

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 txConnect Account

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

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

A screenshot of the txConnect Parent Portal login page. The page has a light gray background. At the top, it says 'Welcome to txConnect for ECTOR COUNTY I S D' in a dark red font. Below this is a white box with a gray border containing a 'Login' section. The 'Login' section has the text 'Please enter your user name and password.' followed by two input fields: 'User Name:' and 'Password:'. Below the input fields is a 'Log In' button. Below the white box, there are two sections: 'New txConnect User?' with a link 'here' and 'Have a New Student?' with a link 'here'. A green arrow points from the 'here' link in the 'Have a New Student?' section towards the 'Log In' button.

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 there is a message the email already exists for an account, return to the login screen. Click Forget User Name/Password to recover your account information.

Registration

User Info - Step 1 of 3

Please provide a user name, password, and e-mail.

User Name:
Must be between 6 and 25 alpha-numeric characters. (example: ABC5555)

Password:
Must be between 8 and 25 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

Confirm Password:
Password must match entry in password field exactly. (case sensitive)

E-mail:
Must be a valid e-mail address format. (example: name@name.com)

Confirm E-mail:
A verification email will be sent to the address provided here. Please supply the given code in that email, in the MyAccount page under the Email Address section, to access the features listed below.

Your email address is required if:

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.

Available languages: [English](#) [Español](#)

Registration step 2 of 3

Registration

Hint Question - Step 2 of 3

Select a question and enter an answer to help you retrieve your password if it is lost.

Question:

Answer:

Registration

Registration Step 3 of 3

The verification code will be sent to your email. This can be added later if you don't have access to email at this time. It is recommended that you copy/paste the verification code from email.

Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:
 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.

Verification Code:

Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:
 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.

Verification Code:
Verification Successful

The account has now been created. Click CONTINUE. You will skip the step to Add a Student since your new to district student does not have a portal id yet.

Online Student Enrollment

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

Enrollment Overview

New Student Enrollment steps:

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

**If you have previously enrolled students, you may:* [Skip to Step 4](#)

Student Name

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

[Continue](#)

Step 2 – Enter/verify enrollment key

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

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

Step 3 – Enter physical and mailing address

Physical Address

Street Number (Physical)	<input type="text"/>
Street Name (Physical)	<input type="text"/>
Street Direction (Physical)	<input type="text"/>
Apartment Number (Physical)	<input type="text"/>
City (Physical)	<input type="text"/>
Zip (Physical)	<input type="text"/>
Zip4 (Physical)	<input type="text"/>

Mailing Address

Street Number (Mailing)	<input type="text"/>
Street Name (Mailing)	<input type="text"/>
Street Direction (Mailing)	<input type="text"/>
Apartment Number (Mailing)	<input type="text"/>
City (Mailing)	<input type="text"/>
State (Mailing)	<input type="text"/>
Zip (Mailing)	<input type="text"/>
Zip4 (Mailing)	<input type="text"/>

Phone

Home Area Code	<input type="text"/>
Home Phone Number	<input type="text"/>

Physical address is verified in the system. The physical name will be selected from a dropdown box. The physical address will be the same as the Proof Of Residency submitted later in the process.

Step 3 (cont) – Enter Family Contact Information

Add Family Contact information for all parent/guardian and emergency contacts. 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.

Last Name	Test
First Name	Monday
Middle Name	Tuesday
Generation	▼
Street Number	802
Street Name	LEE AVE N
Apartment Number	
City	ODESSA
State	TEXAS
Zip Code	79707
Zip-4	
SSN	
Home Area Code	(432)
Home Phone Number	456-9000
Work Phone Area Code	(432)
Work Phone Number	456-9001

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

Family Contacts

	First Name	Last Name	Relation	
Edit	Monday	Test	(-)	To add a contact to the list, click Add Contact. <div style="text-align: center;">Add Contact</div>
Edit	Tuesday	Test	(-)	
Edit	Wednesday	Test	(-)	

Once all information is entered, click the [Save Changes] button. Click [Add Contact] button to continue adding contacts. Click [Edit] to return to existing contact information.

Step 4 – Complete Student Data

Student Information

Student Name	Edit Data	Remove	Submitted to District?
Test Test Tester	Enter Student Info.	Remove	

Selected Student:
Select a new student student list above.

Click [Enter Student Info] button.

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

Student Information
Selected Student: Test Test Tester [Choose Another Student](#)
Select school year for enrollment:
Address Information

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.

Select an address for this student:

[RETURN TO STEP 3](#) [Click here to add or edit an address.](#)

Student Data

SSN	<input type="text" value="123654987"/>
Last Name (STUDENTS LEGAL LAST NAME. NEEDS TO MATCH BIRTH CERTIFICATE.)	<input type="text" value="Tester"/>
First Name (STUDENTS LEGAL FIRST NAME. NEEDS TO MATCH BIRTH CERTIFICATE.)	<input type="text" value="Test"/>
Generation	<input type="text"/>
Middle Name (STUDENTS LEGAL MIDDLE NAME. NEEDS TO MATCH BIRTH CERTIFICATE. OKAY TO SKIP IF STUDENT DOES NOT HAVE MIDDLE NAME.)	<input type="text" value="Test"/>
Date of Birth	<input type="text" value="06/06/2000"/>

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.

Student Information
Selected Student: Test Test Tester [Choose Another Student](#)
Parent 1
Parent 1
Parent 1 Relationship

Student Data

Is student homeless? Yes No

Parent 1

Parent 1 Enrolling Student Yes No
(Y - Yes, N- No)

Student Data

Prior student retention? Yes No

Parent 1

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.

Student Data

Last year's grade:

Parent 1

Parent 1 Federal Connection (Y - Yes, N- No, 0-9)

Parent 1 Military Status

Parent 1 Branch of Service

Parent 1 Rank

Parent 2

Parent 2

PRE-K
KINDERGARTEN
FIRST
SECOND
THIRD
FOURTH
FIFTH
SIXTH
SEVENTH
EIGHTH
NINTH
TENTH
ELEVENTH
TWELFTH

Indicate either Yes or No if Parent 1 is employed by the federal government. Indicate any military connection for parent 1 based on situation options.

Last year's grade:

Parent 1

Parent 1 Federal Connection (Y - Yes, N- No, 0-9)

Parent 1 Military Status

Parent 1 Branch of Service

Parent 1 Rank

Parent 2

Parent 2

Not a military connected student
Dep. of member of U.S. military
Dep. of member of TX Natl Guard
Dep. of member of U.S. military res.
PK qualified military dep.
Dep of frmr member of military,Ntl Guard,Reserves
Dep of killed in action mbmr of Mil,Ntl Guard,Res

Continue adding information & making the selections

The last items in step 4 are 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.

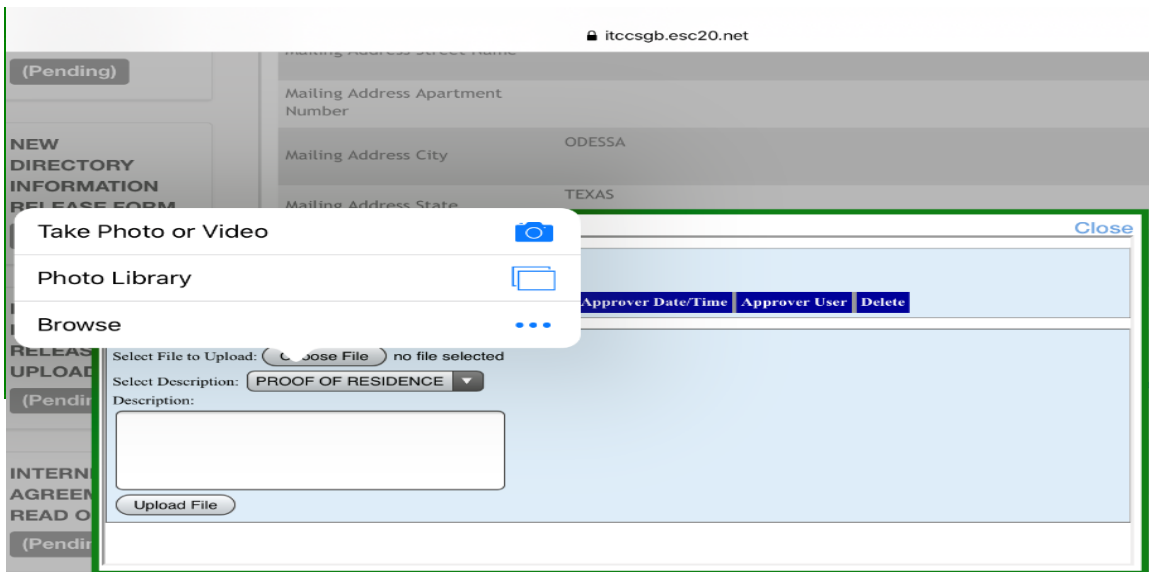
Uploads

Proof of Residency
(Proof of Residency is required to complete re-enrollment. It must be one of the following: utility bill (water, gas or electric), lease agreement or mortgage statement.)

Driver License
(Upload of your Driver License information)

Birth Certificate
(Upload birth certificate or other legal document only if changes are required to student name, date of birth or gender.)

Immunization
(Upload of your Immunization information)



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 are INFORMATION ONLY and require no action.

Standard enrollment forms will be entered online. These forms must be completed 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

Standard Enrollment Forms

1	Ethnicity and Race Data Questionnaire  Please read the questions carefully and fill out the information with the best possible answer.
2	Student Directory Information Release  Please read the questions carefully and fill out the information with the best possible answers.
3	Home Language Survey  Please read the questions carefully and fill out the information with the best possible answers.
4	Migrant Education Program - Family Survey  Please read the questions carefully and fill out the information with the best possible answers.
5	Statement of Special Education Services  Please read the document and fill out the information with the best possible answers.
6	History of School Attendance - Secondary  Please read the document and complete the information with the best possible answers.
7	Student Media Release  Please read the document carefully and fill out the information with the best possible answer.
8	Student Residency Questionnaire  The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of

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 exclamation mark 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 you 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.

Use the SchoolSite Locator to find your neighborhood school or read more about our Schools of Choice. Both links can be found under Enrollment & Registration webpage.

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.

[Add Another Student](#)