

New Student Enrollment

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This page allows you to review a student's pending online registration record received from the parent portal in txConnect.

Update data:

A list of online registration requests received from the txConnect parent portal is displayed.

2. To search for an online registration record, select the student or request in one of the following ways:

● In the Search by Name field, type the student's first and last name.

● In the Search by Key field, type the student key.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

3. To delete a student registered online, click trashcan icon and the row will be shaded red to indicate it will be deleted when you click the Delete button.

Note: You must have security access to view trashcan icon and the Delete button.

4. Click spyglass icon to view the details of a pending registration request. The student's enrollment record is displayed on the Register Student page.


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