



ASCENDER GUIDES



my_account_add_student

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

My Account - Welcome User: bholland
Review and change your account settings.

Students
To see an already enrolled student's grades, attendance and other information, click the "Add or Remove Student" button below.

The Student Portal ID should be obtained from your student's campus Registrar. The Student Portal ID is case sensitive and should be entered exactly as printed.
(Example: qbQgkqA2z)

Add Student to txConnect

Student Portal ID:

Birth Date: (Ex: 03/11/1994)

Delete	Student Name	Associated User	Last Login
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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 in the **Students** list on the left side of every page. Your students will be listed in alphabetical order, not the order in which they were added.



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