ADD YOUR CHILD TO YOUR PARENT PORTAL

With your **Student Portal ID** you can add your child to your Parent Portal account.

1. Log on to Parent Portal.
2. From the main menu, select **My Account.**

ADDING YOUR CHILD TO YOUR PARENT PORTAL

3. Under **Manage My txConnect Students**, select **Add Student to txConnect.**

- Then the **Add Student to txConnect** fields are displayed

4. Type the **Student Portal ID** and **Birth Date** in fields provided. The birth date entered here must match the birth date in the student's record at the campus.
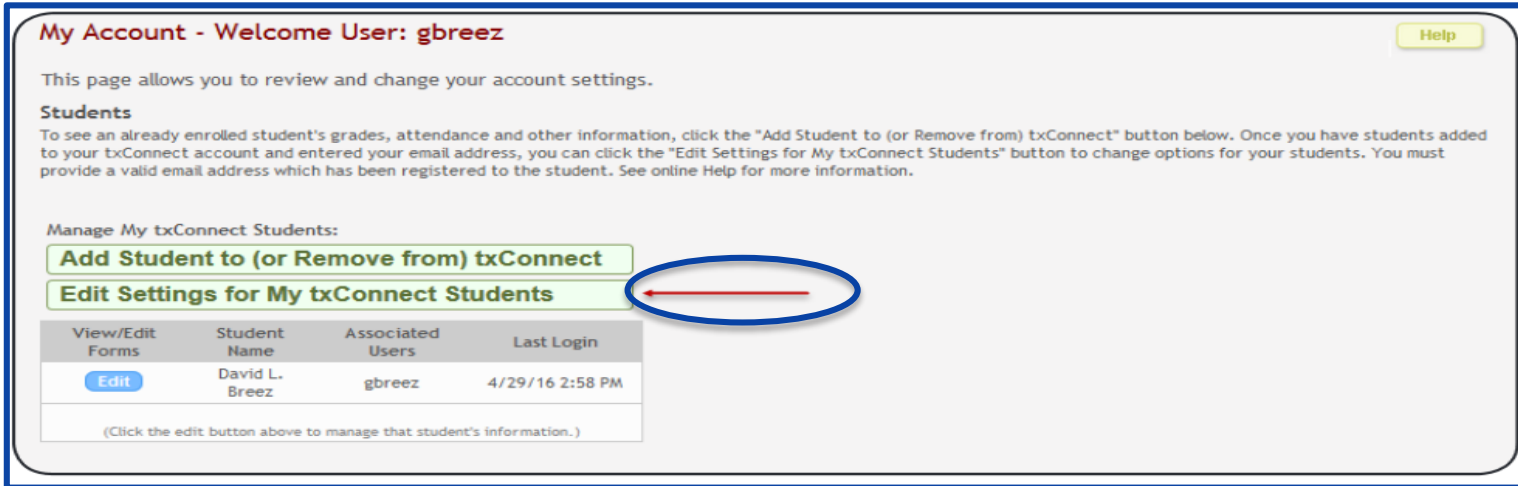
5. Click **Add**.

6. Your child's name is added to the list.

7. Your child's name will now be displayed in the student's list on the left side of most pages in Parent Portal.
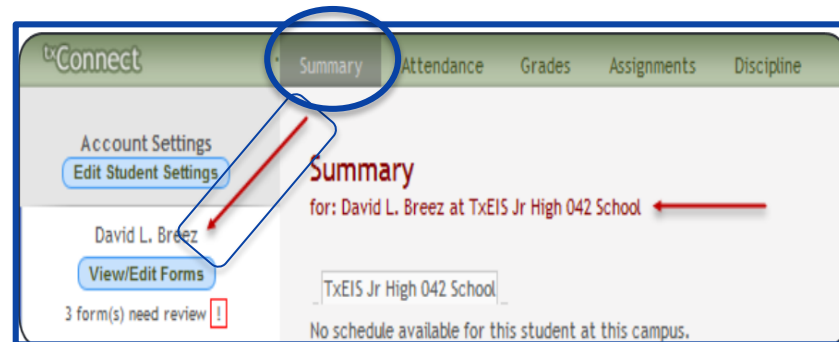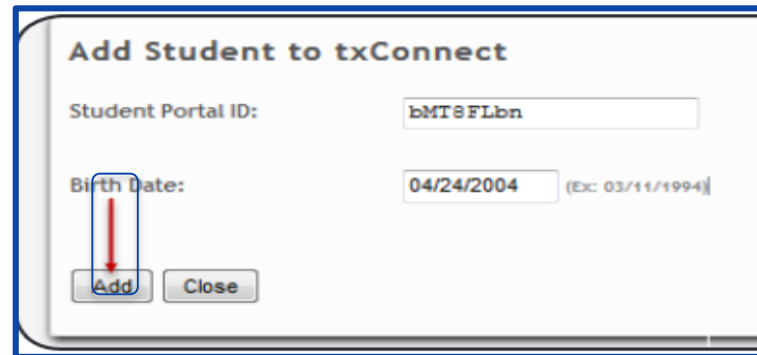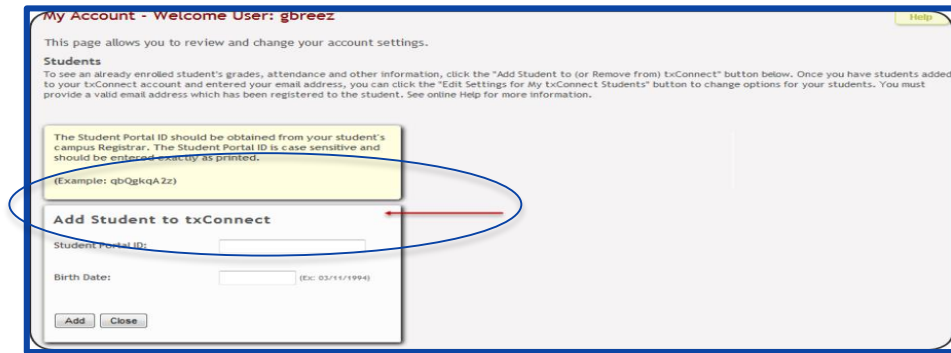
Confirm Your Email is Registered

From the main menu, select **My Account**. The **My Account** page is displayed.

1. Under **Manage My txConnect Students**, select **Edit Settings for My txConnect Students.**
   - The **Edit Settings for My txConnect Students** page is displayed.
   - You can also access this page from the **Summary** page by clicking the **Edit Student Settings** button.

Confirm Your Email is Registered

2. 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 email addresses associated with the student's parent/guardian, a message is displayed. You cannot proceed until this is corrected.

If your email address matches the email address for one of the student's parents/guardians, the message "**Your email is registered to this student**" is displayed.

NOTE:
If the wrong email address is entered for your parent portal account, you can change and re-verify it on the **My Account** page under **Email Address**.
If an incorrect email address is on file at the campus, you must contact the campus.