



txConnect does not provide “real time” access to attendance and grades entered into the student information system by teachers. Student grades posted by teachers are updated in txConnect at 5:30 pm each day. Student attendance posted by teachers and/or updated by campus attendance personnel are updated in txConnect periodically throughout the day. The most recent date and time of update are indicated on the applicable screen.

ECISD is unable to provide technical support for computer problems encountered in accessing txConnect. Please refer to the following documents for assistance:

- **txConnect System Requirements to determine whether or not your computer meets the minimum hardware requirements**
- **Using txConnect for user set up and viewing attendance and grades**

NOTE: To access the above documents follow step 4(a) below.

~ FREQUENTLY ASKED QUESTIONS ~

1. What do I need to do to get access to my child’s attendance and grades?

First, you must fill out the waiver form and return it to your child’s school office. After a verification process, you will receive your child’s Portal ID from the campus. The Portal ID is not the same as the student id number. You can obtain a waiver form from your child’s school office, or print the waiver form found at the end of this document.

2. Will I have to sign another waiver form next year?

No. As long as your child remains enrolled in ECISD, your User ID will be valid.

3. How long does it take to receive my child’s Portal ID?

If the waiver form is completed during District Wide Registration or during a specified enrollment period, the Portal ID may be available immediately.

If the waiver form is completed during the school year, not during a specified enrollment period, the length of time will be dependent upon a variety of factors occurring at your student’s campus at the time the waiver is submitted. You should allow a minimum of two weeks before calling your child’s campus to inquire about the student Portal ID.

4. Where do I go to access txConnect?

From your home computer, txConnect can be accessed one of two ways:

- a. Go to the ECISD Website: www.ectorcountyisd.org
- b. Click on the link on the left-hand side titled txConnect Parent Portal, located under Quick Links.
- c. Click on the link: txConnect Parent Portal Website.
- d. Go to <https://itccsqb.esc20.net/PAEC/login.aspx>

5. I have received my child’s Portal ID. Now what?

Access the txConnect site (see question 4 above). Click on the [here](#) link under ‘New User’ and create your User ID.

6. What if I have a question about my child’s grades?

Contact your child’s teacher.

7. What if I have a question about my child’s absences?

Contact your child’s school office and request to speak to the attendance clerk.

8. How often will my child’s grades be updated in txConnect?

Teacher grades should be posted once a week, by Monday of each week. However, it is important to note that periodically a teacher’s schedule/responsibilities may prevent this. Teachers are not required to post grades on a daily basis.



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9. How often will my child’s attendance be updated in txConnect?

Elementary campuses take attendance at 9:30 am. Secondary campuses take attendance each period of the day. Attendance personnel make corrections/updates to student absences and attendance coding as they made aware of changes.

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10. I can’t access txConnect. What do I do?

Refer to the txConnect System Requirements document to make sure your computer settings are correct and that your home computer meets the minimum system requirements. ECISD is unable to provide technical support for computer problems encountered in accessing txConnect.

11. What do I do if I forgot my password?

Click on the link ‘Forgot Password’ on txConnect . Follow the steps on the screen to reset your password.

12. What do I do if I locked myself out of txConnect?

Wait 20 minutes and then try to logon again.

txConnect locks you out after 3 unsuccessful attempts at logging in. If you do not remember your password click on the ‘Forgot Password’ link and reset your password. Follow the steps on the screen to reset your password.

13. What if I forget my User ID?

You will need to click on the ‘New User’ link and create a new User ID. txConnect was developed using a self-administering User ID system. ECISD personnel are not able to look up User IDs.

14. Can I sign up for e-mail alerts?

Yes. You can set up your User ID so that txConnect e-mails you regarding grades, attendance and assignments.

15. What if I need assistance concerning a particular screen?

Click on the HELP button on the screen about which you have a question.

16. What if the Portal ID does not work?

Typically the Portal ID will not be active the first day it is created. Do not attempt to add that student until the following day if you have just received your student’s Portal Id from the campus.

The Portal ID must be keyed exactly as it appears. It is case sensitive.

Contact your campus data clerk to verify that the Portal ID you are using is correct.



PARENT PERMISSION & WAIVER FORM FOR ONLINE ACCESS TO ATTENDANCE & GRADES

******* RETURN THIS FORM TO YOUR CHILD'S SCHOOL OFFICE *******

(PLEASE PRINT):

CAMPUS NAME: _____

STUDENT NAME: _____

STUDENT DATE OF BIRTH: _____ **STUDENT ID #** _____

PERMISSION

My signature on this form authorizes the Ector County Independent School District (ECISD) to make my child's/children's attendance and grades available online via ECISD's online system, found on the following website: XXXXXXXXXX. I understand that my access will remain in effect unless it is revoked by me by written notice provided to ECISD. Upon receipt of this form and a verification process, campus personnel will provide me with my student's portal id so that I may create my userid and password.

WAIVER OF CLAIMS AGAINST ECISD

I understand and agree to the following:

- I understand that the campus verification process may cause a delay in the receipt of my student's portal ID
- My child's attendance and grades will be available on an encrypted internet site
- ECISD is not responsible for Internet access to my child's attendance and grade reports by persons who do not have my authorization or consent
- In order to maintain confidentiality, I must not reveal my username and password to anyone other than another parent or legal guardian
- ECISD has the authority to revoke my access should circumstances arise warranting it
- By signing below, I certify that I am the child's parent or legal guardian, that the child is a minor or dependent for tax purposes, and I waive any claims or causes of action I may have against ECISD by reason of any unauthorized access

PARENT/LEGAL GUARDIAN SIGNATURE

My signature on this form indicates that I agree to the information printed on this form.

Signature of parent/legal guardian: _____

Printed Name: _____

Relationship of parent/legal guardian to child (for instance, natural mother, step father, foster mother, grandmother, aunt, etc.):

Date: _____

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socioeconomic standing or

non-proficiency in English language skills in providing educational services for students' benefits.

OFFICE USE ONLY:

Verified by: _____

Verified on this day: _____