



# txConnect for Parent/Guardian Quick Reference

- Go to your district Website for access to the Parent Portal.
- If you need assistance on Parent Portal click [Help](#), top right corner of the screen.
- The language available can be changed by selecting English or Espanol at the bottom of the screen

## New User/Create Account:

1. Go to the Login Screen, "New User?" and click "[here](#)".

## Step 1 of 3

2. Enter User Info - Below each box it will describe specifics when building a User Name and Password.
3. The e-mail must be a valid e-mail address format and must be unique to you. Two guardians cannot enter the same e-mail address.

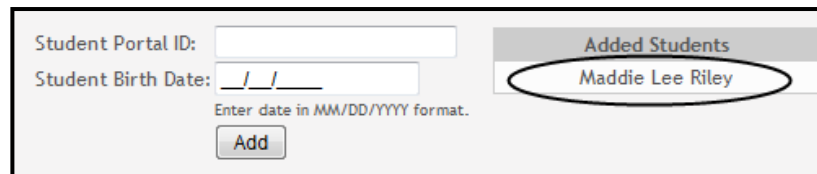
4. Click **NEXT** at the bottom of the screen.

### Step 2 of 3 (Hint Question)

5. Click the dropdown menu and select a questions.
6. Enter your answer to the question. **Note: Your answer is case sensitive.**
7. Click **NEXT**.

### Step 3 of 3 (Add Students)

8. **Enter the Student Portal ID number** given to you by your school
9. **Enter the child's birthdate:** (MM/DD/YYYY)
10. Click **Add**.



Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

Added Students

Maddie Lee Riley

11. Your student's name will appear in the Added Students box on the right side of the page.
12. Repeat the previous steps to add another student, or click **Complete**.
13. The Summary page for your first student will be displayed.

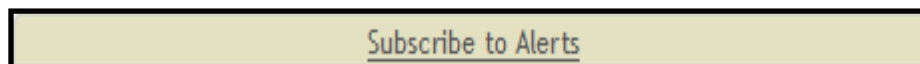
### Parent Portal Features:

- [Student Summary Review](#)
- [Class Schedule including email to teachers](#)
- [Attendance Views](#)
- [Grade Views for Cycles & Semesters](#)
- [Searchable Assignment Pages](#)
- [View Discipline Records \(if district allows\)](#)
- [View Alert Notifications for Grades and Attendance](#)

### Subscribe to Alerts:

Alerts are messages notifying you if your student has any grades or attendance information of which you should be aware, such as an absence or a low grade. To subscribe to alerts follow these steps:

- **Go to the Alerts Section** and select "**Subscribe to Alerts**". You have options available to receive e-mail alerts on absences, grade averages, and assignment alerts.



- Go to "**My Account**" to change or edit your **e-mail address, password, hint question, or change options for your student.**
- Click "**Logout**" to exit Parent Portal.