How to:
Enroll a New Student
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**OVERVIEW**

In txConnect, a parent/guardian can enroll his student in the district using the New Student Enrollment page.

**Prerequisites**

- This guide assumes that several required steps have already been performed by the district to enable online registration at the campus.
- The parent/guardian must have an email address.
- The parent/guardian must have all necessary information about the student as required for registration.
- These steps can only be performed on a personal computer. A mobile device cannot be used.

**Checklist Overview**

The following parent/guardian steps are covered in this guide:

- Create a user account in txConnect.
- Log on to txConnect if necessary.
- Enroll the new student, and submit the data to the district.
  - Follow up by delivering any required forms or evidence in person to the district or campus.
  - Obtain a student portal ID from the campus.
- Add the student to the parent’s txConnect account.
- Register the parent’s email address to the student.
- Update the student’s online registration data as needed.
Types of Forms

Two types of forms may be used for enrolling the student, depending on the district’s procedures.

- **Static forms** cannot be updated online; they can by viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, and can be delivered in various formats, such as Microsoft Word, PDF, spreadsheet, etc.

  - Permission for Photographs
    This is required for all new students.
  
  - Directory Information and FERPA
    This is required for all new students.

- **Dynamic forms** are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.
Before enrolling a student, the parent must create a user account in txConnect in order to obtain a user name and password to access the system.

When you access txConnect, the Login page is displayed.

Click the link under Have a New Student. The Registration User Info - Step 1 of 3 page is displayed.
Step 1:

1. In the **User Name** field, type a user name that will identify you when you log on to t³Connect, such as a combination of letters from your first and last names.
   - The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
   - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
   - If you type a user name that is already taken, the system notifies you that the user name is taken. Another user name must be entered.

2. In the **Password** field, type a password that you will use when you log on to t³Connect.
   - The password must be six to nine alphanumeric characters.
   - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
   - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as intended.

4. The **E-mail** field is used to send you attendance, grade average, and assignment alerts.

   The field is required if:
   - You are new to the district and are registering a new student.
   - You are updating an existing student’s enrollment information.
   - You wish to receive attendance or grade alerts.

5. Click **Next**.

   - If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before you can continue.

   ![User Name Error Message]
   - The user name you entered is not in a valid format.
   - Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

   - If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

**Step 2:**

1. In the **Question** field, select a question to which you will provide an answer. The question is asked in the event that you lose your password.

2. In the **Answer** field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. You should select a question for which you will easily remember the answer. The answer is case sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. Click **Next**.

If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.

**Step 3:**

The **Step 3 page can be skipped for now.** Your student’s portal ID will be provided by the campus at a later time.

Click **Complete** to continue to the My Account page.
If you are continuing from the previous step and are already logged on, you can skip this step.

If you are *not* already logged on, you must log on to "Connect" using the user name and password created in the previous step. Once you are logged on, you can access the page for enrolling a student in the district.

1. From the Login page in the **User Name** field, type your user ID. The user ID is not case sensitive.
2. In the **Password** field, type your password. The typed text is hidden. The password is case sensitive.
3. Click **Log In**. The My Account page is displayed.

If you entered an invalid user ID and/or password, an error message will prompt you to reenter the data. You must enter the correct information to continue.

**WARNING:**

If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account for 10 minutes. Try logging on again after 10 minutes.
Once you are logged on to txConnect, you can access the Online Student Enrollment - New Students page, which allows you to complete the steps required to enroll the student.

When you log on the first time, the My Account page is displayed.
From the My Account page, click the **Manage My New Students** link. The Online Student Enrollment - New Students page is displayed.

## Step 1 - Enrollment Overview

Under **New Student Registration Steps**, a brief overview of the student registration steps is provided.

1. Under **Student Name**, type the student’s first name and last name in the **First Name** and **Last Name** fields.

2. Click **Continue**. The Step 2 Registration Key page is displayed.

## Step 2 - Registration Key:

There are two possible methods for requesting a registration key. One of the following options will be available, as determined by the district.
Option 1 - E-mail validation:

For Option 1, a registration key will be sent to you in an email message. Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

1. Click **Request registration key** to request a key for your student.

   A message is sent to your email address that contains the new 16-character student registration key. Also, a message pops up to inform you that the e-mail message was sent.

   Click **Close** to close the message.

2. Check your email inbox for the message that contains the registration key.
3. In the **Registration Key** field, you must enter the exact registration key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Then click **Verify**.

4. If you typed the key code correctly, the message “Your key has been verified!” is displayed.

Click **Continue**. The Step 3 - Addresses and Contacts page is displayed.
**Option 2 - CAPTCHA validation:**

**NOTE:**
This option is primarily used during a short-term registration event, such as Kinder Roundup.

For Option 2, a registration key will be displayed on the page once you correctly enter the CAPTCHA code. To do this, follow these steps:

1. Click **Request registration key** to request a key for your student.
   
   A message is displayed stating “Registration Key Created.”

2. Type the CAPTCHA code, which is displayed below the **Request registration key** button. You must enter it exactly as it appears on the page. Then click **Continue**.
   
   Click **OK**.
If you typed the CAPTCHA code correctly, the message “Your key has been verified!” is displayed.

3. Click **Continue**. The Step 3 - Addresses and Contacts page is displayed.

**Step 3 - Addresses and Contacts**

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.
Under **Family Addresses**, any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.

1. To add an address, click **Add Address**.

The Address Manager window opens.
2. Type the complete address in the fields provided. For a physical address, use the fields under **Physical Address**. For a mailing address, use the fields under **Mailing Address**.

   Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.

3. Click **Save Changes**. The window closes, and the address is listed under **Family Addresses**.

4. To add another address, click **Add Address** again, and repeat the steps to add the next address.

5. To edit an existing address, click **Edit** next to the address.

   The Address Manager window opens allowing you to update the fields.

6. Update the fields as needed. Some fields are required. If you delete data from a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.

7. Click **Save Changes** to save your updates.

Under **Family Contacts**, enter contact information for all of the student’s family and emergency contacts. Any existing contacts are listed.

1. To add a contact, click **Add Contact**.
The Family Contact Information window opens.

2. Enter data in the fields, including the contact’s complete name and address.

- Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.

- Scrolling may be required in order to view all fields and to click **Save Changes**.
3. Click **Save Changes**. The window closes, and the contact is listed under **Family Contacts**.

4. To add another contact, click **Add Contact** again, and repeat the steps to add the data for the next contact.

5. To edit an existing contact, click **Edit** next to the contact.

   The Family Contact Information window opens allowing you to update the fields.

6. Update the fields as needed.

   Some fields are required. If you delete data from a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.
7. Click **Save Changes** to save your updates.

8. Click **Continue**. The Step 4 - Student Information page is displayed.

**Step 4 - Student Information**

Any existing students added to your account are listed.

1. Click **Enter Student Info** for the student.

   Fields are displayed allowing you to select the student’s address and contacts and enter additional information.

2. Under **Selected Student: Student Name** (where **Student Name** is your student's name), enter all required data:
   
   - Under **Address Information**, select an address for the student from the drop-down list. These are the addresses you entered in Step 3.
If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4.

- **Under Contact Information, click Select Contacts.**

A window opens allowing you to select contacts from the student from those entered in Step 3.

- From the list of contacts, select up to four who should be listed as contacts for the student.

- Of those selected as contacts, select **Primary Contact** for the one who is the student’s primary contact.

- Click **Select** to close the window.
If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

3. **Under Student Information**, enter the student’s data in the fields provided.
   - You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

   ![Screen capture showing Student Information section]

   - Some fields may have instructions or additional information in the right column. You may need to scroll to the right to view this information.

4. In the data fields, enter the required data, and then click **Submit to District**. Or, click **Save data and submit later** if you have not completed all information and need to continue at a later time.
If you click **Save data and submit later**, a message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

If you click **Submit to District**, a message is displayed indicating that the data is saved and submitted for district processing. You can continue to Step 5 to complete the process.

Once you click **Submit to District**, the student’s registration information is submitted to the district for review and acceptance, and a check mark and date are displayed in Step Four in the **Submitted to District** column.

5. If you need to delete a student and all of his associated data, click **Remove** for the student.
A message is displayed prompting you to confirm that you want to delete the registration key and all of its associated data.

Click **OK** to continue, and that student is deleted.

### Step 5 - Final Steps

Click **Step 5**. Under **Downloadable Enrollment Forms**, any forms required by the campus or district are listed.

- Click each form to view it. The form opens in a new window where it can be viewed and printed.
- Print and complete all forms by hand, and take the completed forms to the campus or district.

Complete the Registration Process

Visit In Person

To complete the registration process, you must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

Once you have completed in-person registration at the district or campus, the campus staff reviews the student enrollment information, and determines if the information is complete. The campus will complete the registration process.

Receive a Student Portal ID

You will be issued a student portal ID for each student you successfully register. The student portal ID is issued by the campus. You can use the portal ID to add the student to your account.

TxEIS Elementary School
TxEIS 101 Street
Alamo City, TX 47036

Mr./Ms. Stanford
222 Preston
Alamo City, TX 89988-2224

Nov 05, 2014
RE: Student Portal IDs

Dear Mr./Ms. Stanford

The following portal ID(s) have been assigned so you can access student information:

<table>
<thead>
<tr>
<th>Portal ID</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>gNB15kuRS</td>
<td>Rae A. Stanford</td>
</tr>
</tbody>
</table>
**ADD THE STUDENT TO YOUR \textsuperscript{TX} CONNECT ACCOUNT**

Once you have a student portal ID issued by the student’s campus, you can add the student to your \textsuperscript{tx}Connect account.

1. If you are not already logged on to \textsuperscript{tx}Connect, log on to proceed.

2. From the main menu, select **My Account**.

The My Account page is displayed.

3. Next to **Students**, click **Change**.

The **Add New Student** fields are displayed.
4. Type the student portal ID and birth date in the fields provided. The birth date entered here must match the birth date in the student’s record at the campus.

5. Click **Add**.

The student is added to the **Students** list.

6. Click **Save**.

The student’s name will now be displayed in the students list on the left side of every page in "Connect."
REGISTER YOUR EMAIL ADDRESS TO THE STUDENT

You must register your email address for each student. It is a one-time procedure that is required if you wish to update your student’s registration information online.

1. If you are not already logged on to bConnect, log on to proceed.

2. From the main menu, select My Account.

   The My Account page is displayed.

3. Next to Students, click Edit Settings.

   The Edit Settings For My Students page is displayed.

   You can also access this page from the Summary page by clicking the button at the top of the Students list.
4. The program compares the email address entered for your account (in the **Email Address** section on the My Account page) to the email address that is on file at the campus.

- If your email address does *not* match any parent email addresses associated with the student, a message is displayed indicating that your email address does not match. You cannot proceed until this is corrected.

If an incorrect email address is entered for your txConnect account, you can change it on the My Account page under **Email Address**.

- If your email address *does* match the email address for one of the student’s parents/guardians, you will have complete access to manage your student’s settings. The **Register** button is displayed under the student’s name.

5. Click **Register** to register your email address for the student.

When you click **Register**, a message is sent to your email address that contains a 24-character alphanumeric registration code.

6. Check your email inbox for the message that contains the registration code.
7. Once the registration code is sent, the **Register** button is replaced with a field for the registration code. Type or paste the registration code into the field.

![Registration Instructions](image)

You must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.

You must be logged on to bConnect in order to complete the email registration process.

8. Click **Submit**.

If the correct code was entered, a message is displayed indicating that your email address is registered to the student, and the **Unregister** button is displayed.

![Edit Settings For My Students](image)

If necessary, you can click **Unregister** to un-register your email address for the student at any time.


**UPDATE ONLINE REGISTRATION DATA AS NEEDED**

Once your email address is registered for a student, you can update the student’s registration data as needed. The **view/edit** button is displayed on the Summary page, and the **edit** button appears on the My Account page. You can click either button to access the Student Information page where you can update the data.

1. If you are not already logged on to txConnect, log on to proceed.

2. From the Summary page, click **View/Edit Forms**.

Or, from the My Account page, click **Edit**.

The Student Information for **STUDENT NAME** page is displayed, where **STUDENT NAME** is the name of your student.
3. The forms for your student’s online registration may be grouped under headings such as Medical, Transportation, and Other, depending on how the district has set them up. Click the heading to view the list of associated forms. The associated forms are displayed below the heading.

4. Locate the form you want to view, and then click **Select** for the form. The form data is displayed on the right side of the page.

   For static forms, if the district provided any special instructions for the form, the instructions are displayed. An icon also indicates the format of the document, such as Microsoft Word and PDF. Click the form name to open the form. The form opens in the associated program.

   For dynamic forms, the form will open on the right side of the page in a grid format with column headings and rows of data.
The left column displays all the information fields, such as name, grade, SSN, and birth date.

The next column displays the current data for the field, if it exists.

If the district or campus provided specific instructions for the field, the instructions are displayed in the right column.

Some data can be updated, and some data cannot be updated. If the data can be updated, the Edit button is displayed.

When you click Edit, an input field appears below the existing data allowing you to type the new information. A Cancel button is also displayed for the field.

5. The input field will display the existing data. Type over the existing data with the new information. Otherwise, click Cancel.

6. Click Save Changes to save any changes. Otherwise, click Cancel to clear any changes on the page.
• If a field is limited to a specific format or type of data, and you typed invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.

• If all required data is entered and valid, a page is displayed with a message confirming your request to change. Click Close Window to return to the Student Information page.

• The campus staff will be notified of your changes and will need to approve them before they are updated in your student’s official records. If you have submitted a change that has not yet been approved, an asterisk is displayed next to the field to indicate that the change is pending.

• If you edit a pending field, your most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

• If the campus staff rejects a change, a message is displayed in the right column with a note indicating the reason for the rejection. The message is cleared once you click Edit, type new information in the field, and click Save Changes.

• Once the campus staff has approved the change, the new data is displayed.