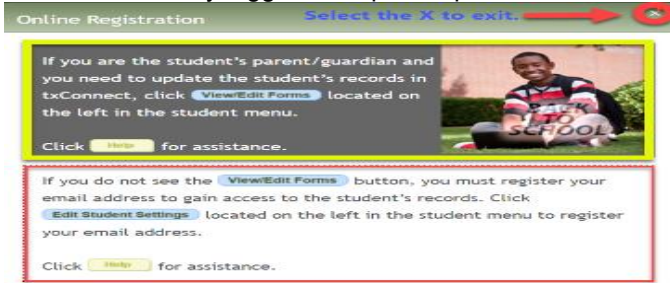


Registration Forms: Parent Portal Account

Retrieve the Parent Portal home page:

1. Login in with your **current** Parent Portal username and password. If you have forgotten your Username or Password select the word [here](#) (in blue letters) under **Forgot your Username/Password?** on the homepage.

Once successfully logged in to parent portal, the following option will be displayed. Select "X" to exit.



2. If you have already Linked your student to your account Skip this step.

Click on the **Add Student to (or Remove from) tx Connect** button

Manage My txConnect Students:
Add Student to (or Remove from) txConnect

Enter the student portal ID

Enter the student date of birth and click the Add button

Click on "**Summary**" at the top of the page

3. The portal "**Summary**" page will be visible and will display students who have previously attended the district.

Select **View/Edit Forms** button under the name of the student to register for the **2017-2018** school year.

The **Student Information** page will display for the selected student.

Click on any form group listed below to see the list of the associated forms:

Forms for the selected group will be displayed. Any forms outlined in Red indicate that the form is required for enrollment.

Registration

Select Registration: Update student information as needed, such as address, phone number, email, etc.

Select Contacts: Update, add, or delete contacts for student as needed.

After reviewing Registration and Contacts for accuracy or editing select "Submit Data with Electronic Signature". No further action is needed.

Registration Forms

Complete the listed registration forms. Forms **outlined in Red** are required to be completed for student registration.

Forms that are for review and require no action should be verified by selecting "Submit Data with Electronic Signature."

Forms that require action should be completed as indicated and submitted by selecting "**Submit Data with Electronic Signature.**" You will then receive a txConnect Registration Confirmation, select Close Window listed on the top right.

Complete all forms highlighted in Red. As forms have been completed you will notice a ✓ mark for the form in the forms list, an ! indicates action needed for the form.

Forms not outlined in Red are optional and can be completed as needed for the student. Selecting "Submit Data with Electronic Signature", will process the form.