

# 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**.

**My Account - Welcome User: gbreez**

This page allows you to review and change your account settings.

**Students**

To see an already enrolled student's grades, attendance and other information, click the "Add Student to (or Remove from) txConnect" button below. Once you have students added to your txConnect account and entered your email address, you can click the "Edit Settings for My txConnect Students" button to change options for your students. You must provide a valid email address which has been registered to the student. See online Help for more information.

Manage My txConnect Students:

[Add Student to \(or Remove from\) txConnect](#)

View/Edit Forms	Student Name	Associated Users	Last Login
There are no students associated with your account. Click on the 'Add/Edit' link above to add one. If you are enrolling a new student, click on the 'Click here to Enroll a New Student for School' link, below.			

My New Students:

[Click here to Enroll a New Student for School](#)

Student Name	Submitted to District?
Click on the 'Click here to Enroll a New Student for School'	



# ADDING YOUR CHILD TO YOUR PARENT PORTAL

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

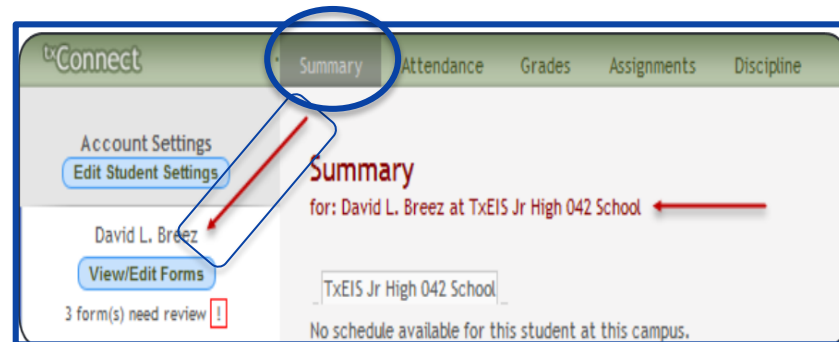
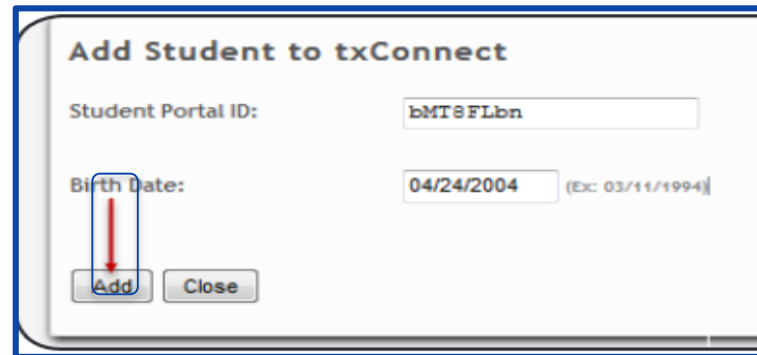
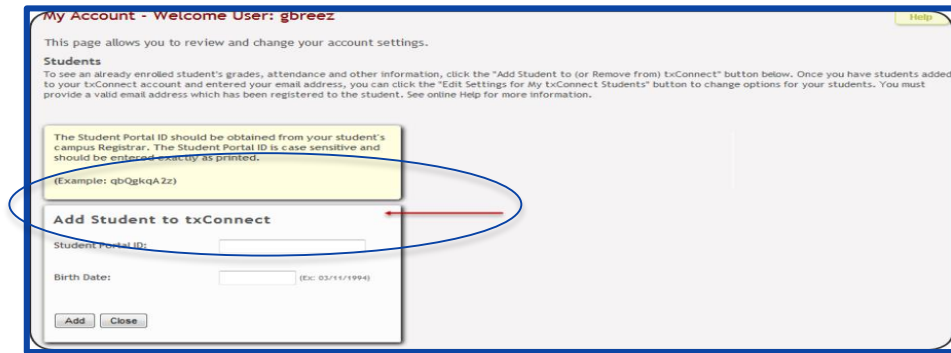
• Then the **Add Student to txConnect** fields are displayed

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**.

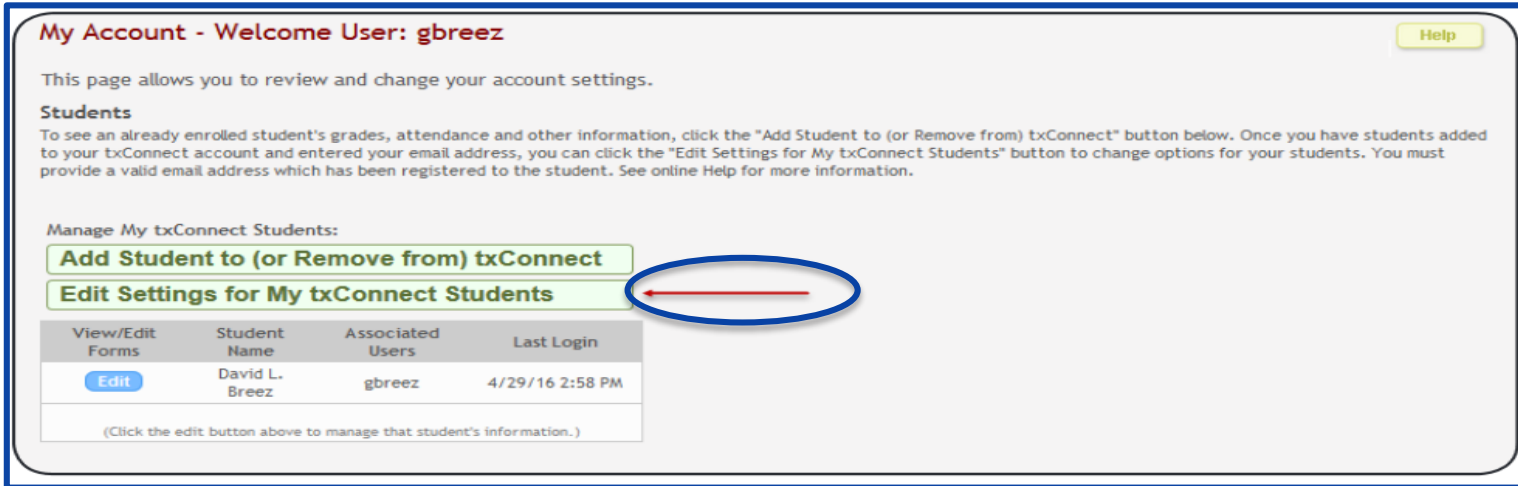
6. Your child's name is added to the list.

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.



**My Account - Welcome User: gbreez** Help

This page allows you to review and change your account settings.

**Students**  
To see an already enrolled student's grades, attendance and other information, click the "Add Student to (or Remove from) txConnect" button below. Once you have students added to your txConnect account and entered your email address, you can click the "Edit Settings for My txConnect Students" button to change options for your students. You must provide a valid email address which has been registered to the student. See online Help for more information.

Manage My txConnect Students:

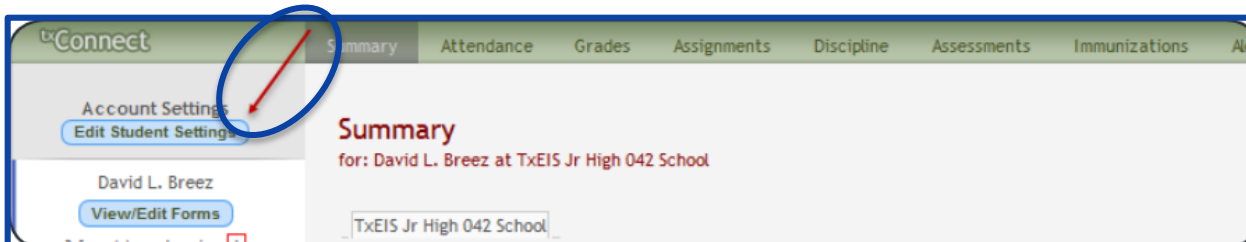
**Add Student to (or Remove from) txConnect**

**Edit Settings for My txConnect Students**

View/Edit Forms	Student Name	Associated Users	Last Login
<a href="#">Edit</a>	David L. Breez	gbreez	4/29/16 2:58 PM

(Click the edit button above to manage that student's information.)

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.



**txConnect** Summary Attendance Grades Assignments Discipline Assessments Immunizations Al

Account Settings  
**Edit Student Settings**

David L. Breez  
**View/Edit Forms**

**Summary**  
for: David L. Breez at TxEIS Jr High 042 School

TxEIS Jr High 042 School



# 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.

**Edit Settings For My Students**  
To edit settings related to your students, you must be using an email address for your txConnect account that matches a already associated to the student's existing enrollment record. If you need to change your email address, please contact

My Email Address: name@email.com ←

**My Students**  
David L. Breez  
Your email address **does not match** an email address associated with this student. ←

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.

**Edit Settings For My Students**  
To edit settings related to your students, you must be using an email address for your txConnect account that matches an em already associated to the student's existing enrollment record. If you need to change your email address, please contact the st

My Email Address: name@email.com ←

**My Students**  
David L. Breez  
Your email is registered to this student. ←

## 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.

