

How to log on

Welcome to txConnect. This site provides Web access to school-related information about your students, including attendance and grades.

In order to access the txConnect parent access Web site, you must log on to the system. If you are a new user and do not have a user ID, you must create a user ID. To gain access to a student's records, you must provide a unique Student Portal ID for each student. The Student Portal ID is distributed by your student's district or campus administrators.

To log on to the system:

1. In the **User ID** field, type your user ID. Your user ID is not case-sensitive.
2. In the **Password** field, type your password. The typed text will be hidden. Your password is case-sensitive.
3. Click **Log In**. The student's Summary page is displayed. If you have more than one student added to your account, the Summary page for the first student (alphabetically) will be 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 to log on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes.
 - For security purposes, your password will expire periodically. If your password has expired, you will be redirected to the Password Expired page before your student's Summary page is displayed. Follow the instructions provided in the Help for the Password Expired page.

To register as a new user:

1. From the Login page, click the link under **New User** to go to the Registration page.
2. Follow the instructions provided in the Help for the Registration page.

To reset your password:

If you have forgotten your password, you may reset it to regain access to txConnect. You may also change your password at any time.

1. From the Login page, click the link under **Forgot your Password** to go to the Reset Password page.
2. Follow the instructions provided in Help for the Reset Password page.

How to add another student to my account

To add another student to your txConnect account, you must have a valid Student Portal ID issued by your student's campus.

1. To access the My Account page, click **My Account** on the menu at the top of any page.
2. Next to **Students**, click **Change**.
3. Under **Add New Student** in the **Student Portal ID** field, type your student's Student Portal ID. If you do not have this ID, you must contact your student's campus to get the ID. **You cannot add a student without entering a valid Student Portal ID.**
4. In the **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 your student's record at the campus. **You cannot continue without entering the correct birth date.**
5. Click **Add**. Your student's name will appear in the **Students** box.
6. Click **Save** to save your changes.
7. If you clicked **Change** to add a student, but decided not to add a student, click **Cancel**.

If the student was successfully added to your account, his name will appear in the **Students** list on the left side of every page. Your students will be listed in alphabetical order. You can click the student's name to see his attendance and grades information.