

Register:

At any point during the registration process, you can click **Previous** to return to a previous step in the registration process.

Step 1 - User Info:

User Name	Type a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last name. Requirements: <ul style="list-style-type: none">▪ 6-25 characters▪ Unique (i.e., not used by anyone else in the district)▪ <i>Not</i> case-sensitive (i.e., it does not matter if you type uppercase or lowercase letters)
Password	Type a password that you will use when you log on to txConnect. Requirements: <ul style="list-style-type: none">▪ 8-25 alphanumeric characters▪ A combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd*1234)▪ Case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters)
Confirm Password	Retype the password to confirm that you typed it as intended.

E-mail	Type your current email address that is listed as your contact info in our system. <ul style="list-style-type: none">▪ Your email address must be entered in a valid format (e.g., name@domain.com).▪ You cannot enter an email address that is already in use. Your email address is required if: <ul style="list-style-type: none">▪ You are new to the district and you are registering a new student.▪ You are updating an existing student's enrollment information.▪ You wish to receive attendance or grade alerts.
Confirm E-mail	Retype the email address to confirm that you typed it as intended.

Click **Next**. If you entered the data correctly, the Step 2 page is displayed.

**** You will receive an email message at that address containing a verification code. You must type (or copy/paste) the verification code on the My Account page in order to verify your email address. Check your junk mail if you don't see it in your inbox.**

Step 2 - Hint Questions:

Question	Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	Type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

Click **Next**. If you entered the data correctly, the next Registration page is displayed.

Step 3 - Verify Email Address and Add Students:

A message indicates that your account was created.

Under ***Verify Email Address (optional)****:

If you entered a valid email address on Step 1, you should have received an email message in your Inbox with a code allowing you to verify your email address.

Verification Code	Copy-paste the verification code that was sent in the email message.
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Click **Verify Code**.

If the correct code was entered, "Verification Successful" is displayed.

Under ****Add Students (optional)****:

If you are enrolling a new student in the district, you can skip this step initially. Your student's portal ID will be provided by the campus at a later time. Click **Complete** to continue to the [My Account](#) page.

Student Portal ID	Type the student portal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID. The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
Student Birth Date	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

Click **Add**.

Your student's name appears under **Added Students**.

Repeat the steps to add another student, or click **Complete** to continue to the [My Account](#) page.