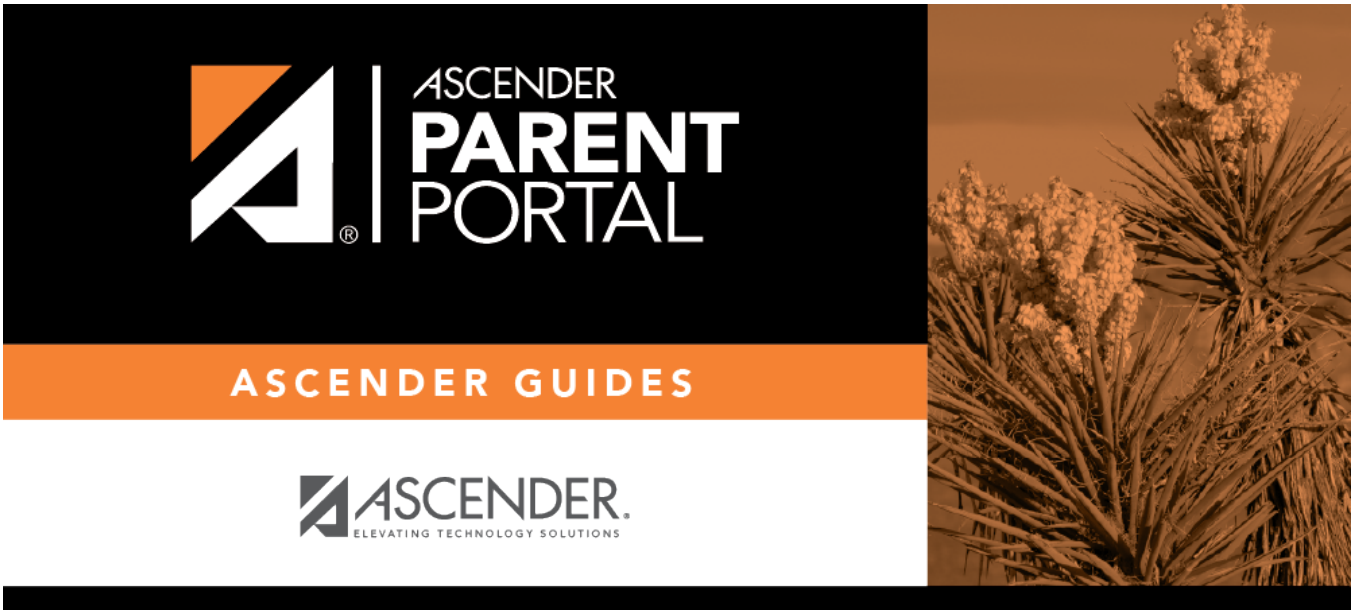


txconnect_parent_enroll_wizard

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.

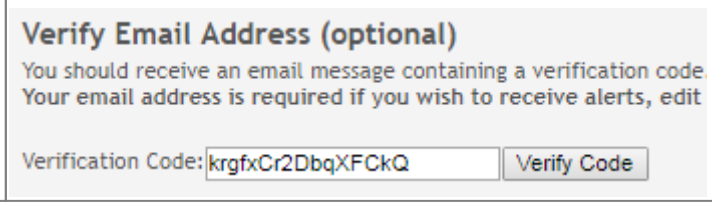
  If no email address has been entered, enter the address.

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.

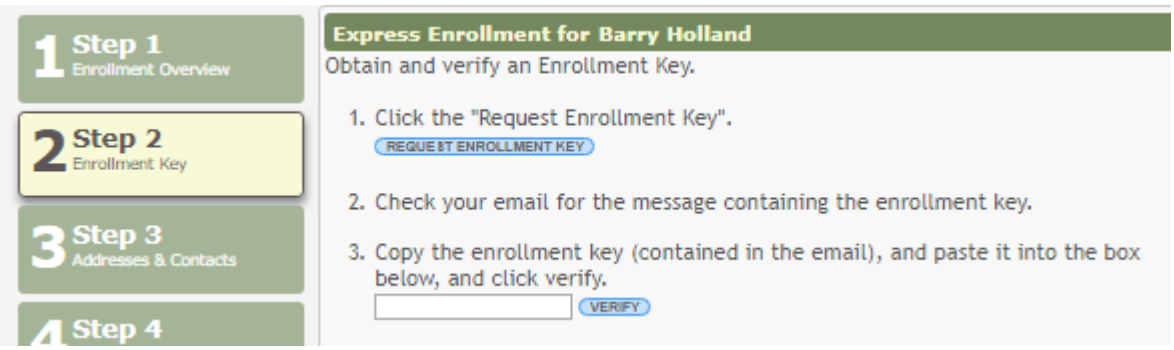
Click **Continue**. The Step 2 - Enrollment Key page opens.

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.

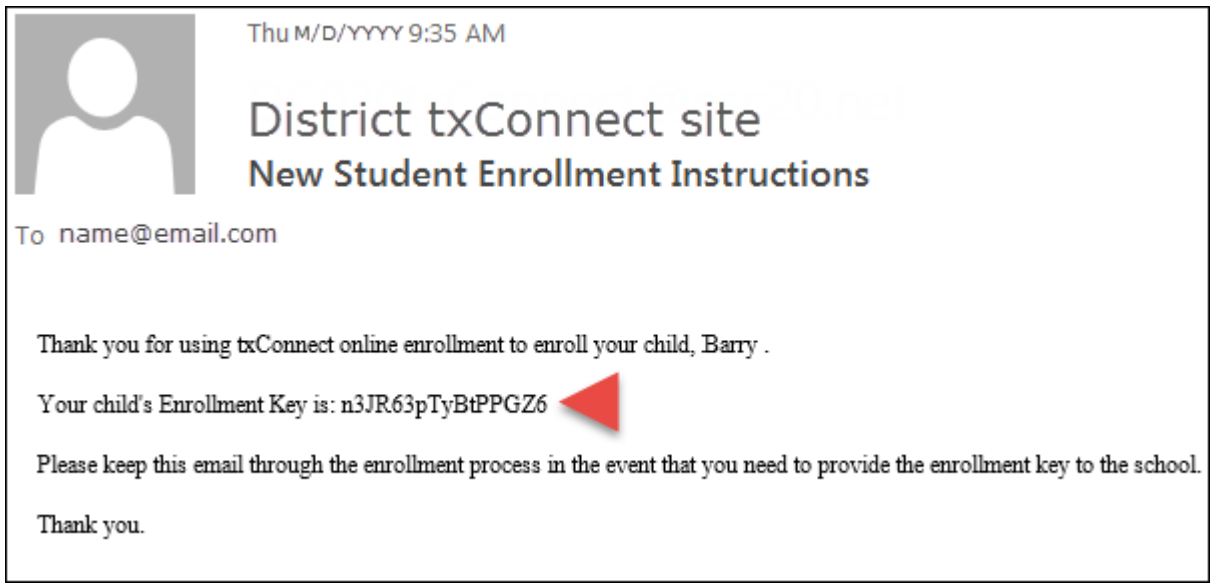


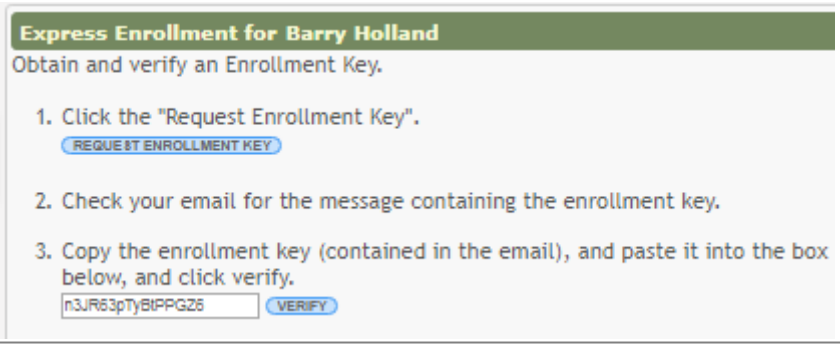
  Once you obtain the key, you can enter the key on this page to complete the process. To do

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.

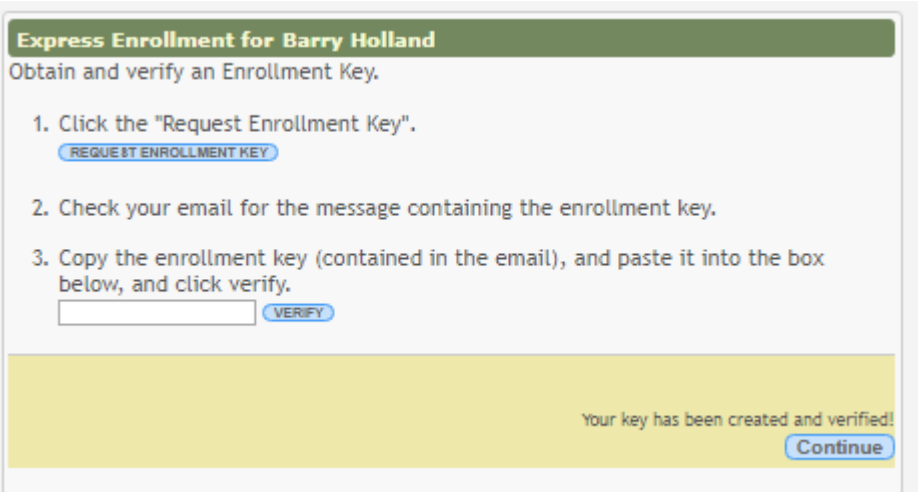
Check your email inbox for the message that contains the enrollment key.



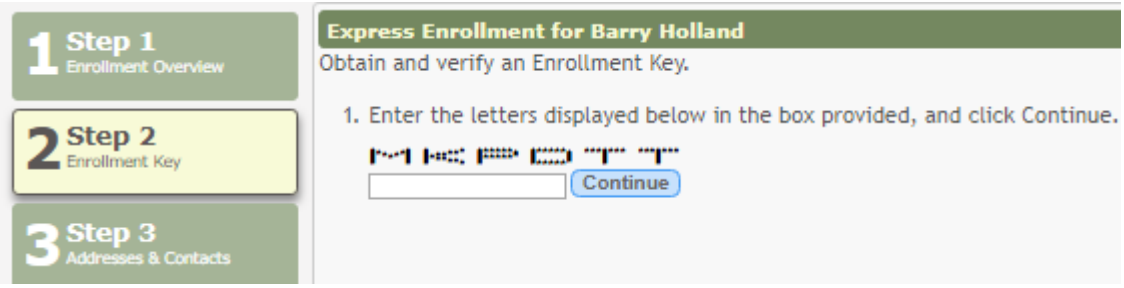
Enrollment Key	You must enter the exact enrollment key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field. 

Click **VERIFY**.

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



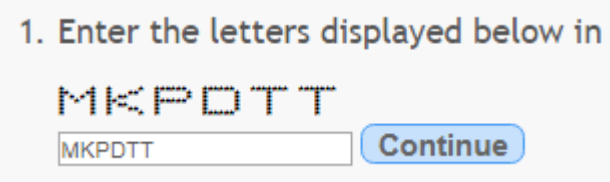
- Option 2 - CAPTCHA Validation



> 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:

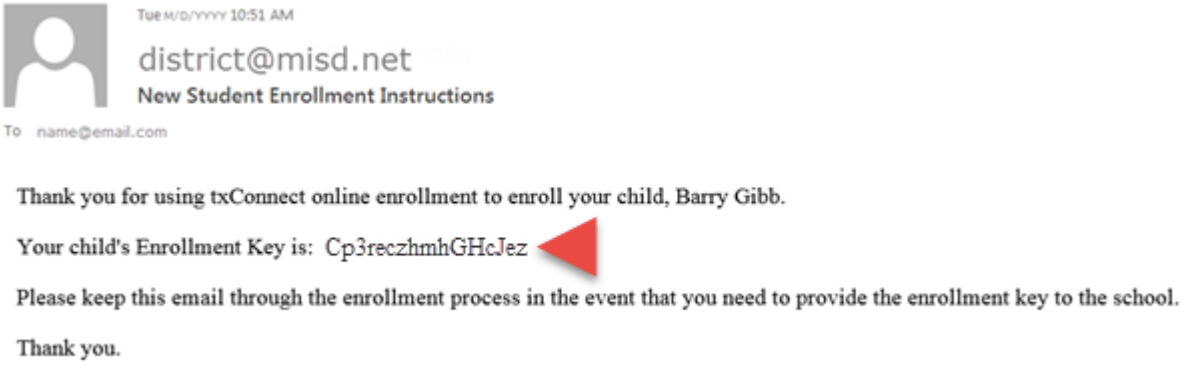
Type the CAPTCHA code exactly as it appears on the page.



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.

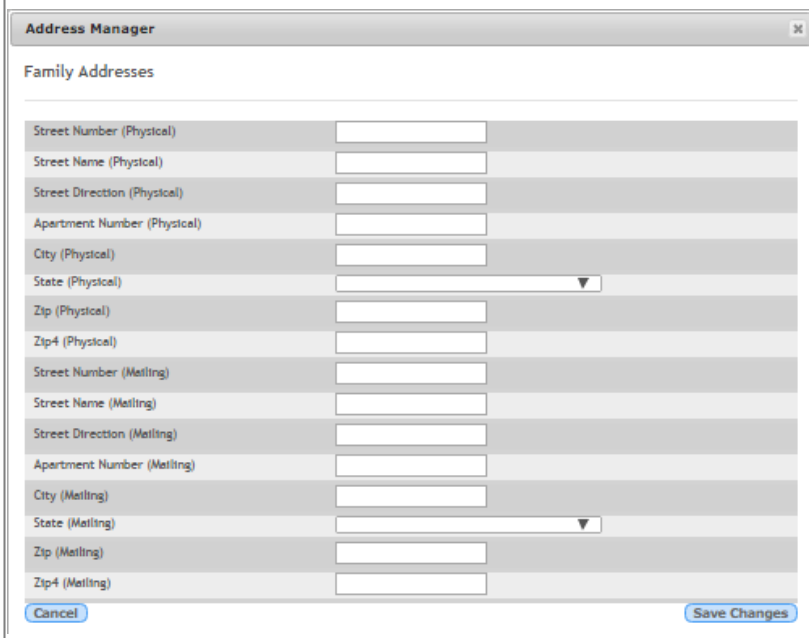


The parent should save this information for his records.

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

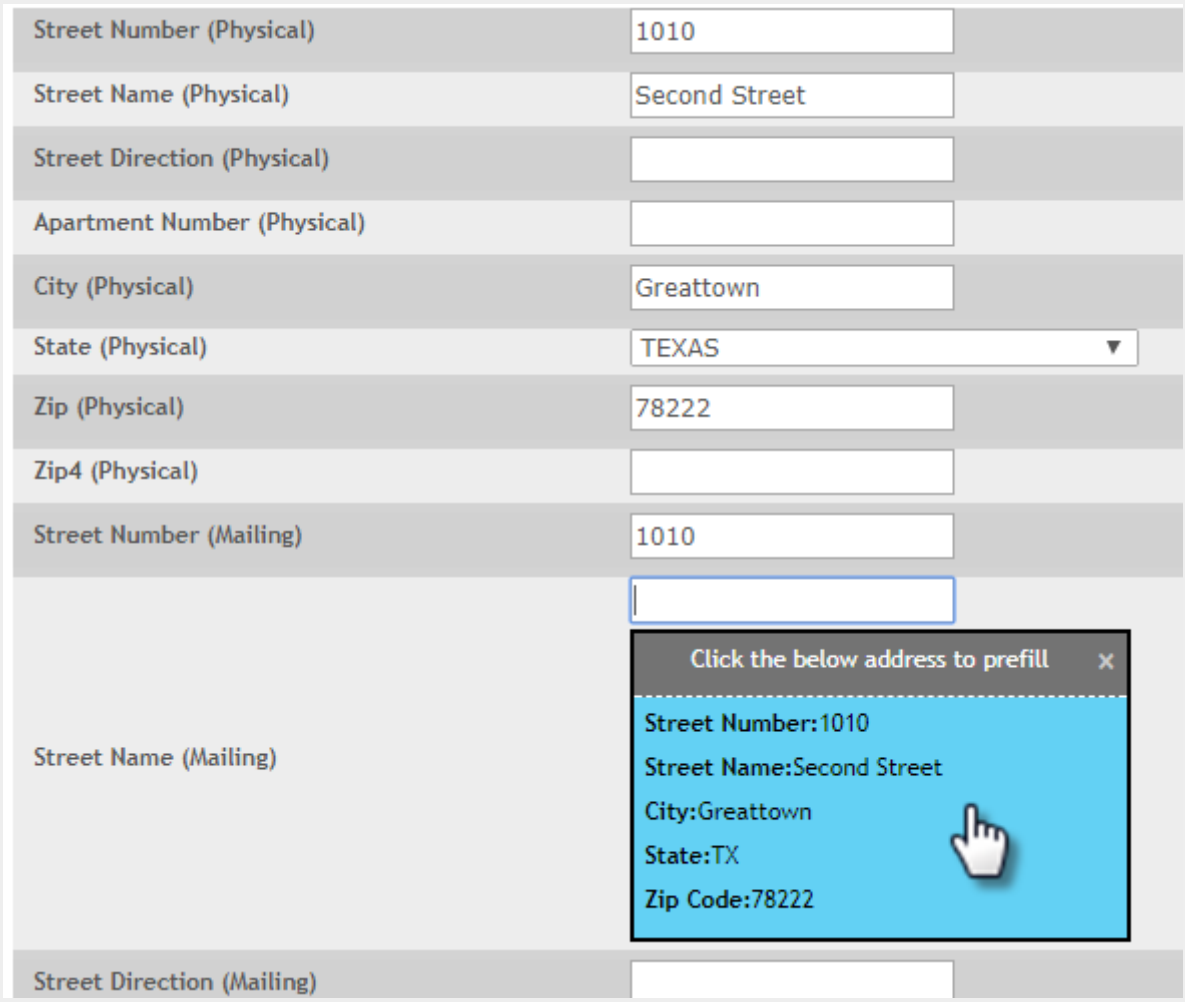
Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

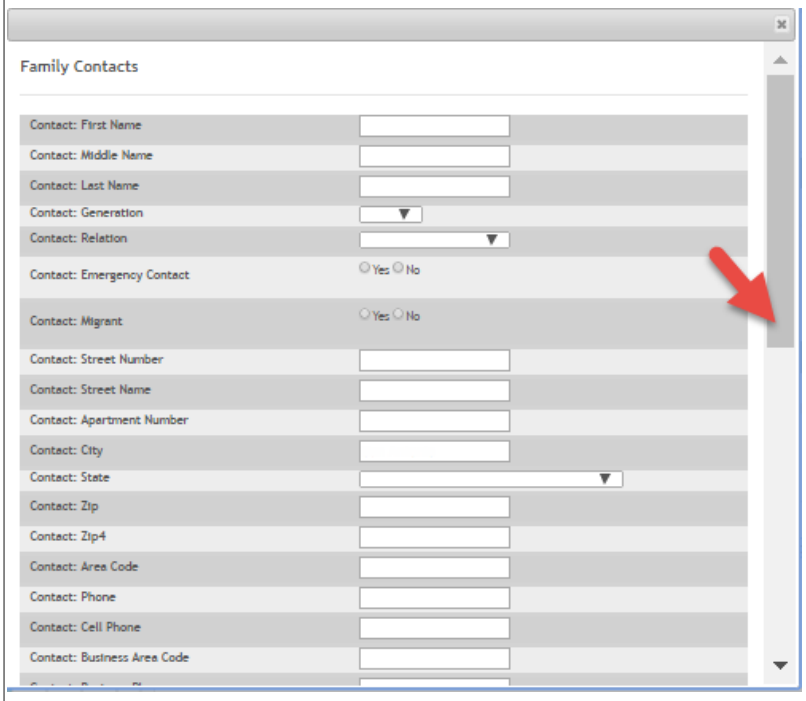
Family Addresses	Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed. **Add address:** Click **Add Address** to add an address. The Address Manager window opens. Type the complete address in the fields provided.  Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it. **Edit address:** Click **Edit** next to the address to edit an existing address. The Address Manager window opens. Update the fields as needed. Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

HELPFUL FEATURE: As you initially enter address information (street number, street name, city, state, and zip), it is automatically stored so it can be reused to prefill the fields when you are completing multiple forms that contain address fields.

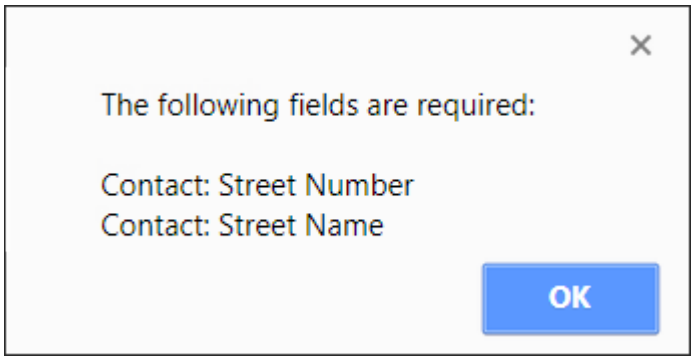
Once you have entered address data, when you click in a blank field for which data can be prefilled, a blue box is displayed which contains the most recent address data entered so far. When you click the blue box, the address fields are automatically filled with the stored information.



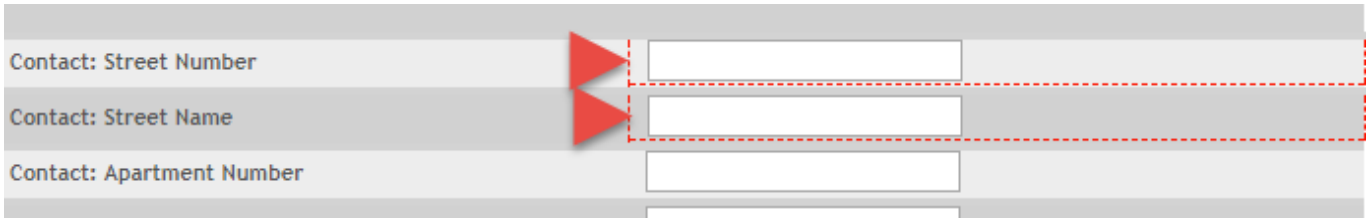
This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

Family Contacts	Existing contact information for all of the student's family and emergency contacts. Add contacts as needed. **Add a contact:** Click **Add Contact** to add a contact. The Family Contacts window opens.  Enter data in the fields, including the contact's complete name and address. • 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 **Save Changes**. You may need to scroll down to see the button. Add additional contacts as needed. **Edit a contact:** Click **Edit** next to the contact's name. The Family Contacts window opens. Update the fields as needed. Click **Save Changes**.

Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.



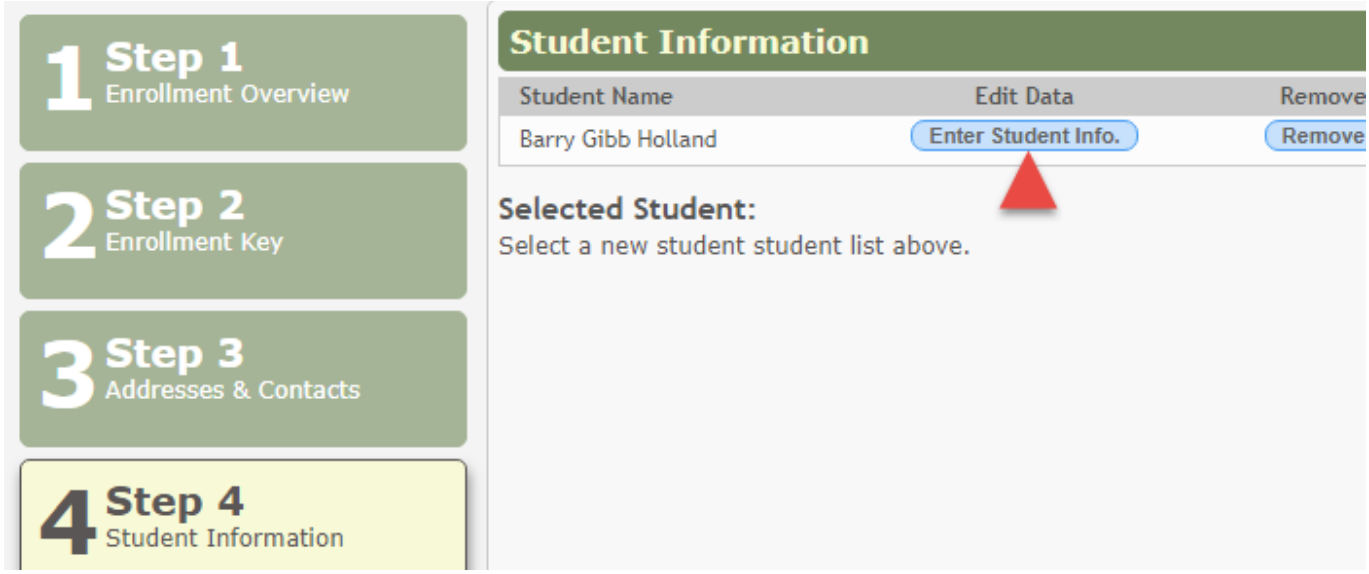
Click **OK** to close the message, add the required data, and click **Save Changes** again.



Click **Continue**. The Step 4 - Student Information page opens.

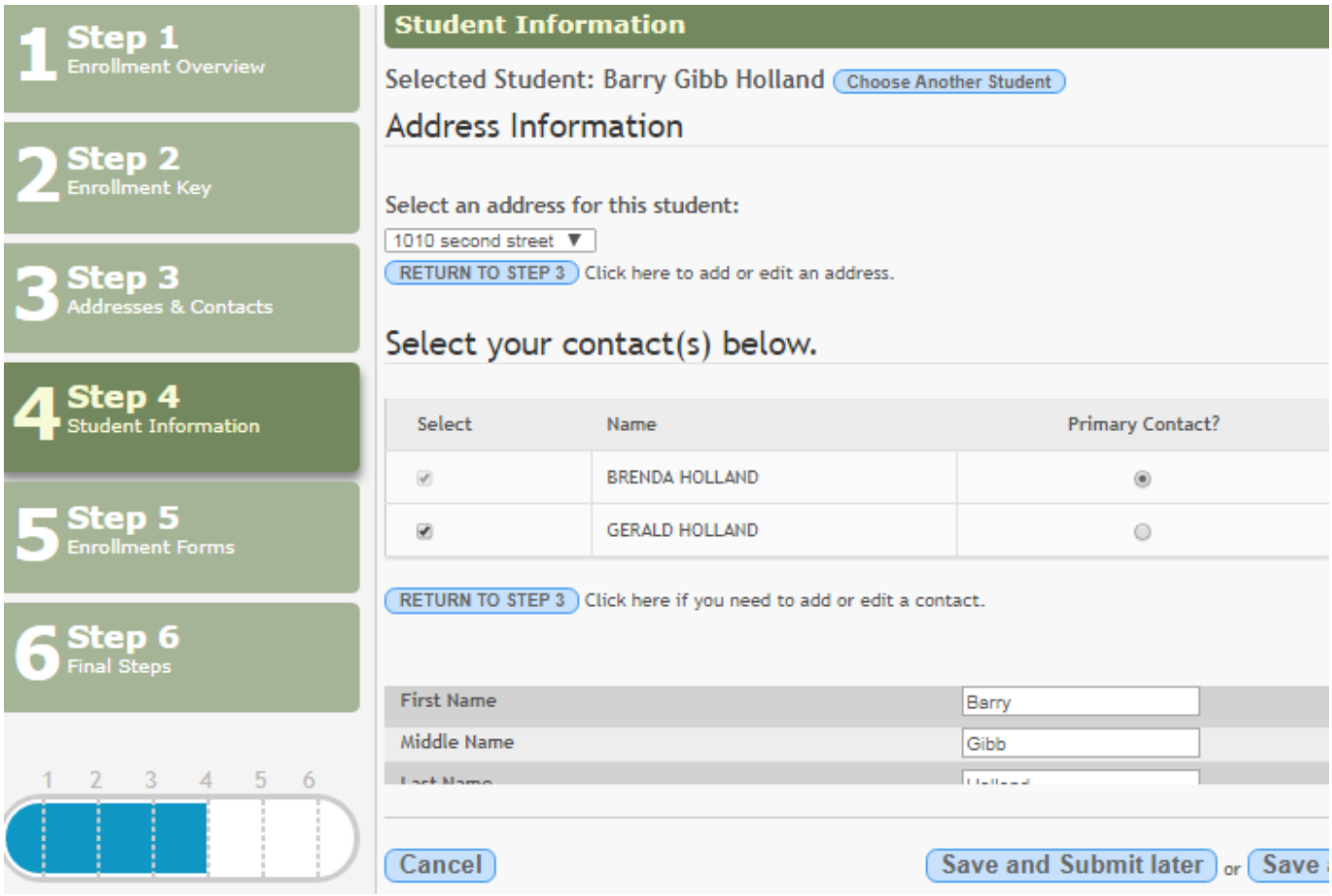
Step 4 - Student Information:

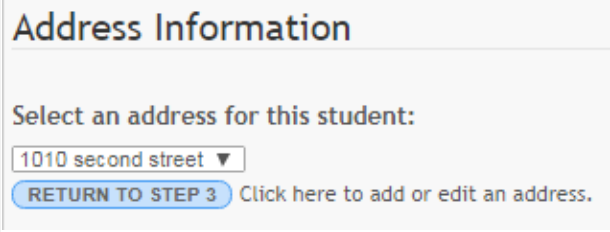
Any existing students added to your account are listed.

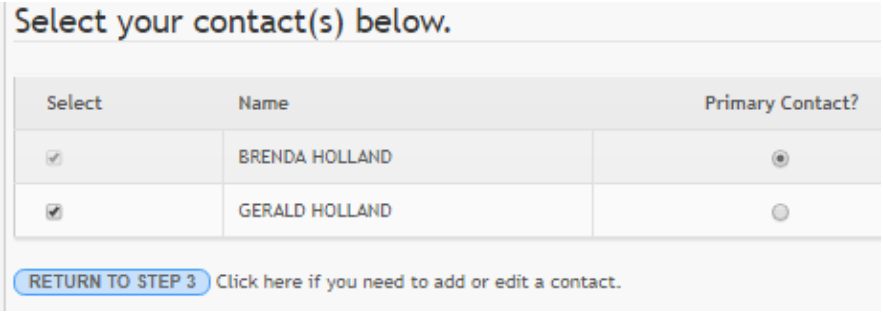
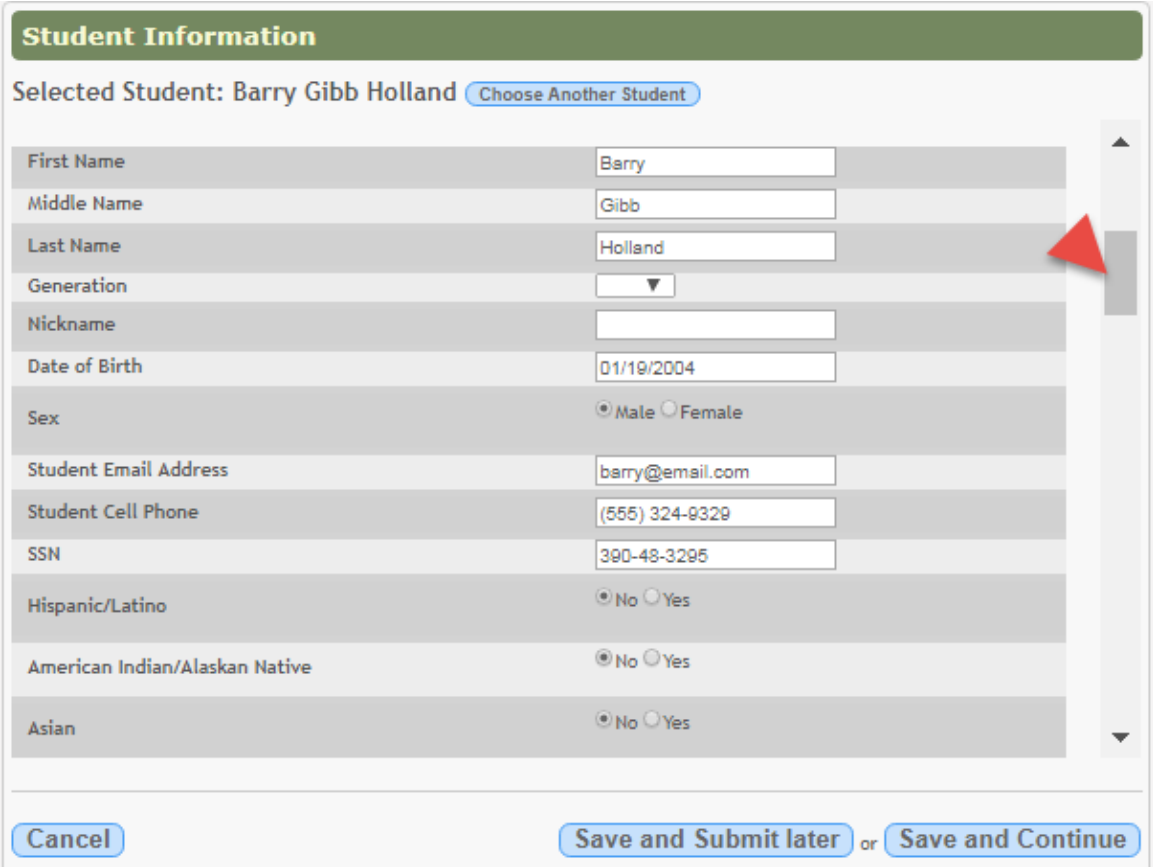


Click **Enter Student Info** for the student.

Fields are displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

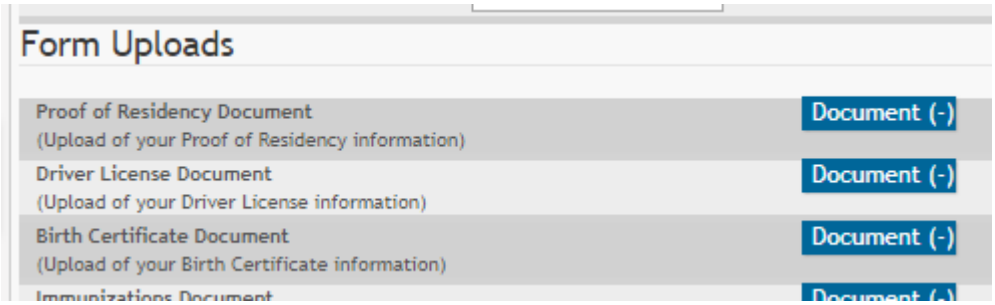


Address Information	Select an address for the student from the drop-down list. These are the addresses entered in **Step 3**. If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4. 

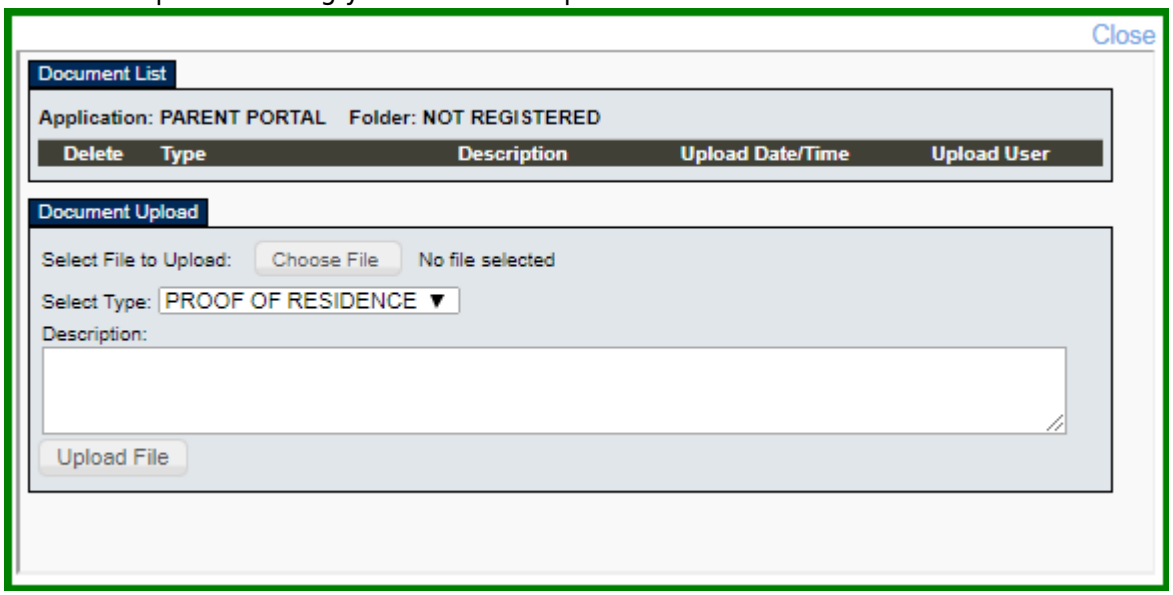
Contact Information	Select contacts for the student from those entered in **Step 3**: • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select the **Primary Contact** option for the one who is the student's primary contact. If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4. 
student demographic information	Enter student demographic data in the fields provided.  You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Attach a document:

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.



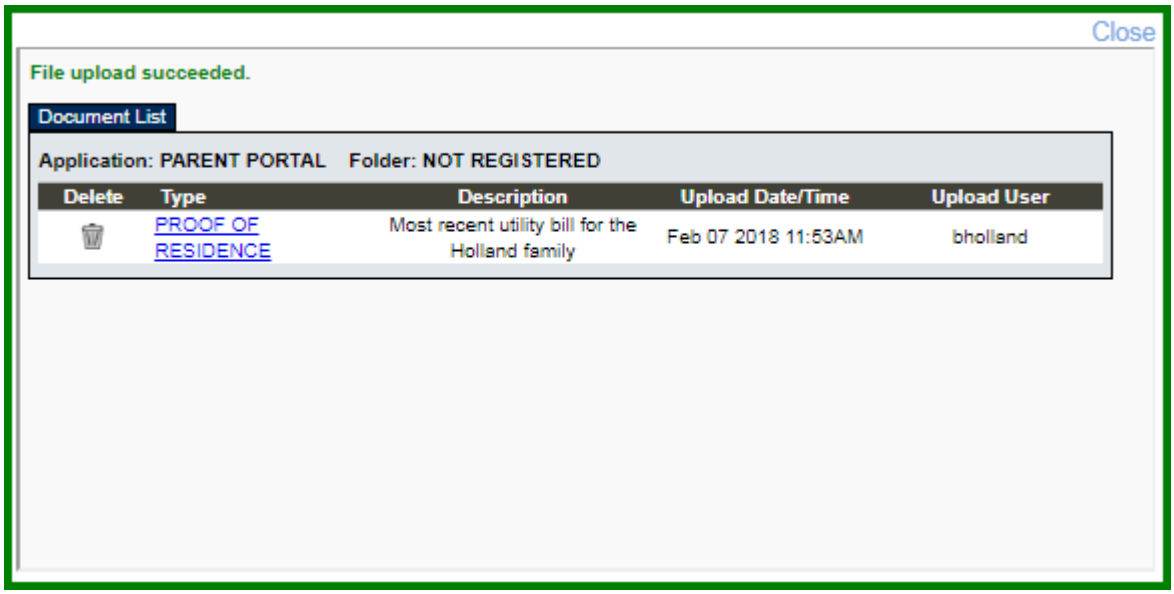
A window opens allowing you select and upload one or more files.



Document Upload	Click **Choose File**. Locate and select the file to be uploaded. The following file types are acceptable: • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.



Click **Close** to close the window.

• If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign) Document (+).
• If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign) Document (-).

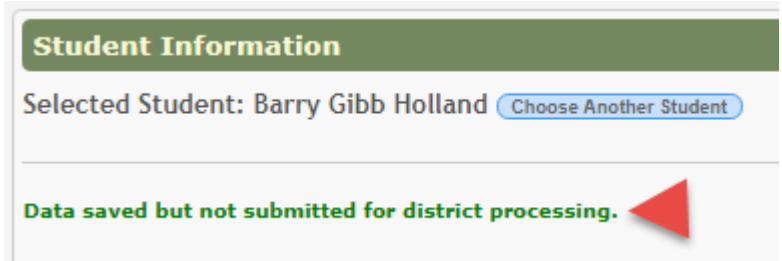
View or delete an existing document:

Click **Documents(+)**.

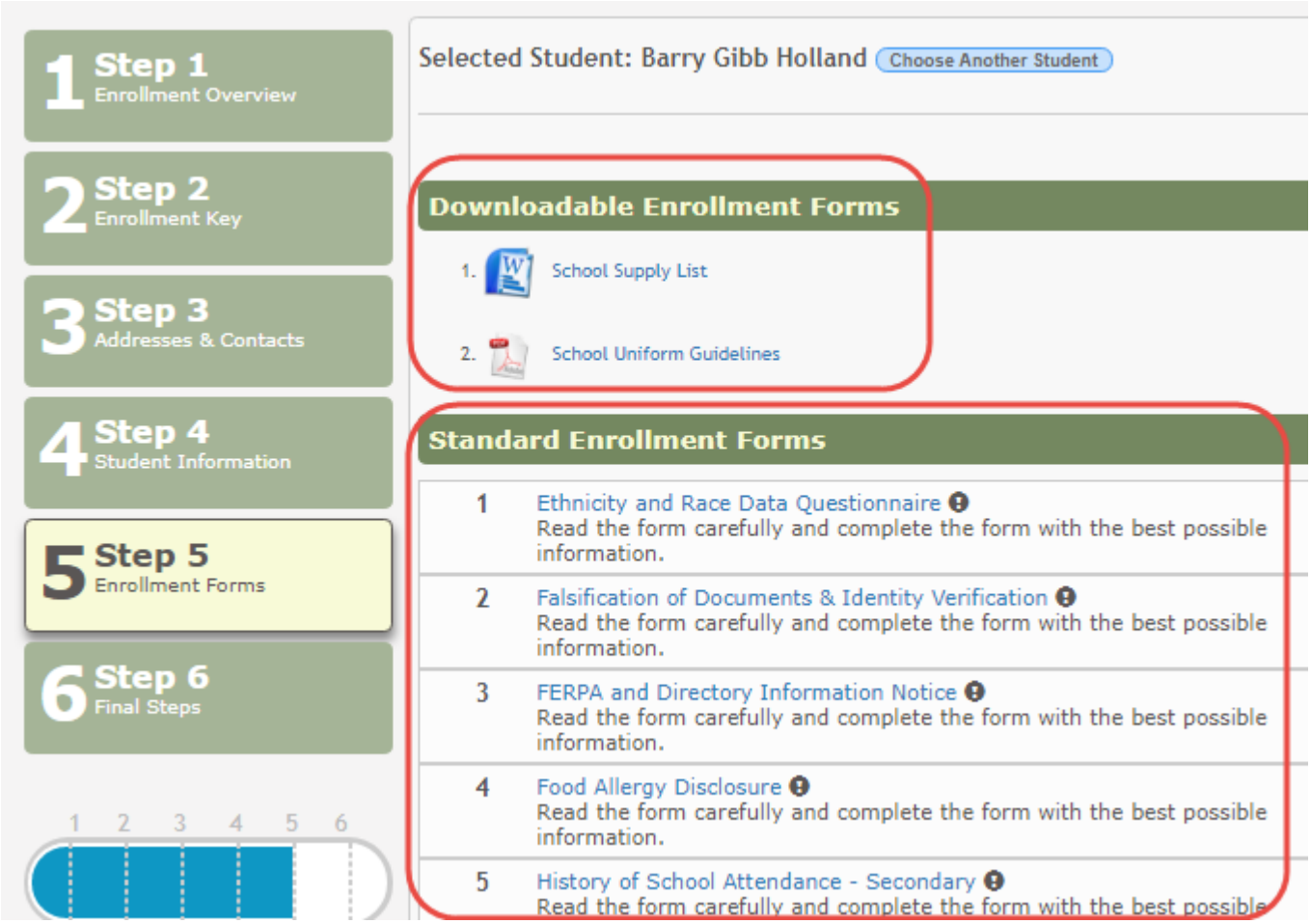
• Click the document to view it.
• Click next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

Click **Save and Continue**. The Step 5 - Enrollment Forms page opens.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.



Step 5 - Enrollment Forms:



Under Downloadable Enrollment Forms:

Any additional forms required by the campus or district are listed.

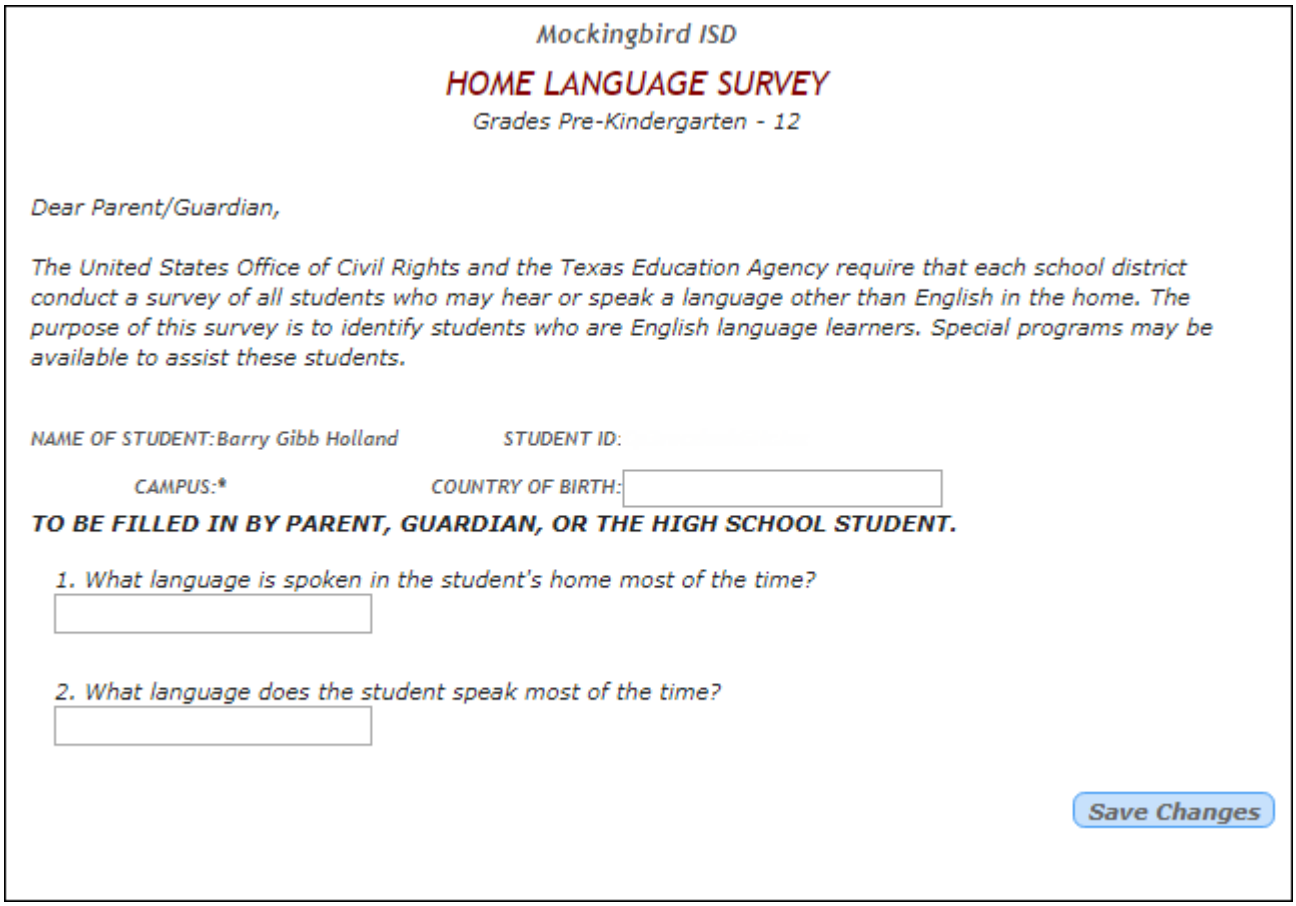
1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. Print and complete all forms by hand, and take the completed forms to the campus or district if required.

Under Standard Enrollment Forms:

The required standard forms are listed. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

- Indicates that the parent has not saved the form.
- Indicates that the parent has already saved the form.

Click each form to view it. The form opens in a pop-up window.

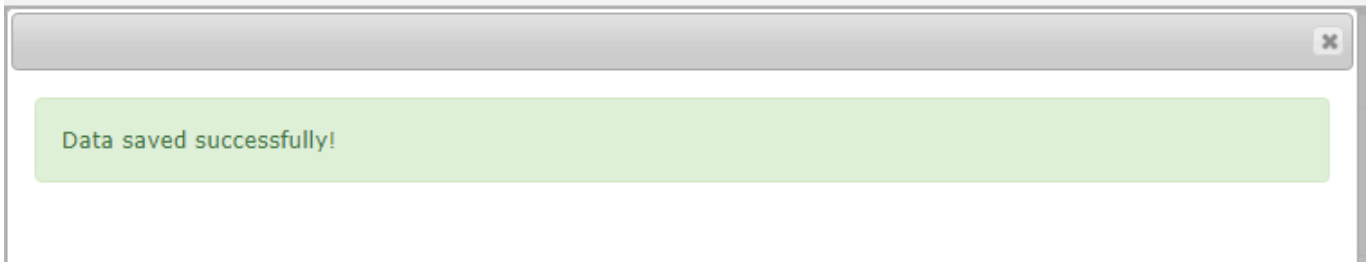


Enter the required information and click **Save Changes**. You may need to scroll down in the pop-up window to access the **Save Changes** button.

You cannot save a form unless all required data is entered.

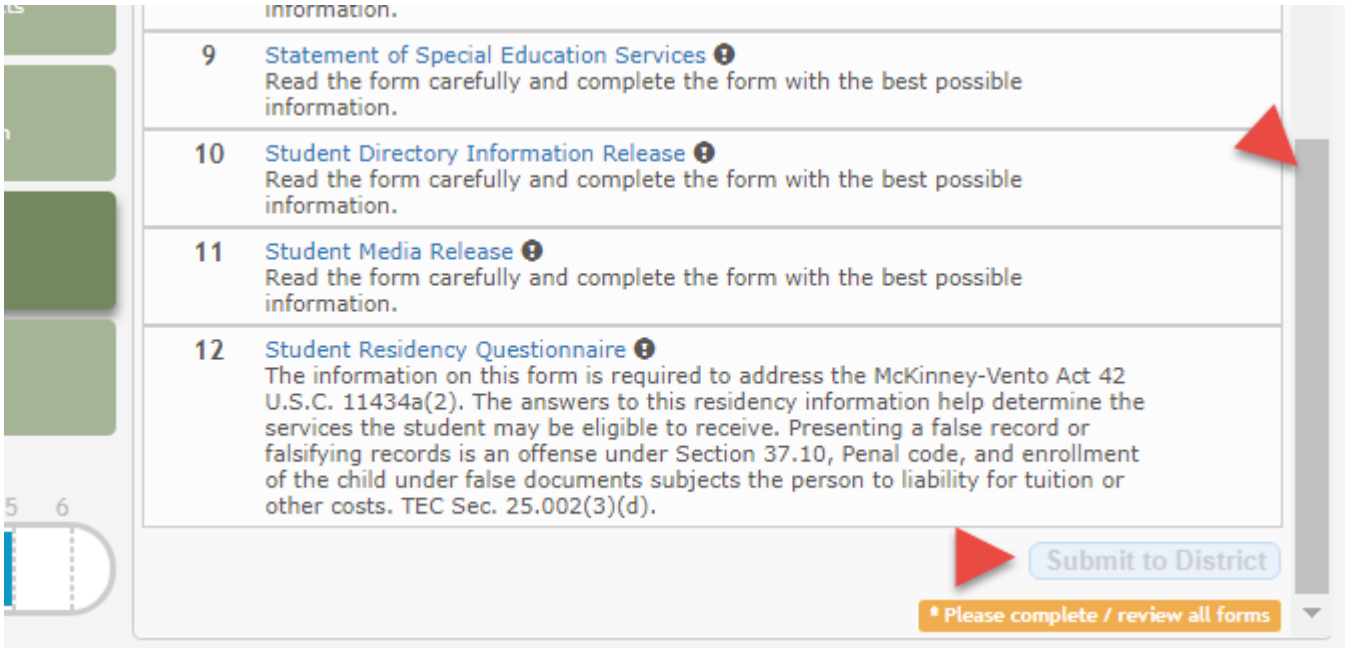
Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the parent clicks **Save Changes** to acknowledge the contents of the form.

A message in the pop-up window indicates that the changes were saved. Click ✕ to close the window.

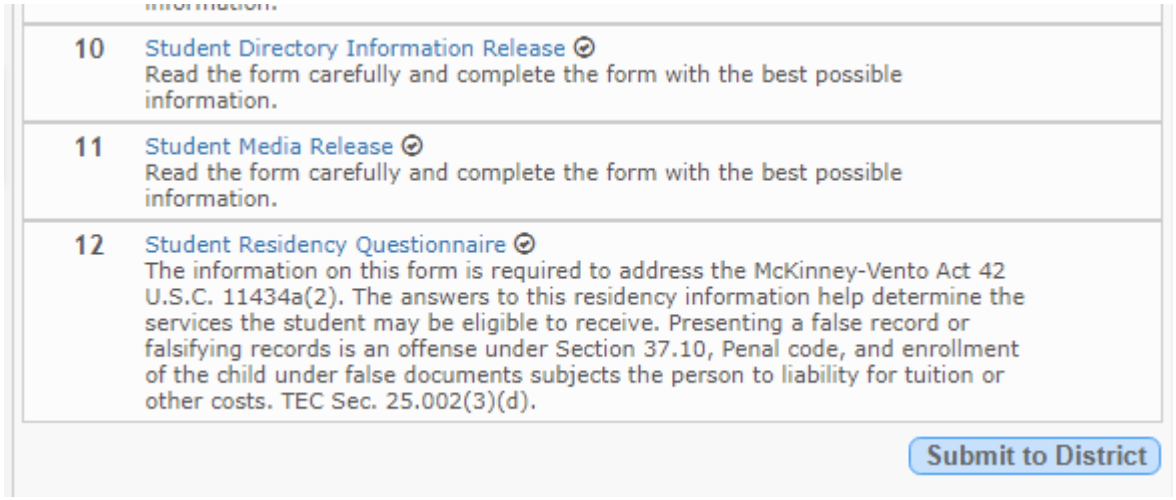


For a saved form, the icon changes from ❗ to ✔.

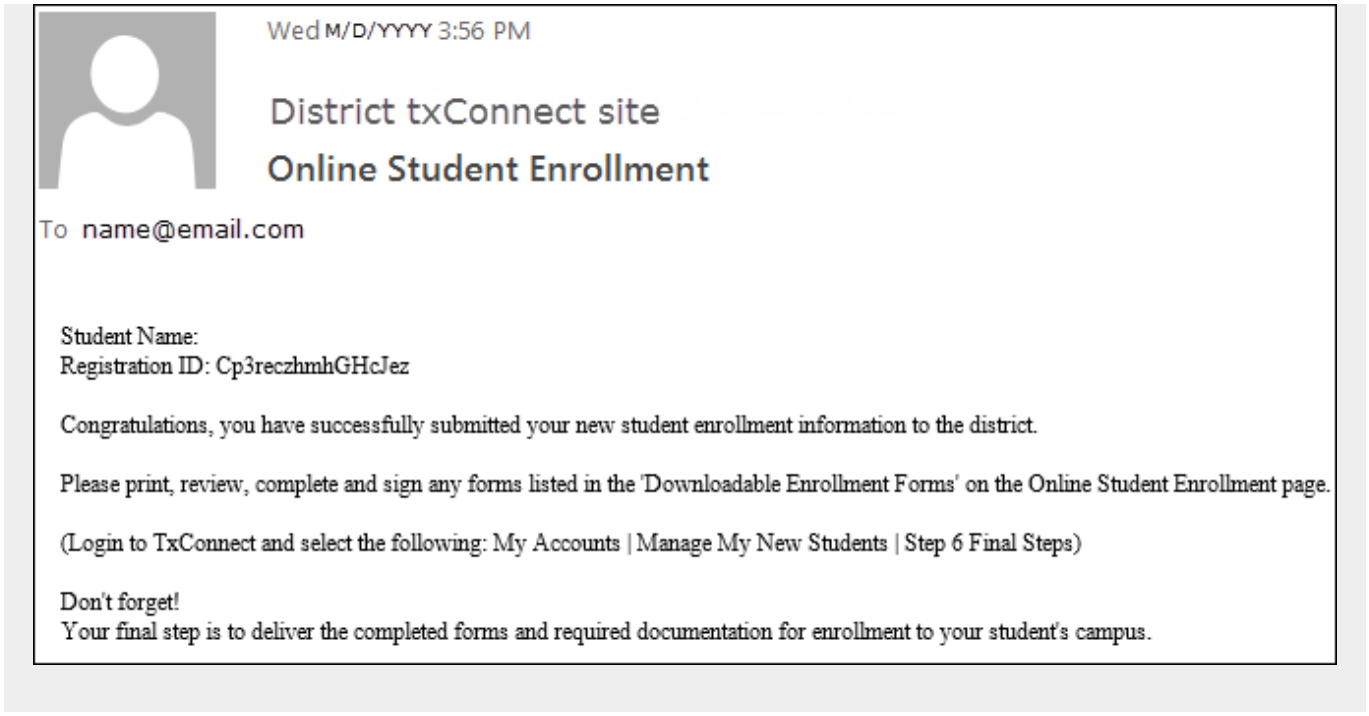
Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

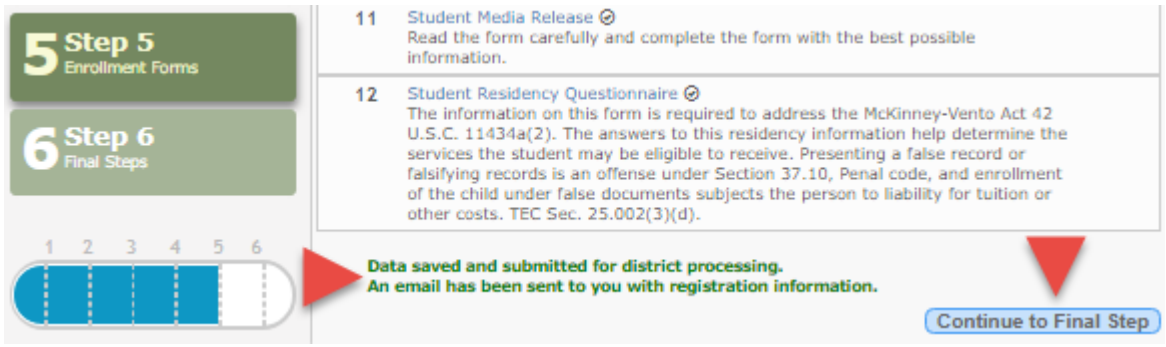


Click **Submit to District** when all data and forms are ready.

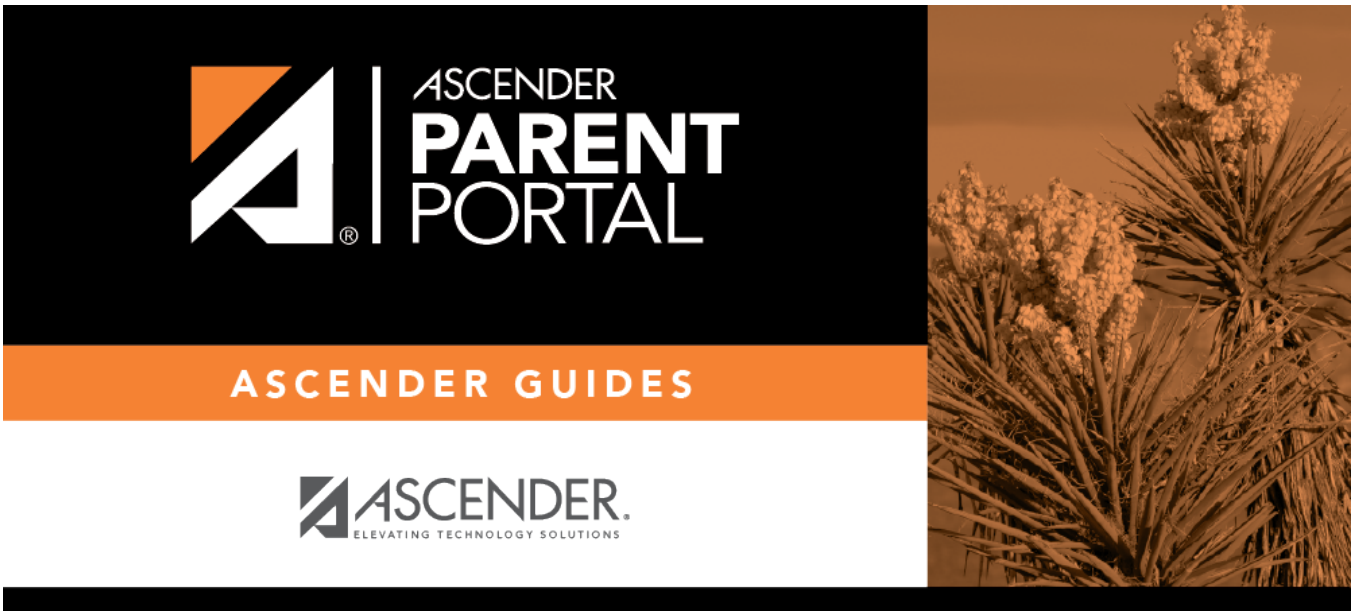


Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.





Click **Continue to Final Step**. The Final Steps page opens.


ASCENDER
PARENT
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover