

Steps Involved for Online Registration – Email Verification

During registration, the parent/guardian with whom the student lives with will need to provide an email address in the Parent/Guardian 1 section of the SIC card.

ECISD		ECTOR COUNTY ISD STUDENT INFORMATION CARD / Tarjeta de Información del Estudiante			
FOR OFFICE USE ONLY / PARA USO EXCLUSIVO DE ESTA OFICINA					
ID #:	TEA ID #:	Campus:		School Year:	
Entry Date:	Ctrl #:	Teacher:		Eligibility:	Bus #:
Withdrawal Date:	PP:	Transfer Code:	Aff:	Mag:	Proof of Res B Cert Parent Drive Lic Dir Restrict Immzns SS Card Report Card
STUDENT INFORMATION / INFORMACIÓN DEL ESTUDIANTE					
Student's Legal Name Same as Birth Certificate Nombre Legal del Estudiante		Last Apellido:		First Primer Nombre:	
				Middle Segundo Nombre:	

Residence Address Domicilio Residencial					
PARENT/GUARDIAN INFORMATION / INFORMACIÓN DEL PADRE/TUTOR					
Parent/ Guardian 1 (Name of Parent Student Lives With) Padre/ Tutor 1 (Nombre del Padre/Madre con quien vive el estudiante)	Last Name Apellido:		First Name Primer Nombre:		Driver Lic # # de Licencia:
	Relationship to Student Relación con el Estudiante:		Street # # de Calle:		Street Name Nombre de la Calle:
	Apt #:		City, State Ciudad, Estado:		Zip Code Código Postal:
Home Phone Teléfono de la Casa:		Work Phone Teléfono del Trabajo:		Employer Patrón:	Birth Date Fecha de Nacimiento:
Cell Phone Teléfono Celular:		E-Mail Address Correo Electrónico:			Resides with Student? ¿Reside con el Estudiante? Yes Sí No
Parent/ Guardian 2 Padre/ Tutor 2	Last Name Apellido:		First Name Primer Nombre:		Driver Lic # # de Licencia:
	Relationship to Student Relación con el Estudiante:		Street # # de Calle:		Street Name Nombre de la Calle:
	Apt #:		City, State Ciudad, Estado:		Zip Code Código Postal:

The campus data entry clerk will need to be sure to enter the Parent/Guardian 1 email into iTCCS for students.

Demographic Parent Guardian - Windows Internet Explorer

iTCCS / ECTOR COUNTY ISD

Reporting Products Go Log Off 2/7/2012 10:28:23 AM

Change Responsibilities Main Menu Registration Menu My Menu WST1125

Save Demo (1) Demo (2) Demo (3) Quick Entry

ENTER CAMPUS AND CLICK FIND.

Student Identification

Campus: Stu ID: Find SSN: Denied SSN: Previous ID: Search

Name: Last First Middle Gen

Prev Guardians Next Guardians

Parent / Guardian 1

Last Name: First: Init: Gen: Lives with:

Street Nbr: Name: Apt Nbr:

City: State: Zip: Rel: Rel:

Phones - Home: Work: Ext: Cell: Pager:

Occupation: SSN: E-mail:

Parent / Guardian 2

Last Name: First: Init: Gen: Dup Address: Lives with:

Street Nbr: Name: Apt Nbr:

City: State: Zip: Rel: Rel:

Phones - Home: Work: Ext: Cell: Pager:

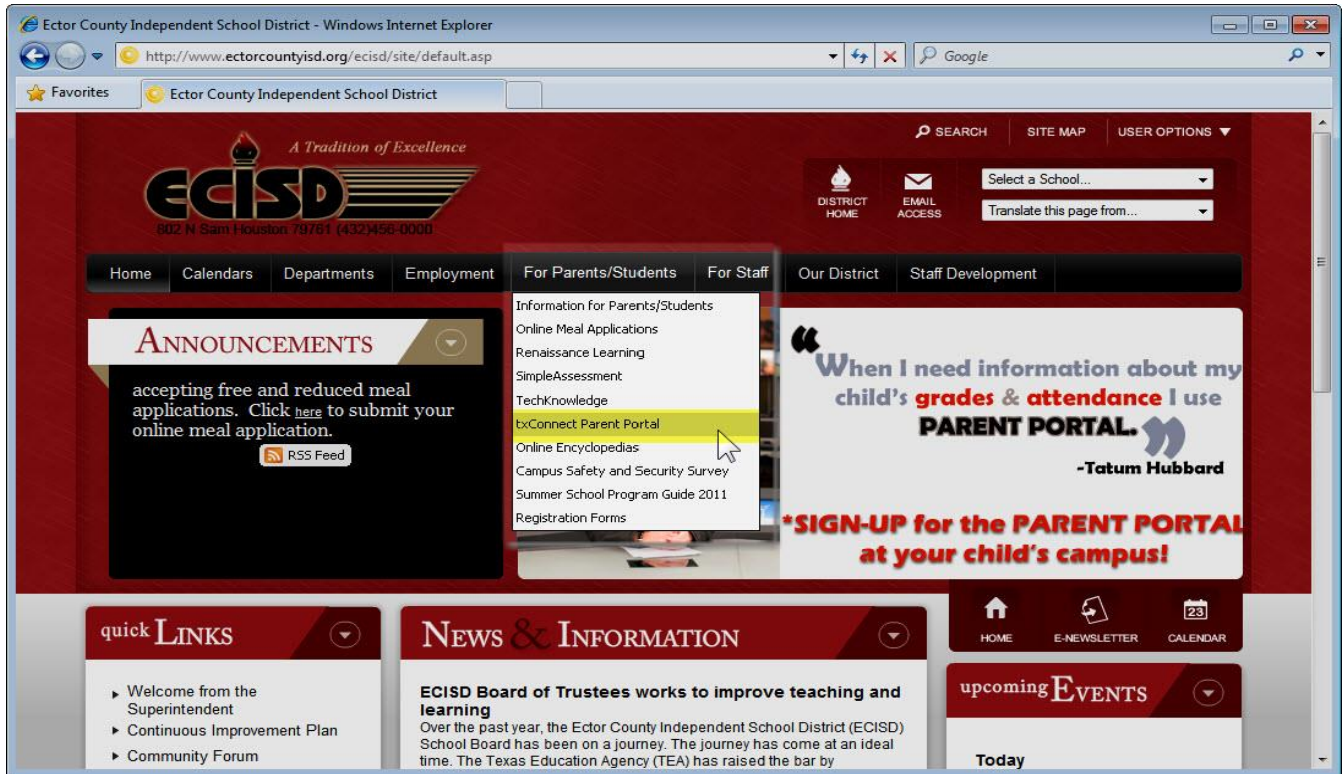
Occupation: SSN: E-mail:

Military / Federal

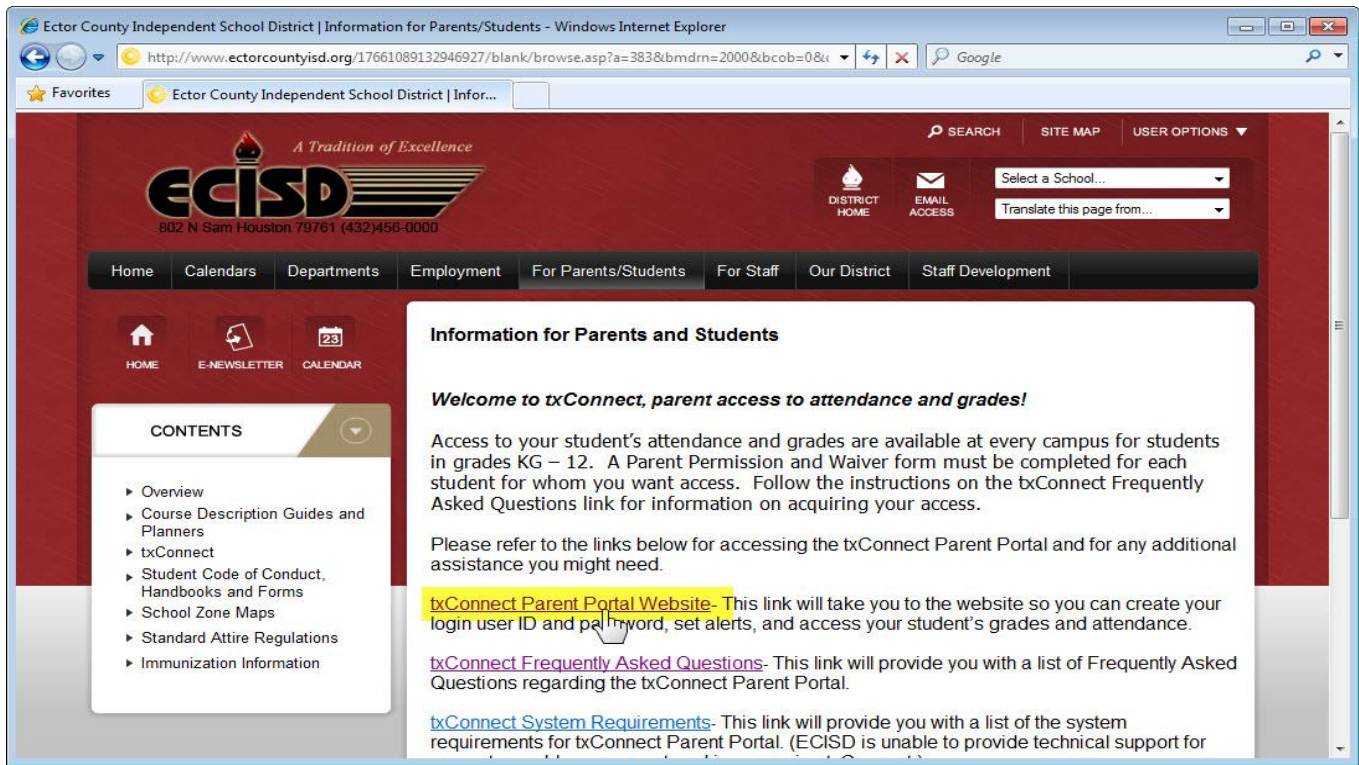
Parent Military: Parent Federal Connection: Parent Rank: Branch of Service:

Done Local intranet | Protected Mode: Off 100%

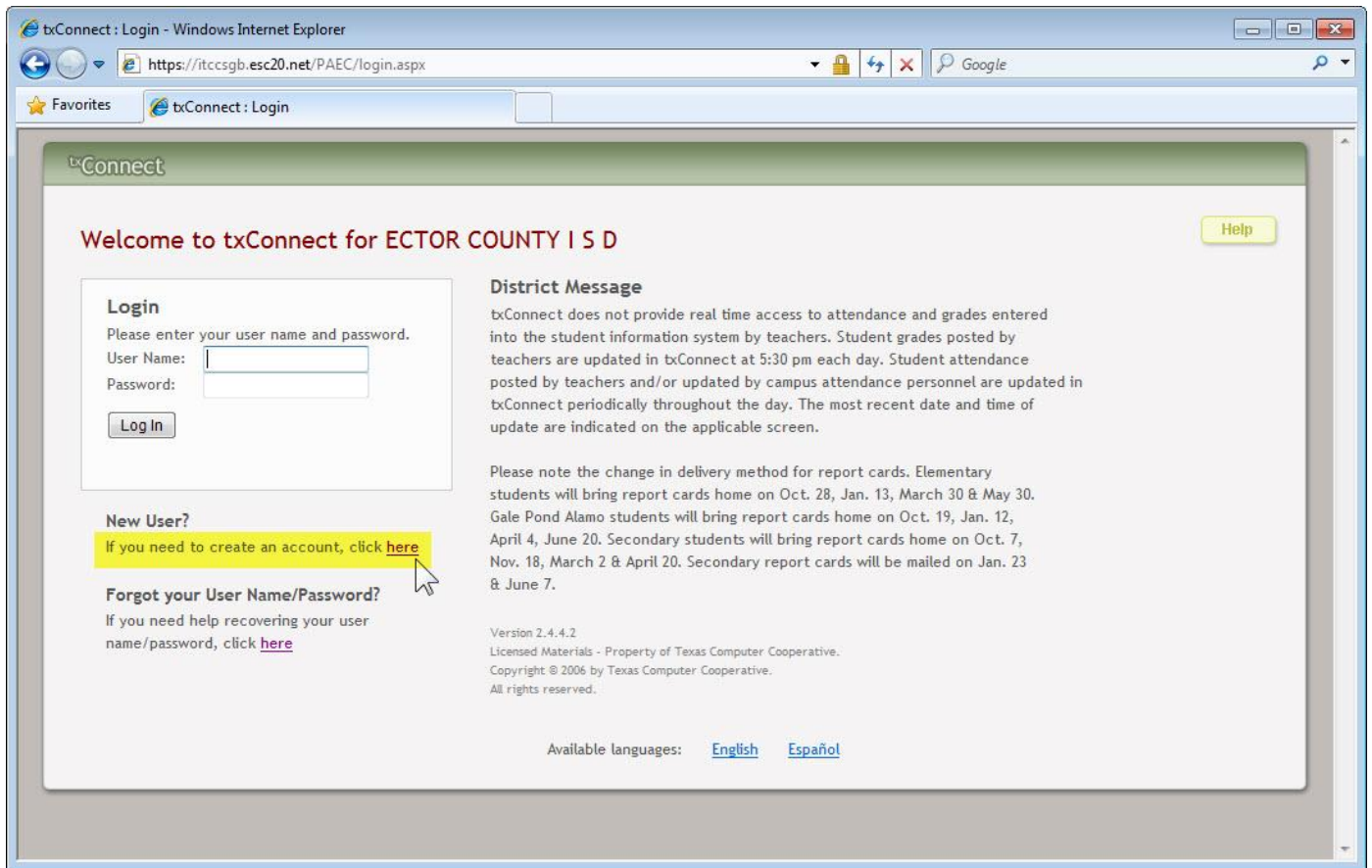
The parent will need to login to the txConnect Parent Portal. To access the Parent Portal, on the ECISD home page choose the txConnect Parent Portal link from the “For Parents/Students” drop-down menu.



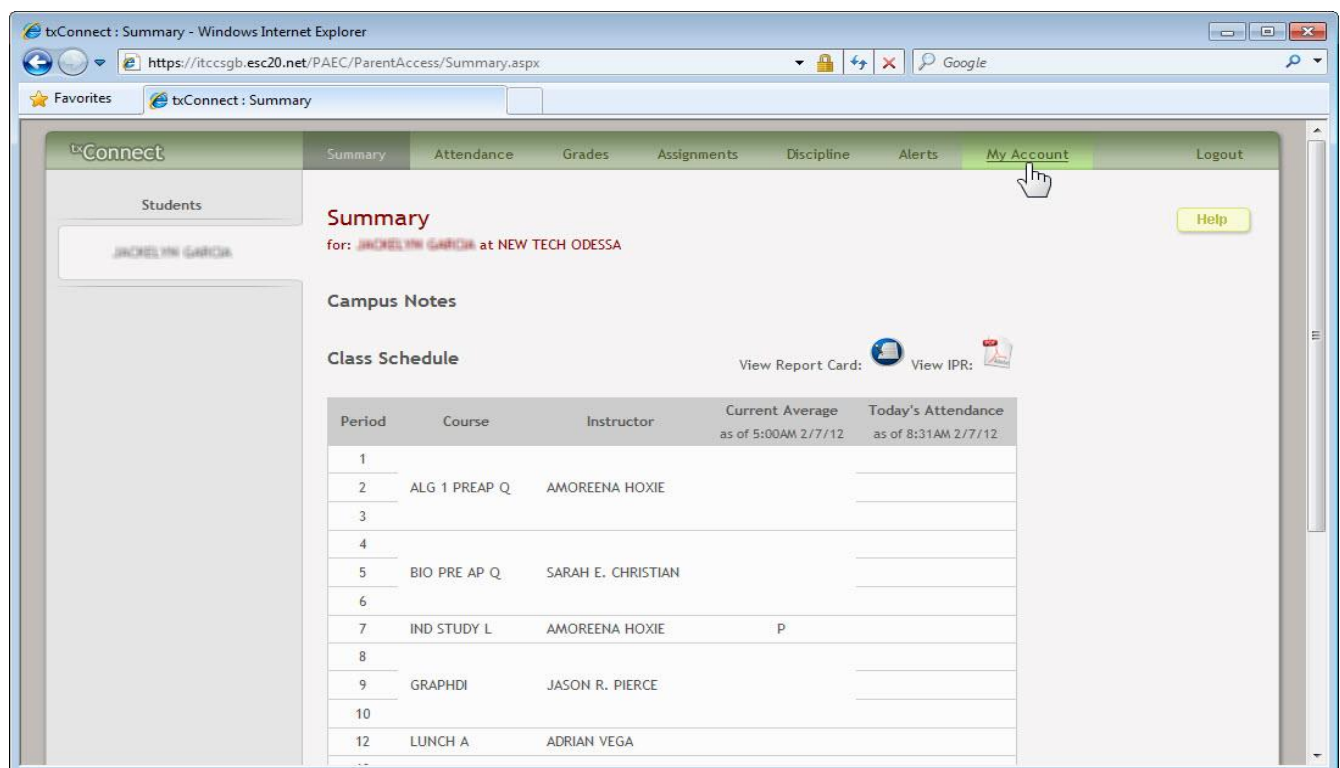
Then click on the txConnect Parent Portal Website link.



If the parent has already set up a txConnect account, they will login with their User Name and Password. If the parent has not set up a txConnect account, they will need to do so by clicking on the new user link.



Once a parent has set up their txConnect account, they will need to login and go to the My Account section.



Under Manage My txConnect Students, the X or Check Mark will indicate if the email address matches.

Manage My txConnect Students:

Add or Remove Student

Student Name	Rights	Student Data	Associated User	Last Login	
[blurred]	✗	[blurred]	[blurred]	5/	
[blurred]	✗	Your email address does not match a parent contact			4/
[blurred]	✗	[blurred]	[blurred]	5/	
[blurred]		[blurred]	[blurred]	10	

(If available, click View/Edit to manage that student's information.)

If the email address entered in iTCSS for Parent 1 does not match the email address the parent is using with their txConnect account, the parent **will not** be able to register online.

If the email addresses **do not** match, the campus data clerk needs to enter or update the Parent 1 email address in iTCSS. Or the parent has to make sure they use the email they provided on the SIC card with their txConnect account. The parent can update their txConnect email by going to My Account and clicking on Change in the Email Address section.

Email Address
(Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.)

Email Address:

Confirm Email Address:

The parent will then login to their email account and retrieve the registration key. They will need to enter the registration key into their txConnect account.

☐ **Registration Instructions**

From : txConnect@esc20.net
To : adrian@odessa-tx.net
Received : 01:00 PM

To register this email address to ~~XXXXXXXXXXXX~~ please log in to txConnect and enter the following registration code:
bE5bj3pIQ2XzKtpc4WfghjBB

You may simply copy the code from this email and paste it into the appropriate box in txConnect.

The parent enters the registration key on the Edit Settings For My Students page in their txConnect and clicks the Submit button.

Student Name	Rights	Student Data	Associated User	Last Login	Paperless
[blurred]	✓	<input type="button" value="View/Edit"/>	[blurred]	[blurred]	<input type="checkbox"/>
[blurred]	✗	Your email address matches a parent contact, and, you are a guardian. You may:			
[blurred]	✓	• Edit student information when registration forms are available. • Sign electronic registration forms when available.			