



## Update Student/Contact Information On Existing Parent Portal Account

**IMPORTANT:** You will need to verify your email address before you will be able to access the area for editing your student's information and contacts. Please follow the instructions on Step 1 below to access the email verification page. The email provided must match the email that is connected to your contact information in our Student Information System. If you are unable to verify your email address, please contact your student's campus office.

Retrieve the Parent Portal home page: <https://txsuite12.txeis.net/tc161910> There is also a link on the home page of our website, [www.moodyisd.org](http://www.moodyisd.org) in the Resources, Parents section.

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:

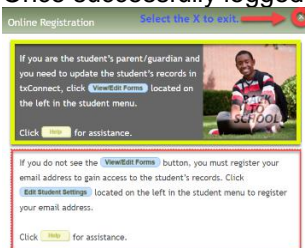
**Reset by user name & hint question or Reset password by email**

### 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.

1. Select **View/Edit Forms** button under the name of the student to access the areas for updating. ( If you do not see the "View/Edit Forms" button, click on the "Edit Student Settings" button, verify your email if you have not already done so, then click back on the Summary page.)

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

### Registration Group

**2. Student Information:** Update student information as needed, such as address, phone number, email, etc.

**3. Contacts:** Update, add, or delete contacts for student as needed. If you have more than one contact for your

student, you will need to use the drop down menu at the top of the screen to select each contact and edit.

Select the item you wish to edit:

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