



ASCENDER GUIDES



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. Verify Email Address (optional) You should receive an email message containing a verification code Your email address is required if you wish to receive alerts, edit Verification Code: <input type="text" value="krgfxCr2DbqXFckQ"/> <input type="button" value="Verify Code"/>
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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	<p>Type the student's full name.</p> <ul style="list-style-type: none"> • 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.
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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](#)

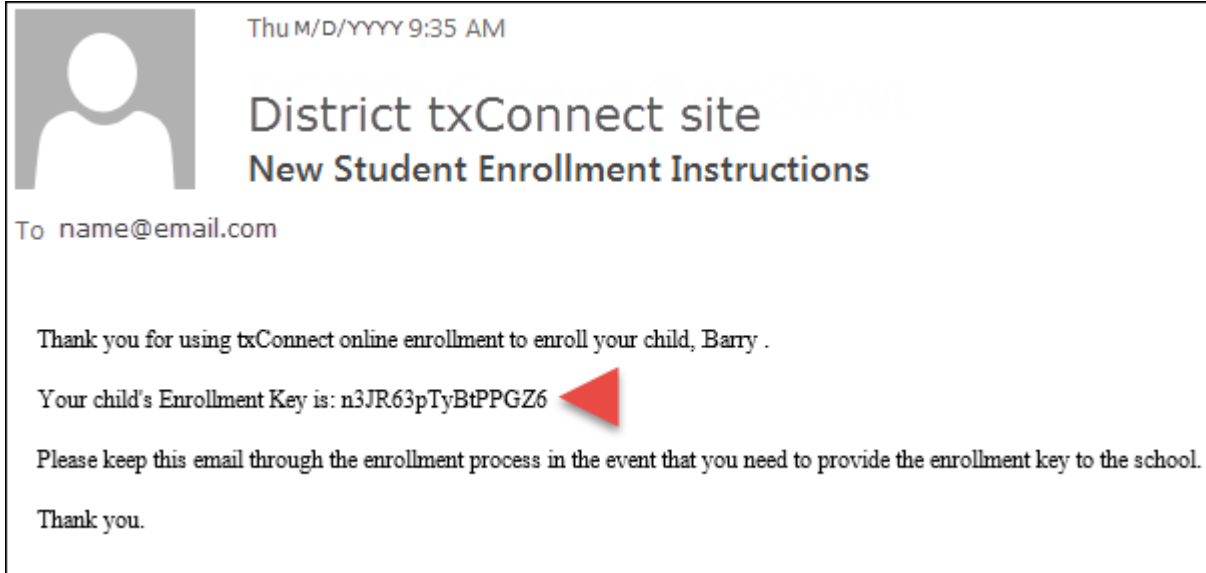
For this option, an enrollment key is sent to you in an email message.

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.



<p>Enrollment Key</p>	<p>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.</p> <div data-bbox="400 1189 1235 1509" style="border: 1px solid #ccc; padding: 10px;"> <p>Express Enrollment for Barry Holland Obtain and verify an Enrollment Key.</p> <ol style="list-style-type: none"> 1. Click the "Request Enrollment Key". REQUEST ENROLLMENT KEY 2. Check your email for the message containing the enrollment key. 3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify. <input type="text" value="n3JR63pTyBtPPGZ6"/> VERIFY </div>
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Click **VERIFY**.

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

Express Enrollment for Barry Holland
Obtain and verify an Enrollment Key.

1. Click the "Request Enrollment Key".
[REQUEST ENROLLMENT KEY](#)
2. Check your email for the message containing the enrollment key.
3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.
 [VERIFY](#)

Your key has been created and verified!
[Continue](#)

- **Option 2 - CAPTCHA Validation**

Express Enrollment for Barry Holland
Obtain and verify an Enrollment Key.

1. Enter the letters displayed below in the box provided, and click Continue.
MKPDTT
 [Continue](#)

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.

1. Enter the letters displayed below in
MKPDTT
 [Continue](#)

Click **Continue**.

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

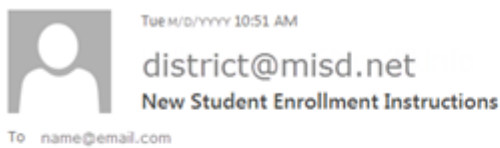
Express Enrollment for Barry Holland

Obtain and verify an Enrollment Key.


Your key has been created and verified!

[Continue](#)

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



Thank you for using txConnect online enrollment to enroll your child, Barry Gibb.

Your child's Enrollment Key is: Cp3reczhmhGHcJez 

Please keep this email through the enrollment process in the event that you need to provide the enrollment key to the school.

Thank you.

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.

The screenshot shows a five-step enrollment wizard on the left. Step 3, 'Addresses & Contacts', is highlighted. The main area is divided into two sections: 'Family Addresses' and 'Family Contacts'. Each section has a table with columns for address information and an 'Add' button. A red arrow points to the 'Add Address' button in the Family Addresses section. A 'Continue' button is at the bottom right.

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.

The Address Manager window is titled 'Address Manager' and contains a section for 'Family Addresses'. It features two sets of input fields: 'Physical' and 'Mailing'. Each set includes fields for Street Number, Street Name, Street Direction, Apartment Number, City, State (with a dropdown), Zip, and Zip4. At the bottom, there are 'Cancel' and 'Save Changes' buttons.

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.

This screenshot shows the 'Family Addresses' section of the wizard. It contains a table with columns: Address Information, Street Number, Street Name, City, and Zip. The first row contains the address: 1010 Second Street, Greatown, 78222. A red arrow points to an 'Edit' button located in the 'Address Information' column of this row.

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 pre-filled, 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.

Street Number (Physical)	1010
Street Name (Physical)	Second Street
Street Direction (Physical)	
Apartment Number (Physical)	
City (Physical)	Greatown
State (Physical)	TEXAS
Zip (Physical)	78222
Zip4 (Physical)	
Street Number (Mailing)	1010
Street Name (Mailing)	
Street Direction (Mailing)	

Click the below address to prefill ×

Street Number:1010
Street Name:Second Street
City:Greatown
State:TX
Zip Code:78222

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:

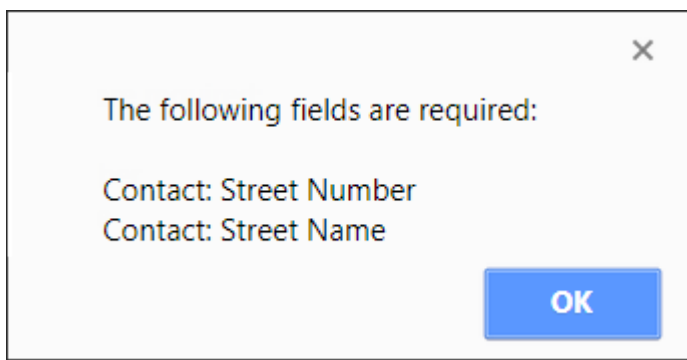
Click **Edit** next to the contact's name. The Family Contacts window opens.

	First Name	Last Name	Relation
	Brenda	Holland	Mother

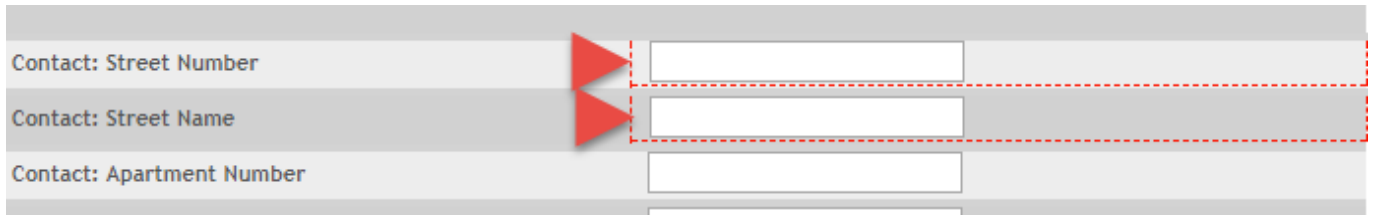
Update the fields as needed.

Click **Save Changes**.

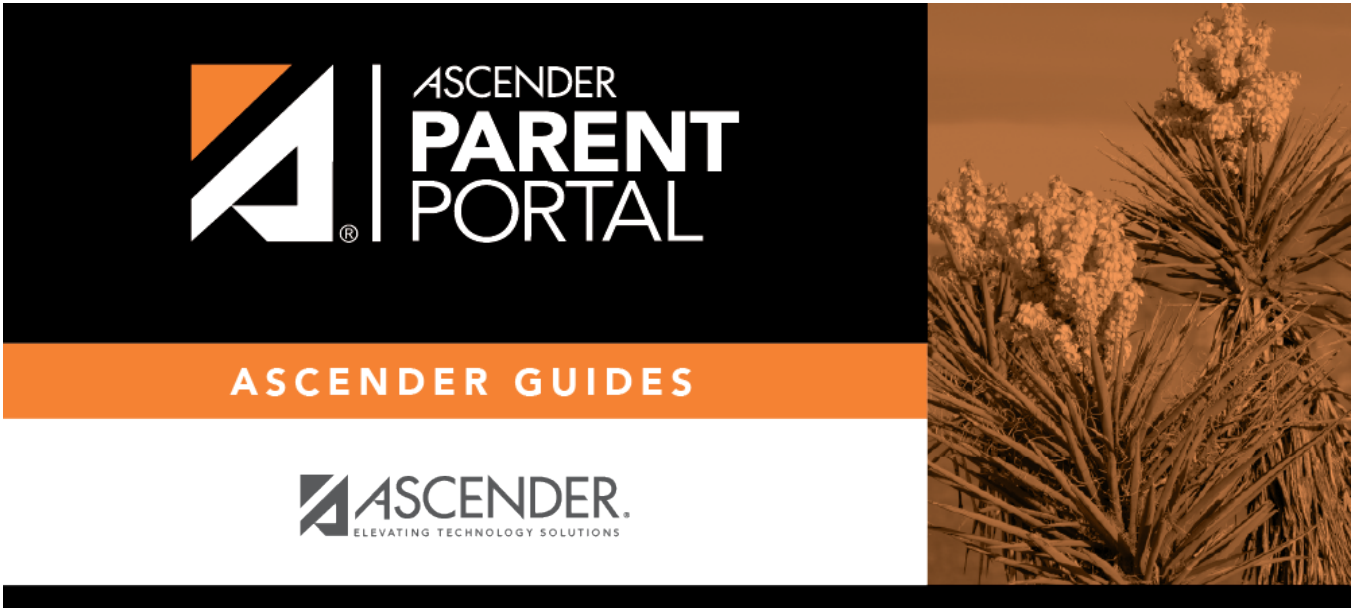
Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.



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

A form with three rows of input fields. The first row is labeled "Contact: Street Number" and has a red arrow pointing to its input field. The second row is labeled "Contact: Street Name" and has a red arrow pointing to its input field. The third row is labeled "Contact: Apartment Number" and has an input field. A red dashed box highlights the first two rows. The input fields are currently empty.

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



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