

Register/Update Student Existing Parent Portal Account

Retrieve the Parent Portal home page:

Login in with your **current** Parent Portal username and password. If you have forgotten your Username or Password select the word [here](#) (in blue letters) under **Forgot your Username/Password?** on the homepage.

Forgot Password:

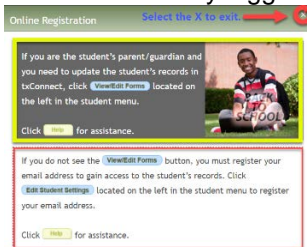
Reset by user name & hint question or Reset password by email

Forgot User Name:

Request **User Name** to receive an email with your user name and a new password.

Once you have logged on using the assigned password, you can reset the password in "My Accounts".

Once successfully logged in to parent portal, the following option will be displayed. Select "X" to exit.



The portal "**Summary**" page will be visible and will display students who have previously attended the district.

Select **View/Edit Forms** button under the name of the student to register for the 2016-2017 school year.

The **Student Information** page will display for the selected student.

Click on any of form groups below to begin the registration process.

Forms for the selected group will be displayed. Any forms outlined in Red indicate that the form is required for enrollment.

Registration Group

Registration: Update student information as needed, such as address, phone number, email, etc.

Contacts: Update, add, or delete contacts for student as needed.

After reviewing Registration and Contacts for accuracy or editing select "Submit Data with Electronic Signature". No further action is needed.

Registration Forms

Complete the listed registration forms, forms **outlined in Red** are required to be completed for student registration.

Forms that are for review and require no action should be verified by selecting "Submit Data with Electronic Signature."

Forms that require action should be completed as indicated and submitted by selecting "**Submit Data with Electronic Signature.**" You will then receive a txConnect Registration Confirmation, select Close Window listed on the top right.

Complete all forms highlighted in Red. As forms have been completed you will notice a ✓ mark for the form in the forms list, an ! indicates action needed for the form.

Forms not outlined in Red are optional and can be completed as needed for the student. Selecting "Submit Data with Electronic Signature", will process the form.