



ASCENDER GUIDES



**txconnect\_parent\_enroll\_wizard**



# Table of Contents



[txConnect > My Account](#)

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

If you have not already verified your email address using the code that was sent to your email address, you must do this now to continue.

**IMPORTANT:** If you do not have access to an email address, contact your student's campus.

- [Verify the email address.](#)

You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

If no email address has been entered, enter the address.

<b>Email Address</b>	(Required) Type your email address. You cannot enter an address that is already in use.  <b>NOTE:</b> If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.
<b>Confirm Email Address</b>	Retype the email address to confirm that you typed it as intended.

Click **Verify Email Address**.

You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this txConnect account, you should have received an email message in your inbox with a code allowing you to verify your email address.

<b>Verification Code</b>	Copy-paste the verification code that was sent in the email message.  <div><b>Verify Email Address (optional)</b> You should receive an email message containing a verification code Your email address is required if you wish to receive alerts, edit  Verification Code: <input type="text" value="krgfxCr2DbqXFckQ"/> <input type="button" value="Verify Code"/></div>
--------------------------	--

Click **Verify Code**.

- If the code was entered accurately, your email address is displayed.
- If the verification code is unsuccessful, click **Resend Code** to send a new code.

---

### Step 1 - Enrollment Overview & Student Name:

Under **New Student Enrollment steps**, a brief overview of the student enrollment steps are listed.

If you previously started online enrollment for a student but have not completed the process, you can click **Skip to Step 4**. From Step 4, you can select the student and continue the enrollment process.

<b>Student Name</b>	Type the student's full name. <ul style="list-style-type: none"><li>• The only special characters allowed are a hyphen (-) and apostrophe (').</li><li>• You can also include a space.</li><li>• The first name can have up to 17 characters.</li><li>• The middle name can have up to 14 characters.</li><li>• The last name can have up to 25 characters.</li></ul>
---------------------	---

Click **Continue**. The Step 2 - Enrollment Key page opens.



## Back Cover