

## Create a New Parent Portal Account for Brand New to the District Parent

### Create Parent Portal account.

Pull up your e-mail account and have minimized. You will need it later in the process

Retrieve the Parent Portal home page:

On the Parent Portal homepage locate "New txConnect User?"

Click the word [here](#), in blue text.



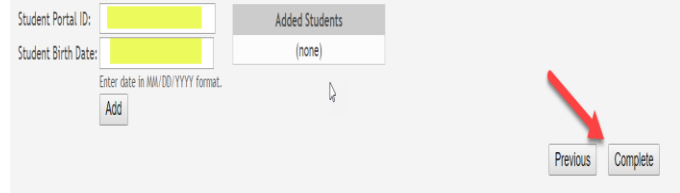
1. Create a **User Name**.
2. Create a **Password**.
3. Retype your password exactly as it was typed above to **Confirm Password**.
4. Enter your current **Email** address.
5. Click **Next**.  
An email with a verification code will be sent to the email address provided, you will need this verification code to enroll your child.
6. Select a **Hint Question**.
7. Type the **Answer** to your hint question.
8. Click **Next**.
9. New to the district user will skip this step so please click on the **Complete** Button to continue.

### Registration

#### Add Students (optional) - Step 3 of 3

Please provide a Student Portal ID and birth date for each student you wish to add. If you do not add a student at this time, you may add one in your profile later.

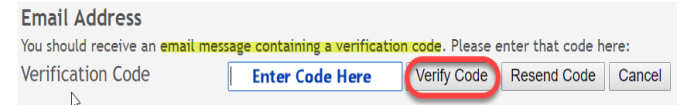
If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.



A message box "What are my next steps?" will be displayed. Click the "X" on the upper right to exit.

The "My Account" page will be displayed.

1. Check your email for the verification code you received from the previous step.
2. Copy and paste or manually enter the code in the verification code box and select **Verify Code**.

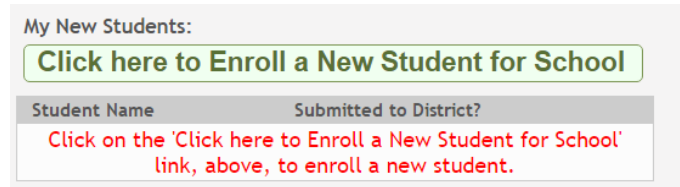


- If you did not receive your code, select Resend Code.

Once your code has been verified your email address will be visible.

Under **My New Students**:

- Select **Click here to Enroll a New Student for School**.



See Page 2 for instructions to enroll your student.