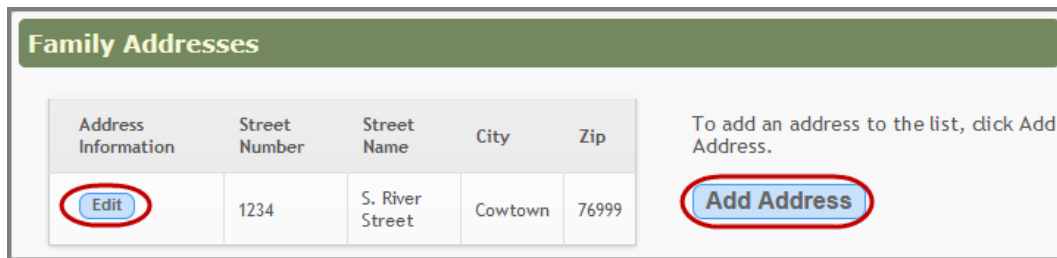
Cancel Save Changes

11. Enter the **Physical Address**. As information is added a prefill screen is created.



12. Enter the **Mailing Address** if different from the physical address. If the mailing address is the same as the physical address click, the prefill box to autofill the information.
13. Click **Cancel** if not wanting to save the information.
14. Click **Save Changes** to save the information.

**Note:** Be sure to enter both the physical and mailing address even if the information is the same. If any required fields are left blank, you will not be able to save and the required field will be highlighted.



15. Click **Edit** next to an address to make changes to it. The Address Manager screen will open and allow the changes to be made.
16. Add additional family addresses by clicking on **Add Address**.
17. Click **Add Contacts** to add any contacts for the student. The **Family Contacts** screen appears. Here you will add **ALL** contacts you want listed in the database for your child. This would include parents/guardians, relatives, friends, or others who you are giving permission to be called in case the school cannot contact you.

**Family Contacts**

**Contact Detail**

Contact First Name

Contact Middle Name

Contact Last Name

Contact Generation

Relationship to Student

Contact Emergency Flag  Yes  No

Contact Migrant Flag  Yes  No

Contact Street Number

Contact Street

Contact Apt Number

Contact City

Contact State

Contact Zip Code

Contact Email   
(Parent or guardian must enter an email)

**Contact Phone**

Contact Home Phone Area Code   
(May be the same as cell phone)

Contact Home Phone Number   
(May be the same as cell phone)

Contact Cell Phone

Contact Work Phone Area Code

Contact Work Phone Number

Contact Work Extension

Contact Other Phone Area Code

Contact Other Phone Number

Contact Other Phone Extension

Contact Occupation

Phone Preference

**Contact Military**

Military Indicator  No  Yes

Military Branch

Military Rank

**Cancel** **Save Changes**

Parents should not be flagged "Emergency".

When you click in the Street Number field, the list of family addresses will appear. Select the correct address to auto-fill.

18. Enter all fields that you can in each category.
19. Click **Cancel** if not wanting to save the information.
20. Click **Save Changes** to save the information. If anything was required, that you did not complete, it will turn red and you must enter that information before it will let you save and proceed.



**Family Contacts**

	First Name	Last Name	Relation
<a href="#">Edit</a>	Mickey	Mouse	Spouse

To add a contact to the list, click Add Contact.

[Add Contact](#)

21. Click **Edit** next to a contact name to make changes to it. The Family Contacts screen will open and allow the changes to be made.
22. Add additional contacts by clicking on **Add Contact**.

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1 2 3 4 5 6

1 2 3 4 5 6

**Family Addresses**

Address Information	Street Number	Street Name	City	Zip
<a href="#">Edit</a>	1234	S. River Street	Cowtown	76999

To add an address to the list, click Add Address.

[Add Address](#)

**Family Contacts**

	First Name	Last Name	Relation
<a href="#">Edit</a>	Mickey	Mouse	Spouse

To add a contact to the list, click Add Contact.

[Add Contact](#)

[Continue](#)

23. Click **Continue** after entering all addresses and contacts.

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**Online Student Enrollment** Help

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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**Student Information**

Student Name	Edit Data	Remove	Submitted to District?
Minnie Mouse	<a href="#">Enter Student Info.</a>	<a href="#">Remove</a>	

**Selected Student:**  
Minnie Mouse  
Select a new student student list above.

24. Click **Enter Student Info** next to the student you are enrolling.

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**Student Information**

**Selected Student:** Minnie Mouse [Choose Another Student](#)

Name must match birth certificate and social security card

**Address Information**

Select an address for this student:  
1234 s. river street

[RETURN TO STEP 3](#) Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input checked="" type="checkbox"/>	MICKEY MOUSE	<input type="radio"/>
<input checked="" type="checkbox"/>	DONALD DUCK	<input type="radio"/>

[RETURN TO STEP 3](#) Click here if you need to add or edit a contact.

**Student Demographics**

[Cancel](#) [Save and Submit later](#) or [Save and Continue](#)

**Notice the scroll bar. Be sure to scroll all the way down to complete the student information.**

25. **Select an address for this student** from the pulldown.

26. Select each contact for this student by checking the box next to the contact's name. Contacts not selected will not be added to the student's record.

27. Select the radio button if this contact is the **Primary Contact**.

28. Scroll down to enter all demographic information about your child. Answer all **Yes/No** questions.

Student Demographics	
Student First Name	<input type="text" value="Minnie"/>
Student Middle Name	<input type="text"/>
Student Last Name	<input type="text" value="Mouse"/>
Student Generation	<input type="text" value=""/>
Student Nickname	<input type="text"/>
Date of Birth	<input type="text" value="08/23/2002"/>
Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female
Student Social Security (Social security number is required if not available please see office secretary)	<input type="text" value="123-45-6987"/>
Student Phone/Email	
Student Home Phone Area Code	<input type="text" value="817"/>
Student Home Phone	<input type="text" value="987-1234"/>
Special Programs Request	
Was student previously in:!!br!!:GT (Was student previously in Gifted and Talented? )	<input checked="" type="radio"/> Yes <input type="radio"/> No
Special Education (Was student previously in Special Education? )	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, which one (see notes): (Only answer this if the previous answer was Yes. Options: Speech Only, Content Mastery, Resource )	<input type="text"/>
Bilingual/ESL (Was student previously in Bilingual/ESL? )	<input type="radio"/> Yes <input checked="" type="radio"/> No
504 Program (Was student previously in a 504 Program? )	<input type="radio"/> Yes <input checked="" type="radio"/> No

29. When you click to save, any fields that are required by the school will highlight and you must provide that information before you can save and submit your child for enrollment.

30. Click **Save and Submit later** if you are not ready to submit the forms.

31. If the form is complete, click **Save and Continue.**

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Selected Student: Minnie Mouse [Choose Another Student](#)

Please complete all forms and print. Return all forms with signatures to your campus office.

**Downloadable Enrollment Forms**

- [HS Supply List](#)  
Use this list to purchase supplies for your high school student

**Standard Enrollment Forms**

- [Falsification of Documents & Identity Verification](#)  
Read the form carefully and complete the form with the best possible information.
- [Student Residency Questionnaire](#)  
The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

[Submit to District](#)

\* Please complete / review all forms

- Any forms that need to be downloaded for completion or review will be listed under **Downloadable Enrollment Forms**. Click on the link to open or download the form.
- Any forms that need to be completed online will be listed under **Standard Enrollment Forms**. Click on the form name to view and complete the form.
- Once all information is entered and all forms have been downloaded or completed Click **Submit to District**. A message appears indicating your data is saved and submitted to the district for processing. A confirmation email will be sent to your email address.

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**Final Steps**

You're almost done!  
The final step is to deliver all required paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section, contact the district for further instructions.

To add another student, click the Step 1 tab or click [Add Another Student](#).

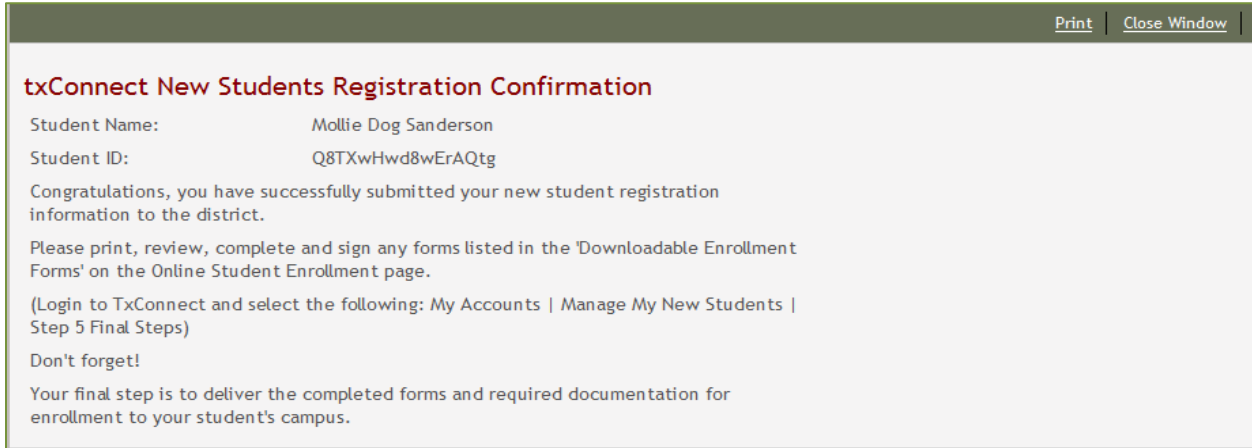
**Print Enrollment Confirmation**

Student Name	Print Enrollment Confirmation	Submitted to District?
Minnie Mouse		

- Another student may be enrolled by clicking on **Add Another Student**. This will take you back to Step 1 to begin the process again. Addresses and contacts will not need to be re-entered in

Step 3. The addresses and contacts from the first student will be there. Select from the list to attach to the new student.

Under **Print Registration Confirmation**, your child's name appears with a button that will allow you to print out the registration confirmation. Read the confirmation and follow the instructions.



Your actual **Final Step** is to take your required documents; such as registration confirmation, parent ID, birth certificate, social security card, immunization record, proof of residency, and prior school's withdrawal form and report card if applicable, to the school office to complete enrollment for your child.