

KOUNTZE ISD

Central Office (/3966) / Online Registration

Online Registration

Registration for NEW and returning students will be done through our Parent Portal website.

We will hold registration for NEW Pre-K or Kindergarten students ONLY beginning Monday, May 10th. This is ONLY for students that have NEVER attended KISD. If you have a student that has attended KISD and will be returning for the 2021-22 school year we plan to open that registration on June 7th.

If you do not have a Parent Portal account, then you will need to create one with the steps below. If you have any problems or questions, email Spencer Mathews for help. His email is smathews@kountzeisd.org. If you already have a parent portal account you can skip to the New Student Registration instructions below.

Here are the steps to create a Parent Portal account.

1. Go to <https://txeis05.txeis.net/ParentPortal/login?distid=100903>
(<https://txeis05.txeis.net/ParentPortal/login?distid=100903>)
2. Click on the Create Account button.



3. Fill in the information requested to create a username and password and enter your email address. The phone number is optional.

The screenshot shows the 'Create Account' page for the ASCENDER PARENTPORTAL. At the top, there is a navigation bar with the logo, 'English' language selector, and a help icon. Below the bar is a red button labeled 'Return to Login'. The main heading is 'Create Account'. A progress bar indicates three steps: 'User Information' (active), 'Security Question', and 'Complete'. The 'User Information' section contains the following fields and requirements:

- User Name:** A text input field with a user icon. Requirement: 6-25 alphanumeric characters.
- Password:** A text input field with a magnifying glass icon and a toggle eye icon. Requirement: 8-46 characters using 3 of the following:
 - UPPERCASE letters
 - Lowercase letters
 - Numbers (0-9)
 - Special characters
- Re-enter Password:** A text input field with a magnifying glass icon and a toggle eye icon. Requirement: Passwords must match.
- Email Address:** A text input field with an email icon. Requirement: Required.
- Mobile Number (10 digits):** A text input field with a phone icon. Requirement: (Optional).

At the bottom right, there are 'Next' and 'Cancel' buttons.

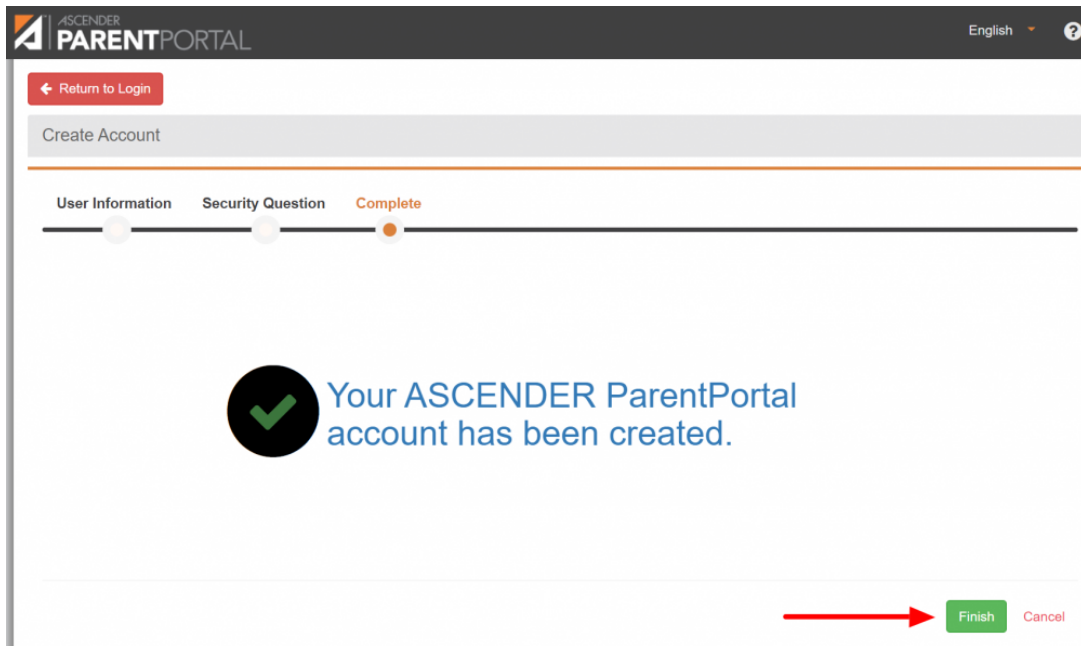
4. Select the one of the security questions from the dropdown menu and enter your answer (they are case sensitive so if you enter Lion for your mascot, you will need be sure it's a capital L when you answer your security question).

The screenshot shows the 'Create Account' page for the ASCENDER PARENTPORTAL, now at the 'Security Question' step. The progress bar shows 'User Information' as completed and 'Security Question' as the active step. The 'Security Question' section includes the following:

- Select Question:** A dropdown menu with the selected option 'What was the name of your first pet?'.
- Answer:** A text input field with a magnifying glass icon and a toggle eye icon.

At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

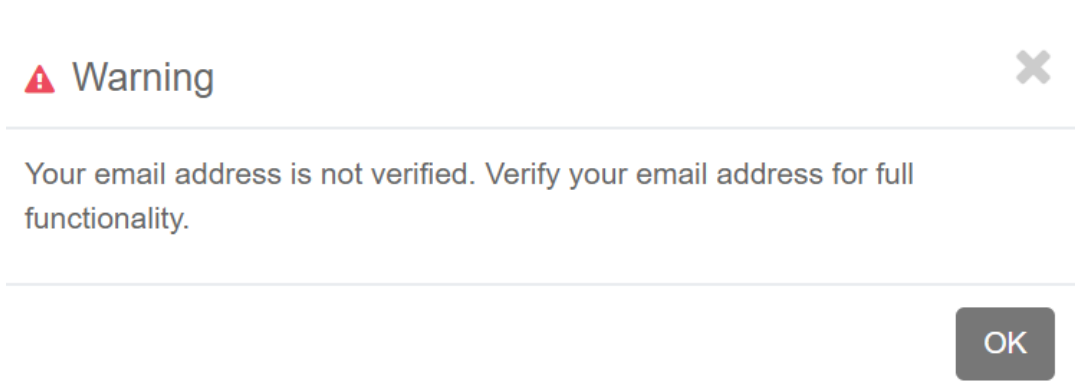
5. Click on the green Finish button.



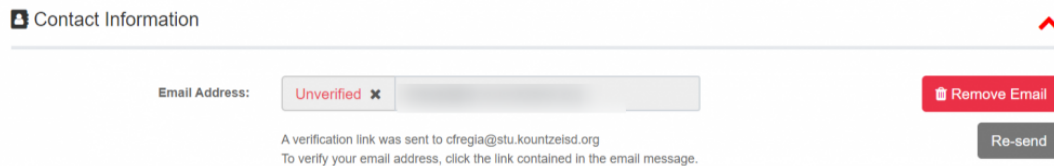
6. Check your email for the Email Verification. It should have a link in the email that you click to "Validate Email". Once you do that you should get a page that says "Your Email has been verified successfully."

If you already have an account and you're not sure if your email account is verified, here is how you can check.

1. Login to Parent Portal here, <https://txeis05.txeis.net/ParentPortal/login?distid=100903> (<https://txeis05.txeis.net/ParentPortal/login?distid=100903>)
2. If your email account is NOT verified you will get a warning message that pops up like this.



3. To verify your email account, click on the Re-send button in the Contact Information section seen below.



Contact Information

Email Address: Unverified ✕

A verification link was sent to cfregia@stu.kountzeisd.org
To verify your email address, click the link contained in the email message.

Remove Email

Re-send

4. Check your email for the Email Verification. It should have a link in the email that you click to "Validate Email". Once you do that you should get a page that says "Your Email has been verified successfully."

Once you have a Parent Portal account setup and your email verified, you can do the NEW Student Registration below.

Here are the steps to Enroll a NEW Student (one that did not attend Kountze ISD last year)

Here are the steps to register your NEW student(s)

1. Go to Parent Portal here, <https://txeis05.txeis.net/ParentPortal/login?distid=100903> (<https://txeis05.txeis.net/ParentPortal/login?distid=100903>) and login to your account.
2. Click on the Enroll a New Student Button.

Students



3. PLEASE TURN ON YOUR CAPS LOCK AND FILL IN ANY INFORMATION IN ALL CAPS.

4. Fill in the student's First, Middle and Last name, and if applicable, Generation and click CONTINUE.
5. On the ENROLLMENT KEY page just enter the letters that you see and click CONTINUE.
6. It should say "Your key has been created and verified" and click CONTINUE.
7. Click on ADD ADDRESS and enter your address. If you receive your mail at your physical address you can click the blue COPY button to copy the information to the Mailing Address. Once you have that information, click SAVE.
8. Click on ADD CONTACT and fill in the information requested. If you don't have something on the page, just skip it. Click on SAVE. Then continue to click on ADD CONTACT and enter contact information and SAVE each one until you have all of your student's contacts listed and then click on Continue.
9. Select Add/Edit info to select the student you have entered.
10. Select the contacts that are to be assigned to the student by checking the boxes and select ONE of them to be the PRIMARY CONTACT.
11. Fill in the rest of the things requested on this page. (DOB, Sex, SSN, Ethnicity).
12. If you can take a picture of your Proof of Residency, Driver's License (front and back), the student's birth certificate and Immunizations documentation, you can upload these on this page. Click on the blue DOCUMENT button on the corresponding line and it will bring up a dialog box for you to locate the file to upload. Once you have the documents uploaded, click on SAVE AND CONTINUE.
13. You then need to click the link in each of the 12 steps and complete each one before you can click the ENROLL STUDENT at the bottom of the page.

Some of the things in the 12 steps will require you to select information in the box and some are just information for you to read and when you click SAVE you are verifying that you have read the information in the box. Once you have a check mark on all 12 items in the list, you should be able to click the ENROLL STUDENT button at the bottom of the page.