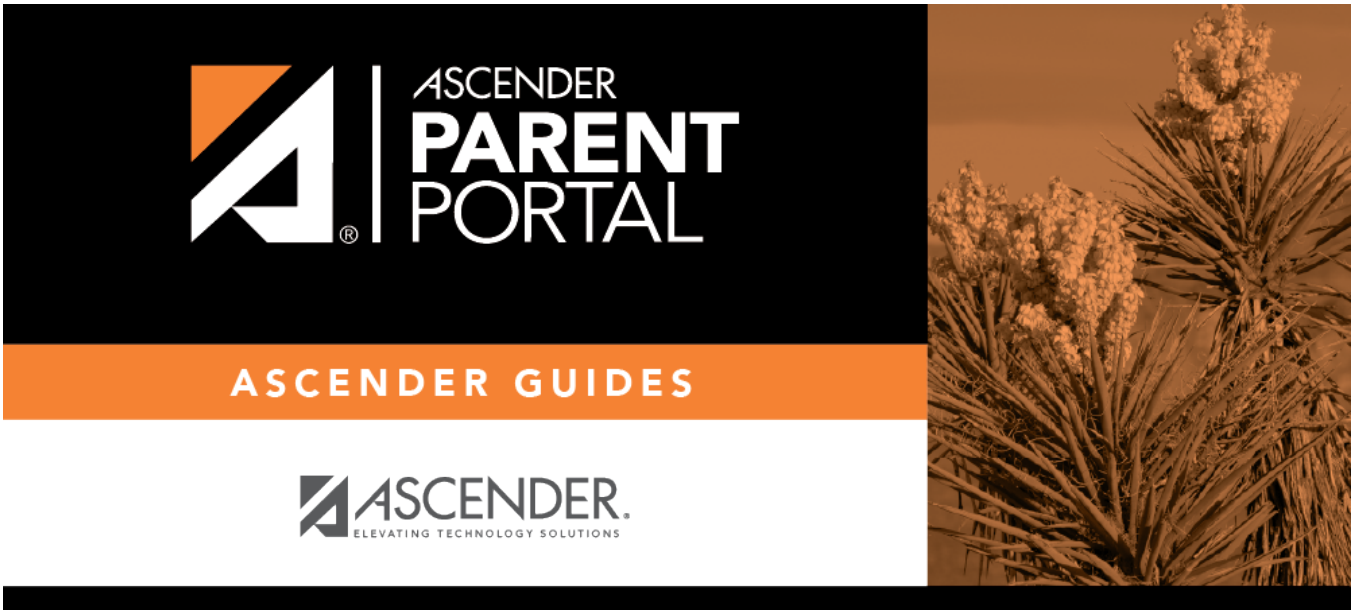

txconnect_parent_enroll_wizard

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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.

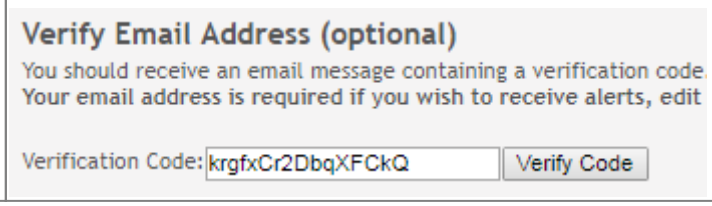
  If no email address has been entered, enter the address.

Email Address	(Required) Type your email address. You cannot enter an address that is already in use. **NOTE:** 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.
Confirm Email Address	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.

Verification Code	Copy-paste the verification code that was sent in the email message. 

  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.

Student Name	Type the student's full name. • The only special characters allowed are a hyphen (-) and apostrophe ('). • You can also include a space. • The first name can have up to 17 characters. • The middle name can have up to 14 characters. • The last name can have up to 25 characters.

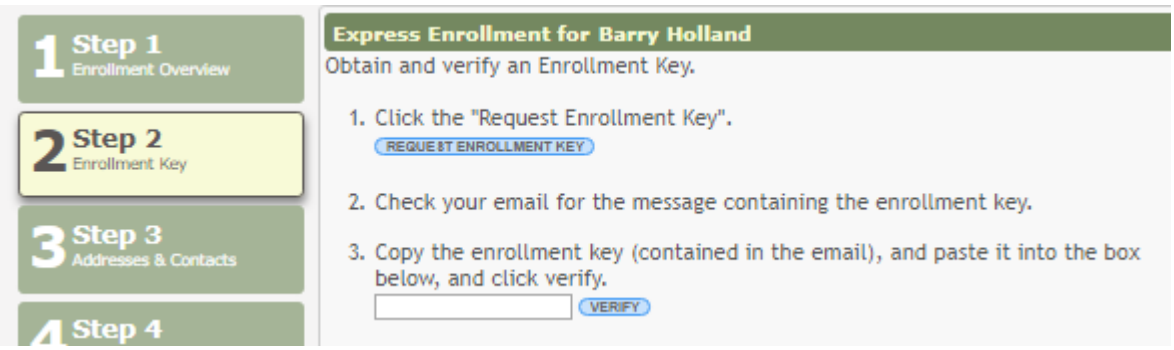
Click **Continue**. The Step 2 - Enrollment Key page opens.

Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- Option 1 - Email Validation

  For this option, an enrollment key is sent to you in an email message.

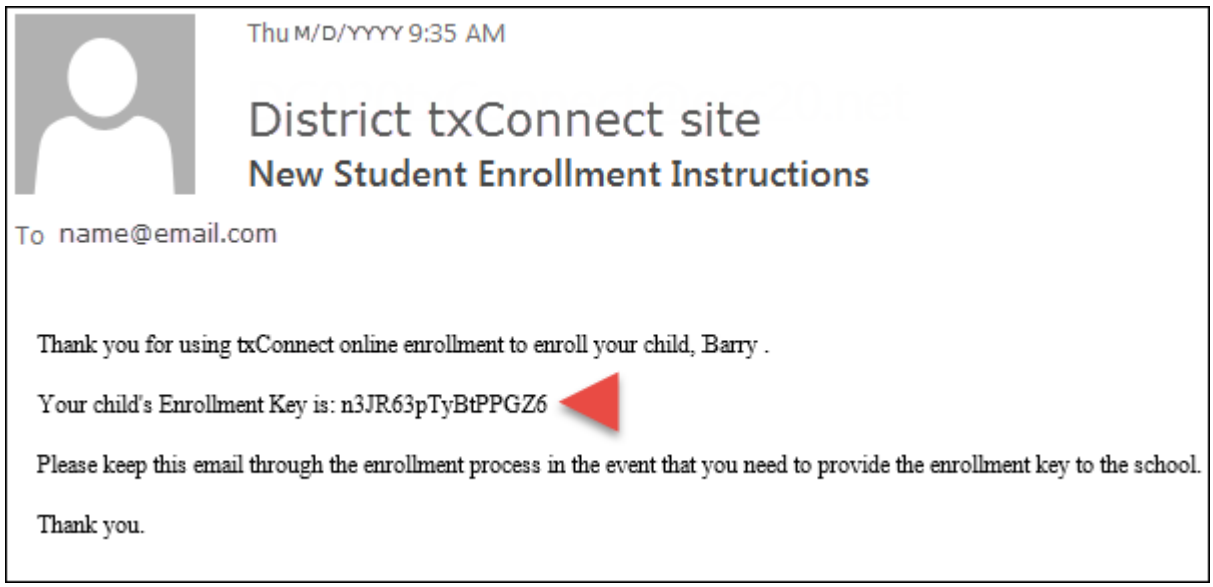


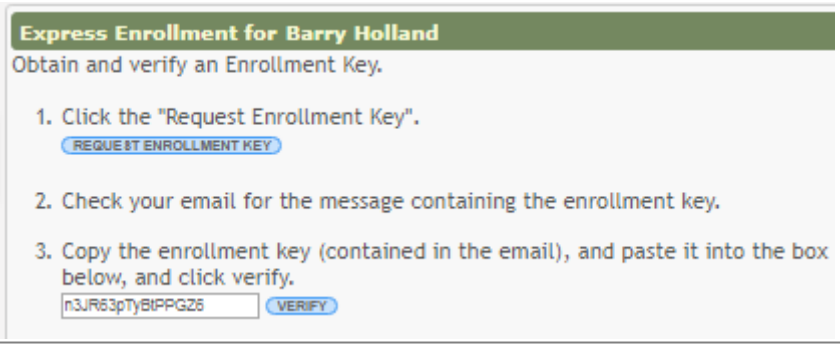
  Once you obtain the key, you can enter the key on this page to complete the process. To do

this, follow these steps:

Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student. A message is sent to your email address that contains the new 16-character student enrollment key.

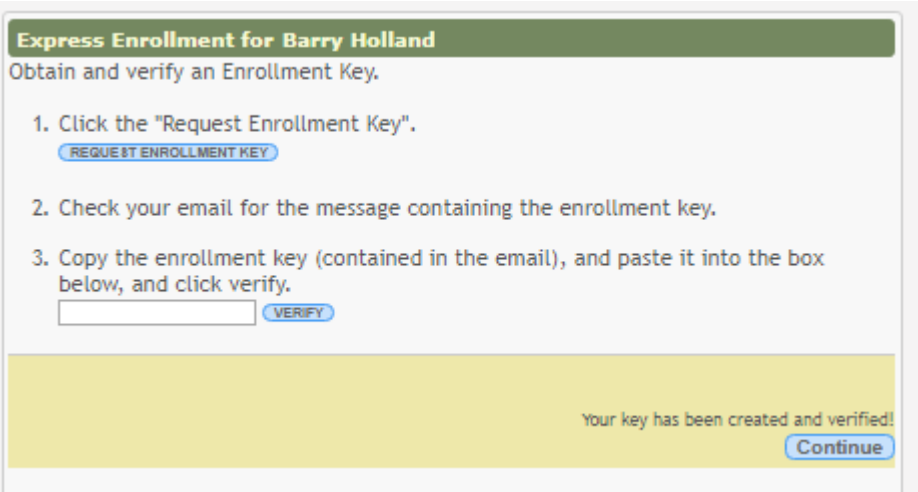
Check your email inbox for the message that contains the enrollment key.



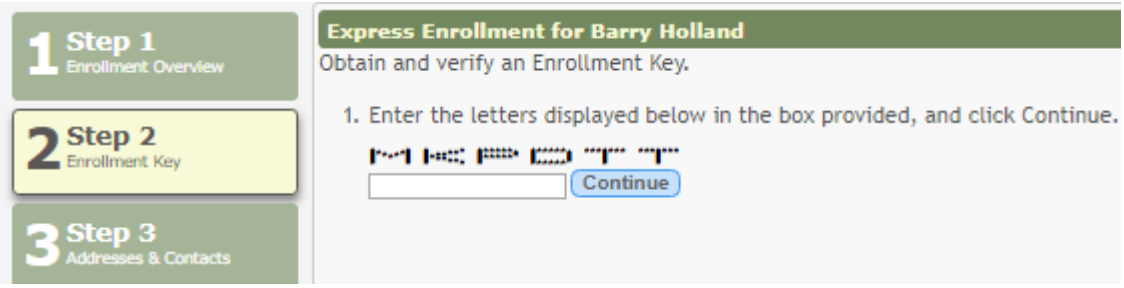
Enrollment Key	You must enter the exact enrollment key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field. 

Click **VERIFY**.

If you typed the enrollment key correctly, the message “Your key has been created and verified!” is displayed.



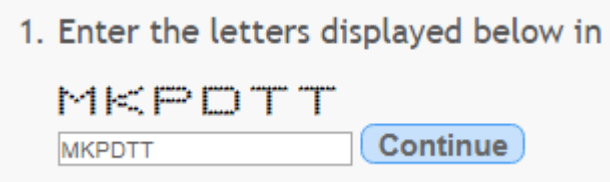
- Option 2 - CAPTCHA Validation



> This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

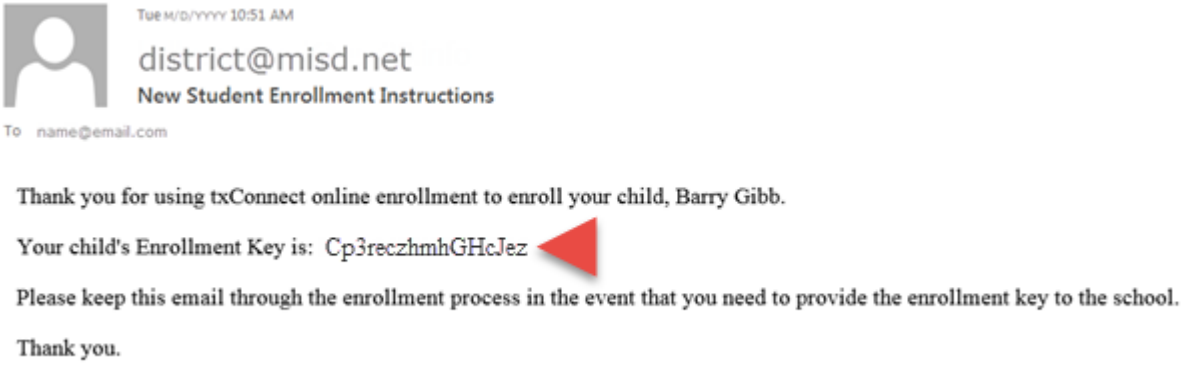
Type the CAPTCHA code exactly as it appears on the page.



Click **Continue**.

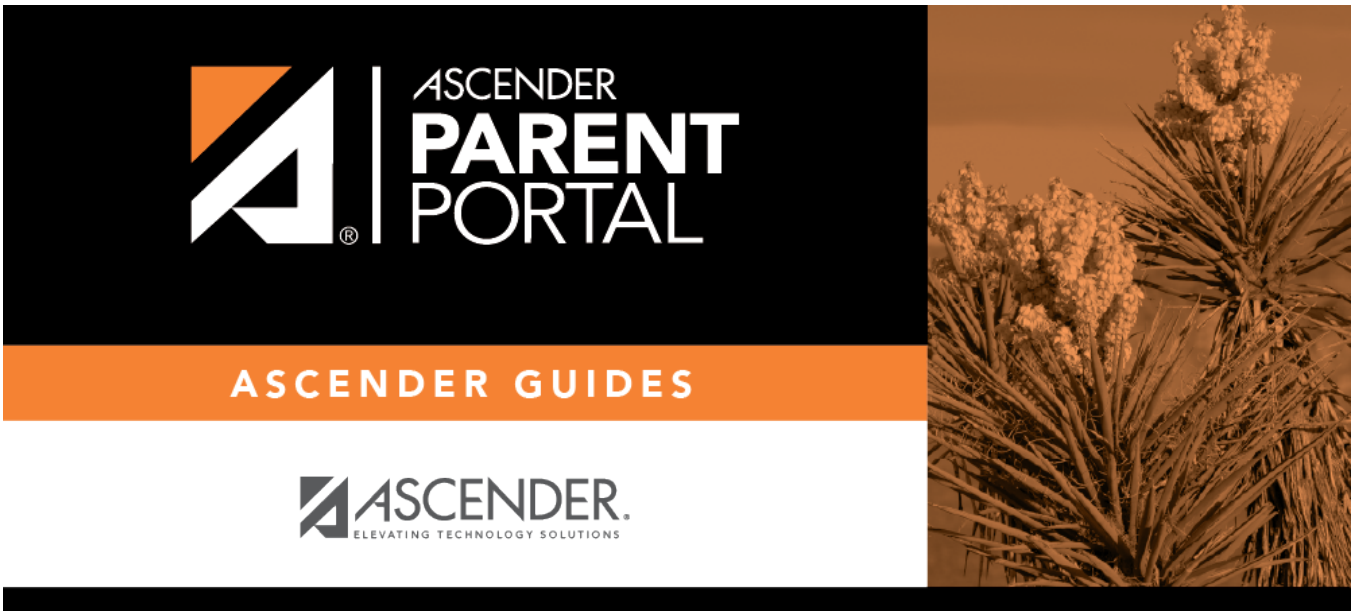
If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.

Also, the parent will receive an enrollment key by email.



The parent should save this information for his records.

Click **Continue**. The Step 3 - Addresses & Contacts page opens.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