# admin_enrollment_registration_admin_steps_flow_chart
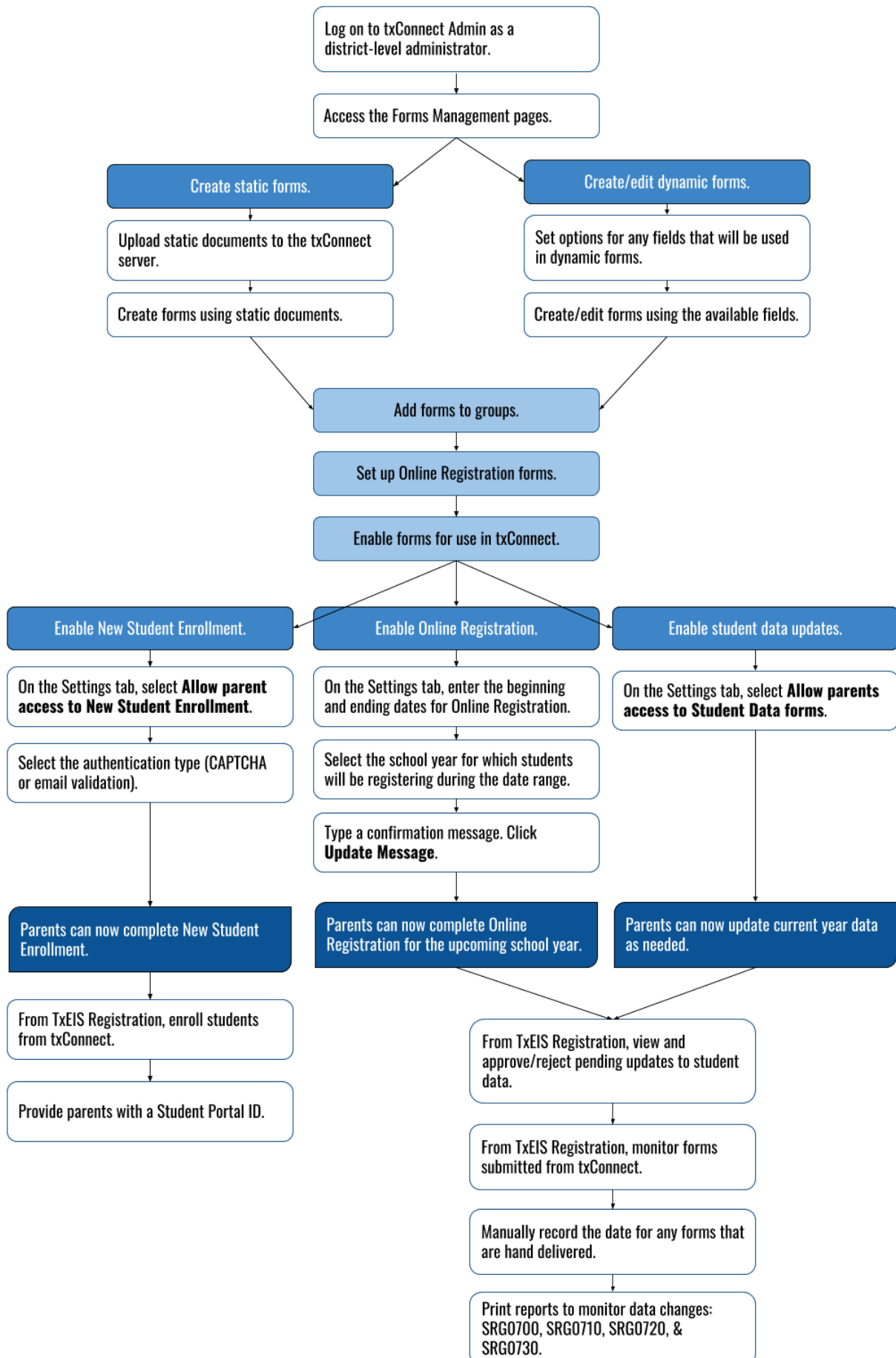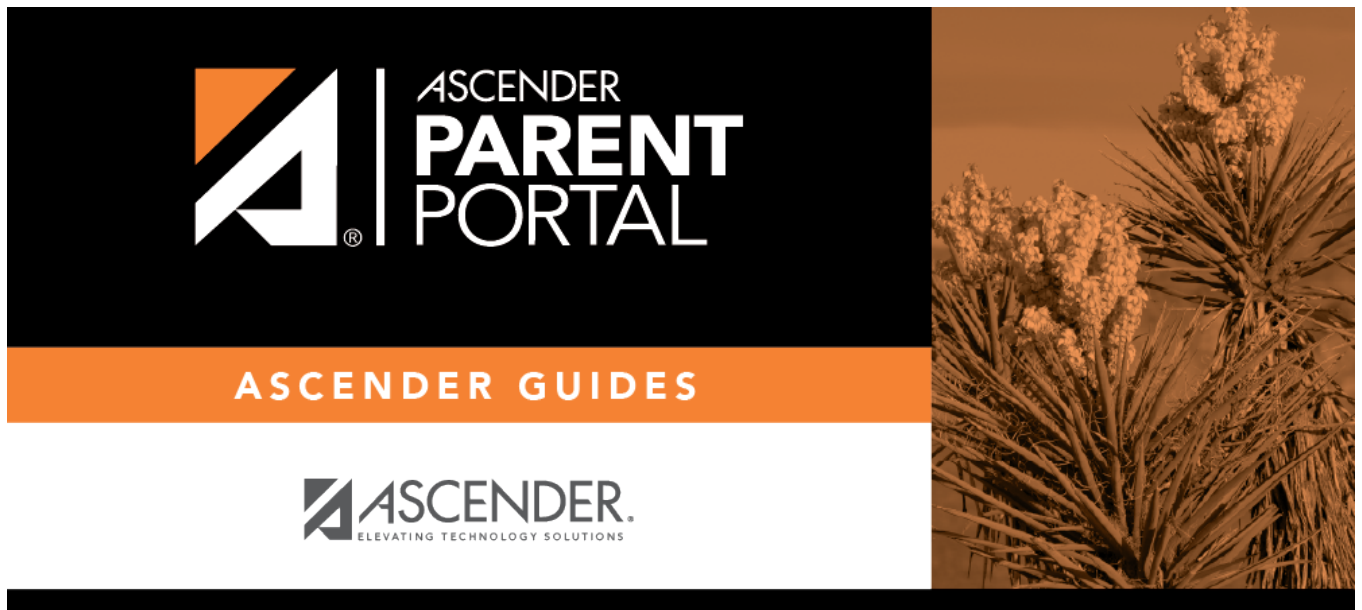
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# txConnect New Student Enrollment, Online Registration, & Data Updates
## Admin Steps

Log on to txConnect Admin as a district-level administrator.

Access the Forms Management pages.

**Create static forms.**

Upload static documents to the txConnect server.

Create forms using static documents.

**Create/edit dynamic forms.**

Set options for any fields that will be used in dynamic forms.

Create/edit forms using the available fields.

Add forms to groups.

Set up Online Registration forms.

Enable forms for use in txConnect.

**Enable New Student Enrollment.**

On the Settings tab, select **Allow parent access to New Student Enrollment**.

Select the authentication type (CAPTCHA or email validation).

Parents can now complete New Student Enrollment.

From TxEIS Registration, enroll students from txConnect.

Provide parents with a Student Portal ID.

**Enable Online Registration.**

On the Settings tab, enter the beginning and ending dates for Online Registration.

Select the school year for which students will be registering during the date range.

Type a confirmation message. Click **Update Message**.

Parents can now complete Online Registration for the upcoming school year.

**Enable student data updates.**

On the Settings tab, select **Allow parents access to Student Data forms**.

Parents can now update current year data as needed.

From TxEIS Registration, view and approve/reject pending updates to student data.

From TxEIS Registration, monitor forms submitted from txConnect.

Manually record the date for any forms that are hand delivered.

Print reports to monitor data changes: SRG0700, SRG0710, SRG0720, & SRG0730.

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