

STEP 1 – Create a Parent Portal Account

Create Parent Portal account.

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

2. Retrieve the Parent Portal home page:

<https://txsuite12.txeis.net/tc175902/Login.aspx>

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

Click the word “here”

Welcome to txConnect for TXEIS ISD

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.

Need Documents?
Downloadable forms for the following items can be found by clicking [here](#)
• 2017/2018 Calendar

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

Browser Requirements
The minimum browser requirements for the txSuite applications are as follows:
• Internet Explorer 11
• Mozilla Firefox (current version)
• Google Chrome (current version)
• Apple Safari 5 or later (for Mac or iPad only)

Registration
User Info - Step 1 of 3
Please provide a user name, password, and e-mail.

User Name:
Must be between 6 and 25 alpha-numeric characters. (example: ABC12345)

Password:
Must be between 8 and 25 characters; must contain at least 2 of the following character types: uppercase, lowercase, numeric, punctuation.

Confirm Password:
Password must match entry in password field exactly. (case sensitive)

E-mail:
Must be a valid e-mail address format. (example: name@name.com)

Confirm E-mail:
A verification email will be sent to the address provided here. Please supply the given code in that email. In the MyAccount page under the Email Address section, to access the features listed below.

Your email address is required if:
• You are new to the district and you are registering a new student.
• You wish to update your existing students' enrollment information.
• You wish to receive attendance or grade alerts.

3. Create a **User Name**.
4. Create a **Password**.
5. Retype your password exactly as it was typed to **Confirm Password**.
6. Enter your current **Email** address.(must be entered in a valid format)
7. Confirm e-mail address
8. Click **Next**.
9. Select a **Hint Question**.
10. Type the **Answer** to your hint question.
(This is case sensitive)
11. 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.

12. Copy-Paste or type the verification code that was sent to your e-mail address & click verify code.

You should get a Verification Successful message.

13. Click on the **Complete** Button to continue.

Registration
Your account has been created. Please click 'Complete' to skip the below steps and log into your account.

Verify Email Address (optional)
You should receive an email message containing a verification code. Please enter that code here:
Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.

Verification Code:
Verification Successful

Add Students (optional)
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:
Student Birth Date: Your date in MM/DD/YYYY format.

A message box “What are my next steps?” will be displayed.

14. Click the “Add an Already Enrolled Student to My Account”

See Step 2 for instructions to Link your student to your account.