txConnect Parent Portal - New to District Registration

For parents who do not already have a txConnect Parent Portal account

Recommended device is a computer or tablet. Smartphones may be used but are not recommended as it can be difficult to navigate.

Create a new txConnect Account

Go to ECISD homepage > PARENTS & STUDENTS > txConnect Parent Portal > txConnect Parent Portal Login

Parents sometimes do a Google search for parent portal and end up in a parent portal for a different school district. txConnect is used by several Texas school districts. Navigating to parent portal through the ECISD homepage is best practice.

Click on the link under the “Have a New Student?” section

Registration step 1 of 3

- User Name must be between 6 to 25 alpha-numeric characters (no periods, underscores or any other special characters)
- Password must be between 8 and 25 characters and must contain at least 3 of these character types: uppercase, lowercase, numeric, punctuation
- An email address is required. If the user gets a message indicating the email they’ve entered is already being used by another user, then they should go back to the login screen and recover their user name and/or attempt to reset their password
Registration

Registration step 2 of 3

Add the verification code you get from the email account. You can add this at a later time if you do not have email access at that time. We strongly advise copy/paste the verification code from email.

The account has now been created and a verification code is emailed. Skip the step to Add a Student.
Online Student Enrollment

Step 1 – Enter student’s name and click on the [Continue] button located towards the bottom-right of the page.

Step 2 – Enter/verify enrollment key

Click on the [REQUEST ENROLLMENT KEY] button. A pop-up message will appear indicating an email has been sent to your email.

Check their email for the enrollment key. The enrollment key will be random letters and numbers that can be easy to mistype. It is strongly recommended that you copy the verification code from the email and paste to the enrollment page. You will get a message that the key can been created and can continue

Step 3 – Enter physical and mailing address
Physical address is verified in the system. The physical name will be selected from a dropbox. The physical address will be the same as the Proof Of Residency submitted later in the process.

Step 3 (cont) – Enter Family Contact Information

Parent/Guardian names & contact information is entered and also emergency contact information. During this step, you are just entering the contact information. On the next step, step 4, there will be a drop-down to choose who is parent 1, parent 2, or emergency contact.

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Monday</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Generation</td>
<td></td>
</tr>
<tr>
<td>Street Number</td>
<td>802</td>
</tr>
<tr>
<td>Street Name</td>
<td>LEE AVE N</td>
</tr>
<tr>
<td>Apartment Number</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>ODESSA</td>
</tr>
<tr>
<td>State</td>
<td>TEXAS</td>
</tr>
<tr>
<td>Zip Code</td>
<td>79707</td>
</tr>
<tr>
<td>Zip-4</td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>Home Area Code</td>
<td>[432]</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>456-9000</td>
</tr>
<tr>
<td>Work Phone Area Code</td>
<td>[432]</td>
</tr>
<tr>
<td>Work Phone Number</td>
<td>436-9001</td>
</tr>
</tbody>
</table>
```

After clicking on [Save], if there are any required fields missing, there will be a popup message indicating so & the fields required will have a red dotted line around them

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Family Contacts

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Monday</td>
<td>Test</td>
</tr>
<tr>
<td>Edit</td>
<td>Tuesday</td>
<td>Test</td>
</tr>
<tr>
<td>Edit</td>
<td>Wednesday</td>
<td>Test</td>
</tr>
</tbody>
</table>

To add a contact to the list, click Add Contact.
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Once all information is entered, click the [Save Changes] button. Click ADD CONTACT button to continue adding contacts. You can also return and EDIT information if needed.
Step 4 – Enter student information

Click Enter Student Info button.

Be sure to select the appropriate school year for the school year enrollment selection

Current School Year (2019-2020) or Next School Year (2020-2021)

Select the student address from the dropdown. You will get the choice from the addresses added in the contact area. Add Student Data.

For Parent 1 you will choose from the added contacts. This will be the same for all other parents and emergency contact. You need to add at least one parent and one emergency contact.
For last year’s grade, leave blank if the student will be in Pre-K in 2020-2021. If the student will be in kindergarten in 2020-2021, select Pre-K. If the student will be in first grade in 2020-2021, select kindergarten, etc.

The federal connection field option should be yes or no only to indicate whether or not either parent is employed by the federal government. If there are other options for federal connection, disregard those.

Continue adding the information & making the selections

The last items in step 4 is to upload the proof of residency, parent driver’s license, student birth certificate and immunization record. Click on the [Document(+)] button for each of these to upload those items.

- If using a computer or PC, scan the document and save to a file location. When you click BROWSE, select that file and Upload. An alternative if a scanner is not available, take a picture and send to PC over email.
- If using a tablet, either take a picture, select a photo from library or browse for a file. Select the photo or file and Upload.
Once all information is added, click the [Save and Continue] button. If there are any required fields missing, there will be a popup message indicating so & the fields required will have a red dotted line around them.

Step 5 – Complete enrollment forms

There are two types of forms: Downloadable Enrollment Forms and Standard Enrollment Forms

Downloadable forms should be downloaded printed and filled out/signed and returned to the campus if required. Some forms are Information Only for review.

Standard enrollment forms information will be entered online. The information for these forms must be entered before proceeding to the final step.

1. Ethnicity and Race Data Questionnaire  
2. Student Directory Information Release  
3. Migrant Education Program Family Survey  
4. Statement of Special Education Services  
5. Home Language Survey  
6. Student Media Release
7. History of School Attendance Secondary – complete regardless of grade level
8. Student Media Release
9. Student Residency Questionnaire

Click on [Submit to District] button once all standard forms are printed and all standard forms are entered. A checkmark will indicate a completed form. An explanation point will indicate an uncompleted form.

Within a few minutes after submitting to district, you will get an email confirmation that the information was successfully submitted. The email will further remind the parent to contact the student campus.

Step 6 – Complete final steps

If you have another student to add, there is an [Add Another Student] button that they can click on. The next step will be contact with the student campus to complete the enrollment process.

Final Steps

You're almost done!
The final step is to deliver all required paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section, contact the district for further instructions.

To add another student, click the Step 1 tab or click Add Another Student.