



## Create a New Parent Portal Account

### Create Parent Portal account for Moody ISD.

Retrieve the Parent Portal home page at:

<https://txsuite12.txeis.net/tc161910> or

Click on the Parent Portal link on the Moody ISD website home page: [www.moodyisd.org](http://www.moodyisd.org)

On the Parent Portal homepage locate “New txConnect User?”

Click the word [here](#), in blue text.

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**New txConnect User?**  
If you need to create an account, click [here](#)

**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

**Forgot your User Name/Password?**  
If you need help recovering your user name/password, click [here](#)

1. Create a **User Name**.
2. Create a **Password**.
3. Retype your password exactly as it was typed above to **Confirm Password**.
4. Enter your current **Email** address.
5. Click **Next**.  
You will either be prompted to enter a system generated code or an email with a verification code will be sent to the email address provided.
6. Select a **Hint Question**.
7. Type the **Answer** to your hint question.
8. Click **Next**.
9. Enter the student Portal ID (given to you by the student’s campus) and Birth Date.  
Click **Complete** to continue.

**Registration**  
Add Students (optional) - Step 3 of 3  
Please provide a Student Portal ID and birth date for each student you wish to add.  
If you do not add a student at this time, you may add one in your profile later.  
If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.

Student Portal ID:  Added Students: (none)  
Student Birth Date:  Enter date in MM/DD/YYYY format.

A message box “What are my next steps?” will be displayed. Click the “X” on the upper right to exit.

The “**My Account**” page will be displayed.

1. Check your email for the verification code you received from the previous step.
2. Copy and paste or manually enter the code in the verification code box and select **Verify Code**.

**Email Address**  
You should receive an **email message containing a verification code**. Please enter that code here:  
Verification Code:

- If you did not receive your code, select **Resend Code**.

Once your code has been verified your email address will be visible, and you can set up alerts.