

admin_enrollment_registration_enroll_new_student

Table of Contents

Parent: Enroll a New Student in the District 1

ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

Parent: Enroll a New Student in the District

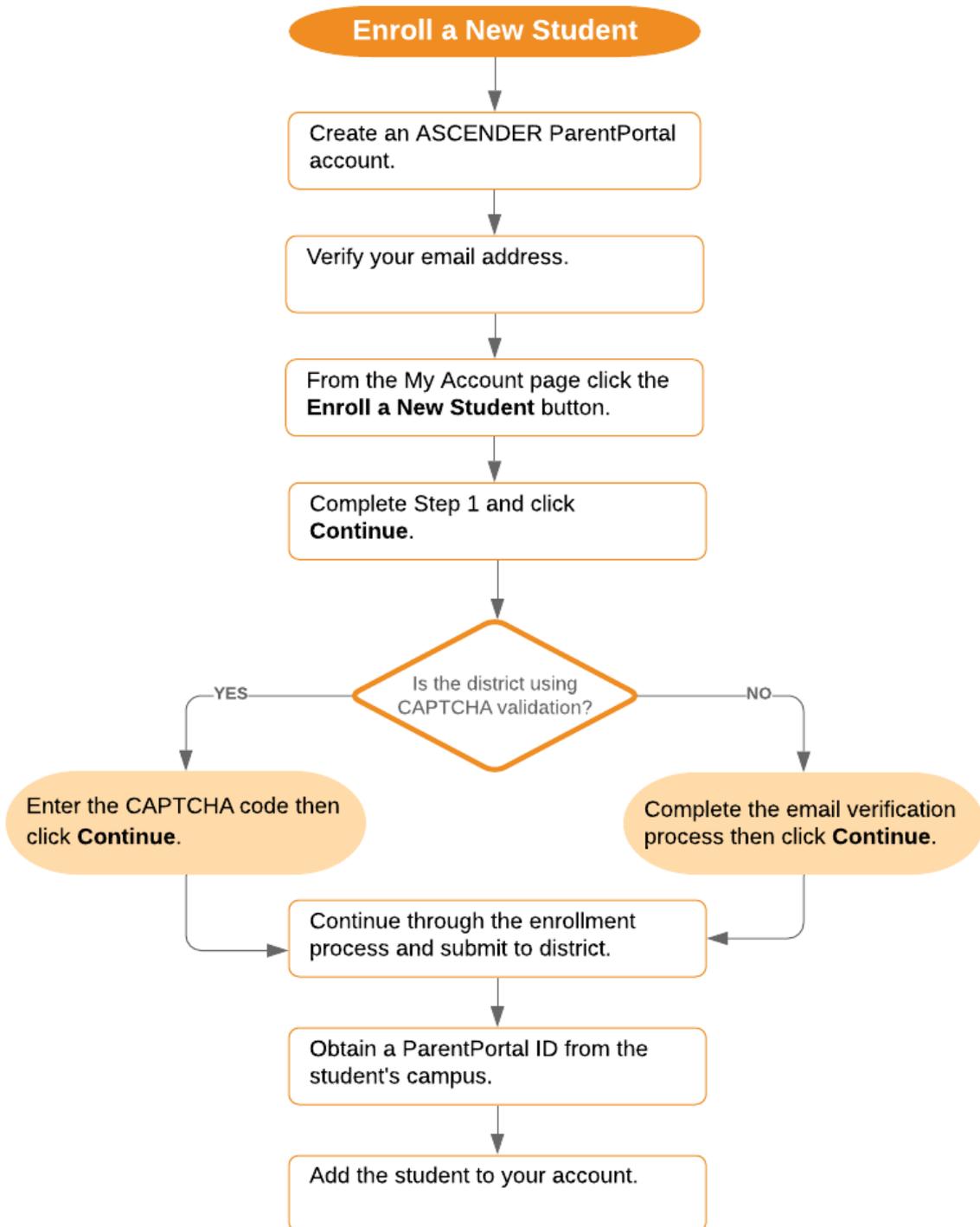
Parents should follow these steps to enroll a student in the district using the New Student Enrollment wizard.

[Prerequisites:](#)

[Enrollment Flow Chart:](#)

ASCENDER ParentPortal - New Student Enrollment

Parent Steps



1. [Create an ASCENDER ParentPortal account and log on.](#)
2. [Enroll the student.](#)

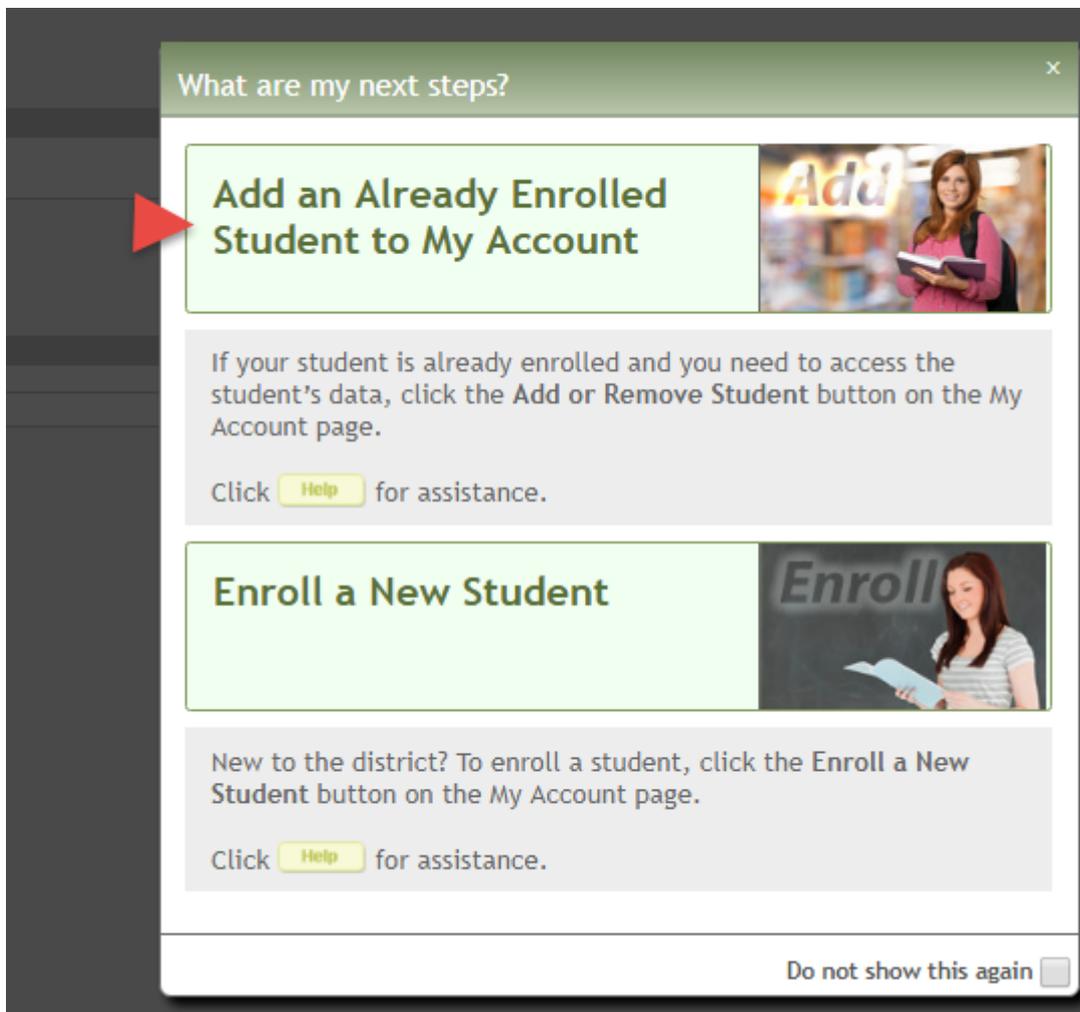
3. [Add the student to your ParentPortal account.](#)

[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.

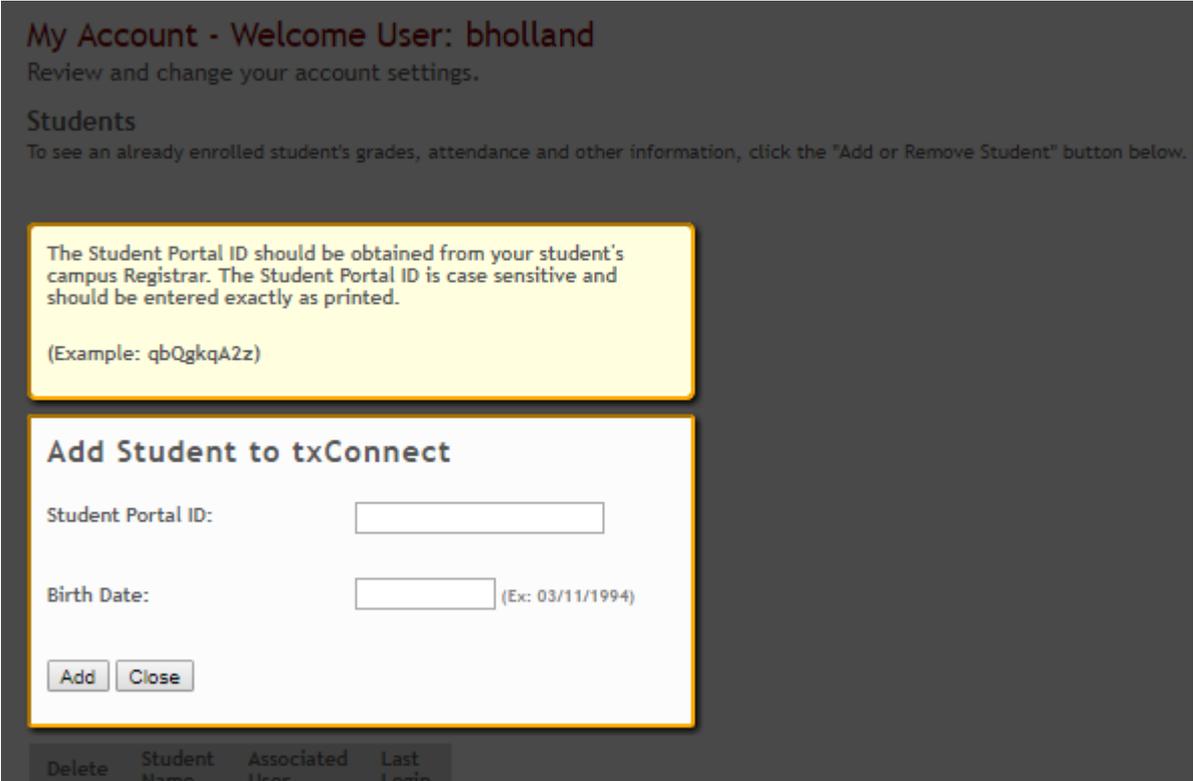
A pop-up message is displayed notifying you of the next steps for enrolling a student or adding a student to your account. You can click the buttons on the pop-up window to go directly to the specific location for completing the steps, or you can follow the steps below.

You can select **Do not show this again** to disable the pop-up windows.



From the My Account page, click **Add or Remove Student**. (This step is not necessary if you clicked **Add an Already Enrolled Student to My Account** on the pop-up window.)

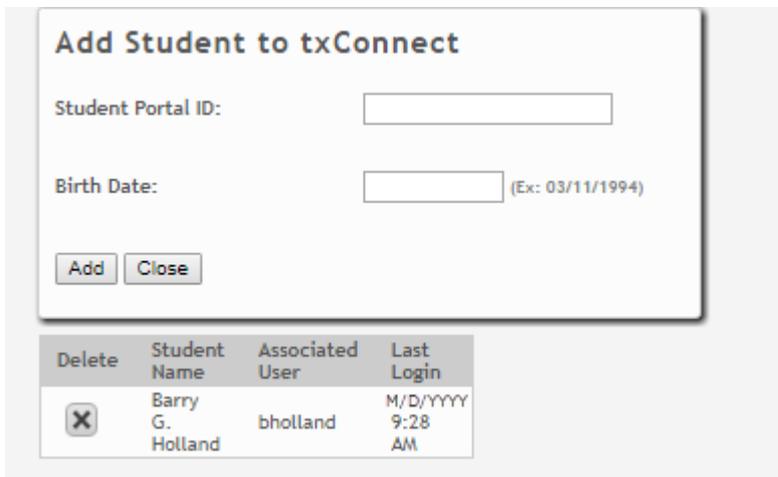
Add the following information under **Add Student to txConnect**.



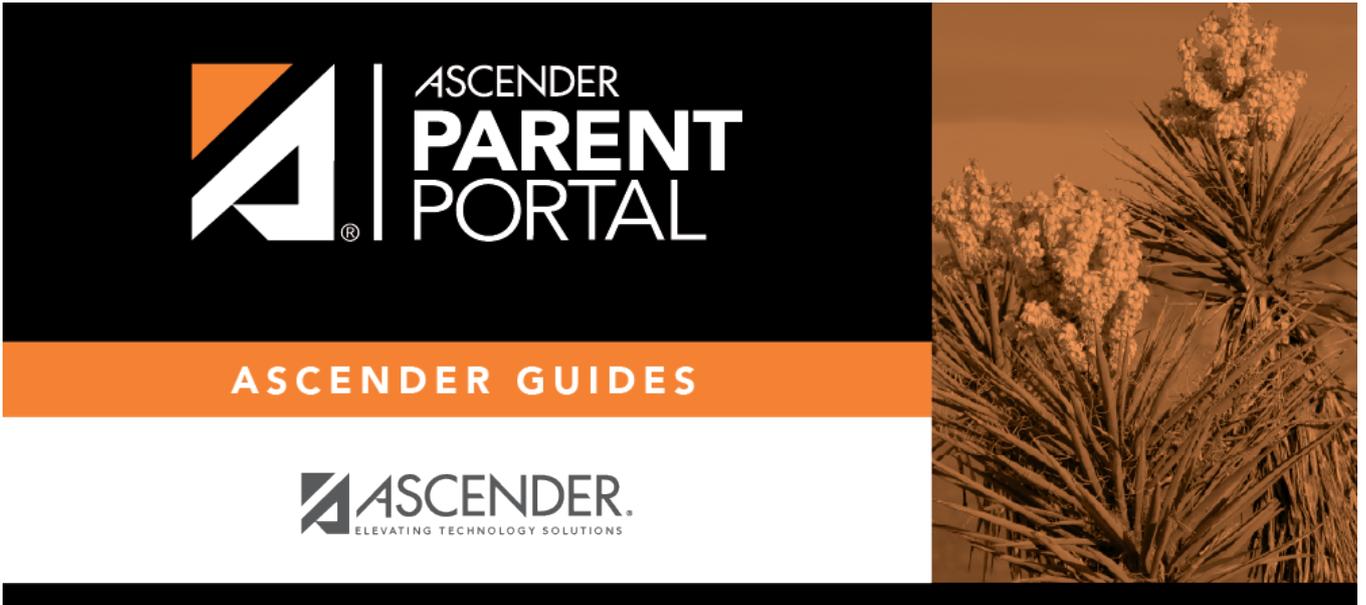
Student Portal ID	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid ParentPortal ID. The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
Birth Date	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.



What Happens Next?



Back Cover