



Enrolling Your New Student to Moody ISD

Create Parent Portal account.

If you already have a Parent Portal Account, you can skip the steps for creating an account and go to the My Account tab

Pull up your e-mail account and have minimized. You will need it later in the process

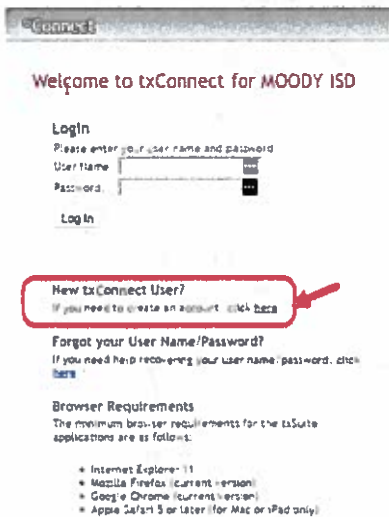
Retrieve the Parent Portal home page:

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

Click on the Parent Portal link on the Moody ISD website home page: www.moodyisd.org

On the Parent Portal homepage locate "New txConnect User?"

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



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**.

An email with a verification code will be sent to the email address provided, you will need this verification code to enroll your child.

6. Select a **Hint Question**.

7. Type the **Answer** to your hint question.

8. Click **Next**.

9. New to the district user will skip this step so please click on the **Complete** Button to continue.



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

If you have already verified your email, you can proceed to the next section.

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.

Under **My New Students**:

- Select **Click here to Enroll a New Student for School**.

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' link, above, to enroll a new student.

See Page 2 for instructions to enroll your student.



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The Online Student Enrollment-New Students page will be displayed.

Step 1 - Enrollment Overview & Student Name Enter the student's name, click **Continue**.

Enrollment Overview

New Student Registration steps:

1. Enter Child's Name
2. Enter Verify Registration Key
3. Enter Student Information
4. Address & Contact Information
5. Enrollment Forms & Final Steps

Ignore this step. This is used in the event exit the enrollment process

Student Name

To get started, enter the child's name

First Name: _____

Last Name: _____

Continue

Step 2 - Registration Key

Click the **Request Registration Key**.

Check your email for the requested registration key. Copy the registration key from the email, and paste it in the registration key box, or if your district uses Captcha then type the letters in the box.

Click **Verify**.

You will receive a message that your registration key has been created and verified.

Click **Continue**.

In this step you will need to obtain and verify a Registration Key.

1. To begin, click the "Request Registration Key" button below.
REQUEST REGISTRATION KEY
2. Check your email for the registration key.
3. Copy the registration key (contained in the email), and paste it into the box below, and click verify.
Enter Key: _____

The continue button will be visible once you verify your Registration Key.

Your key has been created and verified.

Continue

Step 3 - Addresses & Contacts

- Click **Add Address** to enter the home address for your student (both physical and mailing).
- Click **Save Changes**.
- Click **Add Contact** to enter the names of persons to be contacted for this student during school hours.
- Click **Save Changes**.
- Once all needed contacts have been entered, click **Continue**.

Step 4 - Student Information

Click **Enter Student Info.** next to student name.

- Select One Primary Contact for the student.

Contacts Information

Select	Name	Primary Contact
	JANE DOE	
	JOHN DOE	

RETURN TO STEP 3 Click Here if you need to add or edit a contact

- Enter all required data for student
- You must select Yes or No for each Race
- You may skip Previous Campus/District
- Upload Forms if applicable (use the scroll bar to the right to view more options)
- Click **Submit to District**.
- Or, if you have not completed all information and need to continue at a later time click **Save data and submit later**.

Once you click **Submit to District**, the student's registration information is submitted to Moody ISD.

- Click **Continue**.
- At this point you can enroll another student, by selecting the field **Choose Another Student**.
- When **Submit to District** is selected you will receive the message, "Data saved and submitted for district processing. An email has been sent to you with registration information."

Step 5 - Final Steps

To complete your registration process, you must visit the district or campus office to deliver and complete any additional paperwork, as required by the district or campus. Failure to complete this step will result in an incomplete enrollment for your student.

Obtain a parent portal ID for each newly enrolled student from the campus of enrollment office staff.

Once you have obtained the parent portal ID for your enrolled student, login to your portal account, Summary tab, and click on "Add Student to (or Remove from) txConnect.

Steps for **Save data and submit later** process

On "My Accounts" page Under **My New Students**: Name of student with incomplete online enrollment will be displayed.

- Select **Click here to Enroll a New Student for School**.
- Select **Step 4**
- Select the student's name, click **Continue**.
- Select **Enter Student Info.**, next to student name.
- Complete the process.