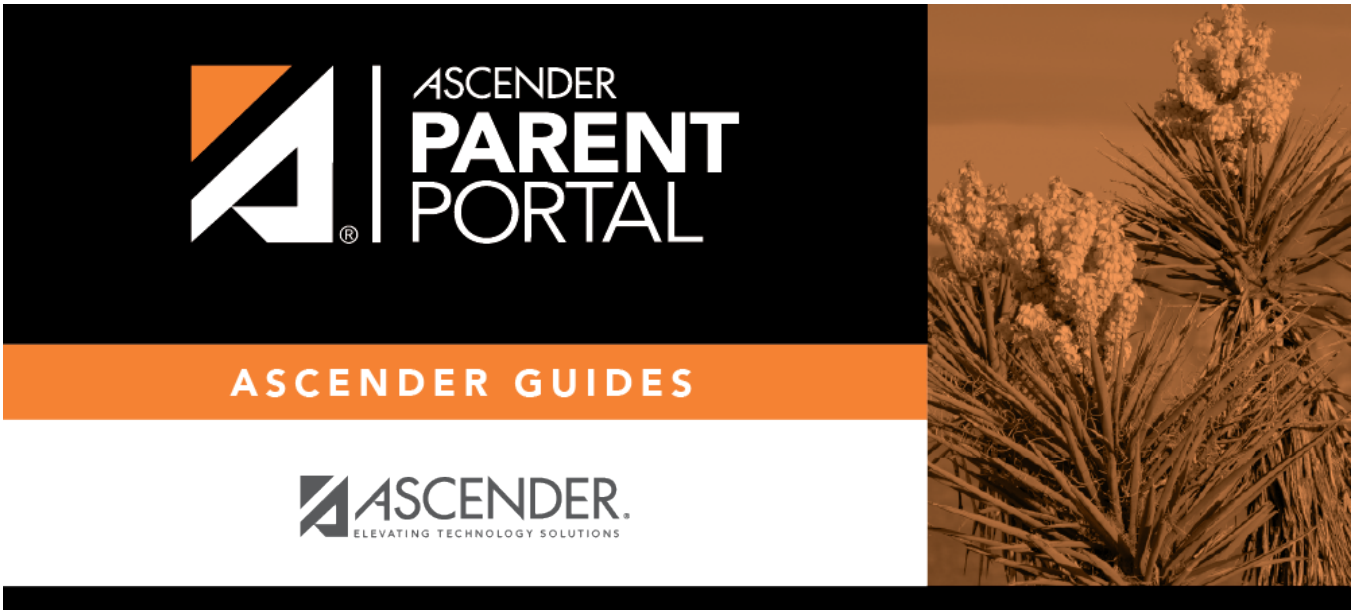


Administrator Login

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txConnect Login

Welcome to txConnect Admin. The administrator access site provides web access to features and options that are only available to district- and campus-level administrators.

If you are a new user and do not have a user name, you must create a user name.

Log on to txConnect:

User Name	Type the user name you entered when you created your ASCENDER ParentPortal account. Your user name is not case-sensitive.
Password	Type the most recent password entered for this account. Your password is case-sensitive.

Click **Log In**. The Administrator Options page is displayed.

Warning: If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system will lock out your account for 10 minutes. Try logging on again after 10 minutes.

For security purposes, your password will expire periodically. If your password has expired, you will be redirected to the Password Expired page before your student's Summary page is displayed. Follow the instructions provided in the Help for the Password Expired page.

Create an account:

IMPORTANT: You must register for a new txConnect Admin account from the txGradebook Login page. You must already be set up as an administrative-level user in the Student system.

From the txGradebook Login page, click the link under New User to go to the Registration page.

Follow the instructions provided in the Help for the Registration page.

Look up your user name:

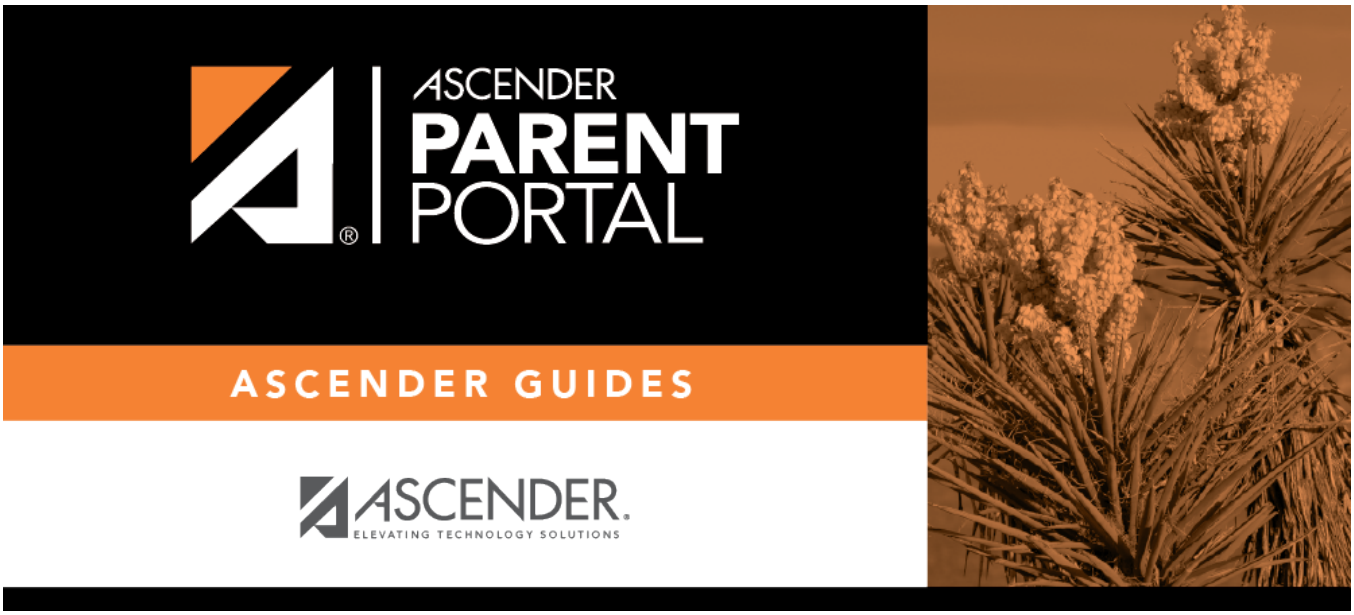
If you have forgotten your user name, you can look it up, but you cannot change it.

From the Login page, click the link under **Forgotten User/Password** to go to the Look Up User Name/Reset Password page. Follow the instructions for looking up your user name.

Reset your password:

If you have forgotten your password, you can reset it. You can also change your password at any time.

From the Login page, click the link under **Forgot your User Name/Password** to go to the Look Up User Name/Reset Password page. Follow the instructions for resetting your password.


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PARENT
PORTAL
ASCENDER GUIDES
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