



ASCENDER GUIDES



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Enroll a New Student in the District

txConnect > Have a New Student

txConnect > My Account > Click Here to Enroll a New Student for School

The Online Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request a student registration key, which will allow you to complete the online enrollment process.

To access this page:

- If you do not yet have a txConnect account, click the **Have a New Student** link on the Login page, and create an account.
- If you already have a txConnect account, log on to txConnect and click the **Enroll a New Student** button on the My Account page. Or, click **Enroll a New Student** on the pop-up message.

Enroll a student:

Three types of forms may be seen by the parent when enrolling the student, depending on the district's procedures.

- **Static (read-only) forms** cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, and can be delivered in various formats, including as Microsoft Word and PDF.
- Three **Online forms** can be completed and submitted online.
 - Family Address manager
 - Family Contacts manager
 - Student Information
- **Standard forms** are predefined district-level forms that are common throughout Texas. Some forms have required data that must be entered, and some forms only require the parent to review the data and acknowledge that he has viewed and accepted the form.

When you first access the page, you are prompted to allow or disallow location tracking. If you allow location tracking, the **City** will automatically be set to your current location. You can turn off location tracking at any time in the browser settings.

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	Type the student's full name. • 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.

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](#)

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.

Thu M/D/YYYY 9:35 AM

District txConnect site
New Student Enrollment Instructions

To: name@email.com

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

Your child's Enrollment Key is: n3JR63pTyBtPPGZ6

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

Thank you.

Enrollment Key

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.

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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](#)

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.

M K P D T T

[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

M K P D T T

[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.

Tue 8/10/2016 10:51 AM
district@misd.net
New Student Enrollment Instructions
To: name@email.com

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.

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 prefilled, 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.

This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

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 displays a form titled "Family Addresses". It contains two sections: "Physical" and "Mailing". Each section has fields for Street Number, Street Name, Street Direction, Apartment Number, City, State (a dropdown menu), Zip, and Zip4. At the bottom of the window 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.

The Address Manager window displays a table titled "Family Addresses". The table has columns for Address Information, Street Number, Street Name, City, and Zip. A red arrow points to the "Edit" button in the Address Information column.

Address Information	Street Number	Street Name	City	Zip
Edit	1010	Second Street	Greatown	78222

Update the fields as needed.

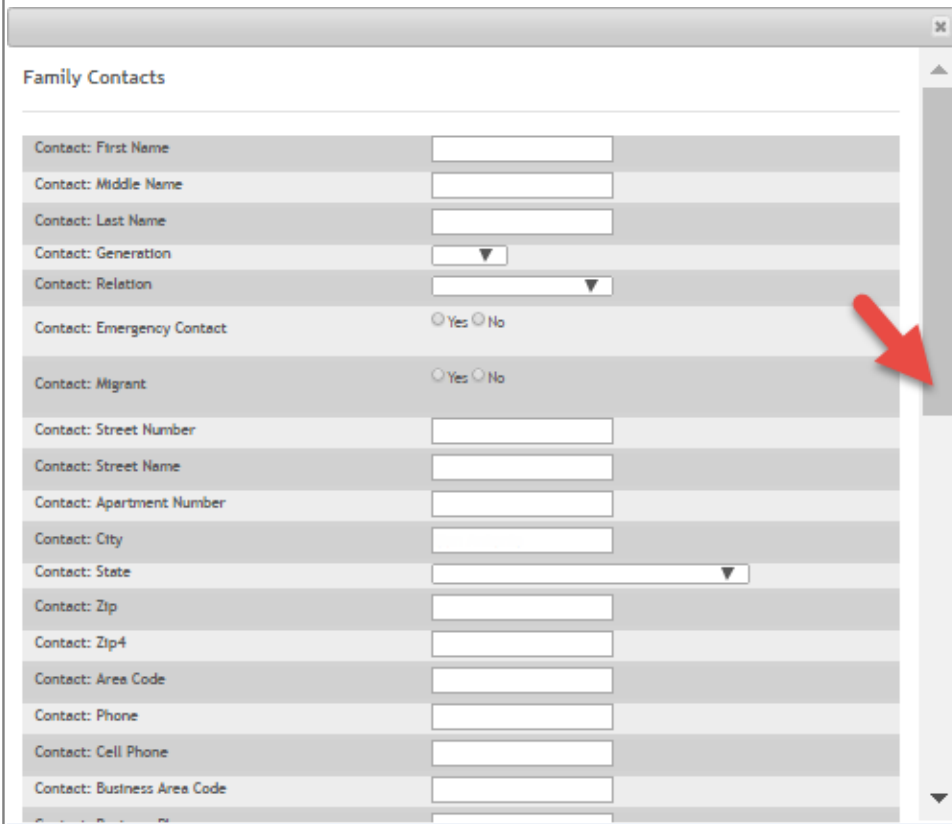
Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

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**.

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

Step 4 - Student Information

Any existing students added to your account are listed.

If you are in the process of adding a student, the enrollment key is displayed in place of the student's name.

Click **Enter Student Info** for the student. Fields are displayed allowing you to select the student's address and contacts and enter additional information.

For the **Selected Student**:

Address Information	Select an address for the student from the drop-down list. These are the addresses entered in Step 3. If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4. Address Information Select an address for this student: 1010 second street ▼ RETURN TO STEP 3 Click here to add or edit an address.									
Contact Information	Select contacts for the student from those entered in Step 3: • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select the Primary Contact option for the <u>one</u> who is the student's primary contact. If you need to add another contact, you can click Return to Step 3 to add another contact, and then return to Step 4. Select your contact(s) below. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Select</th><th style="width: 55%;">Name</th><th style="width: 30%;">Primary Contact?</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">☒</td><td>BRENDA HOLLAND</td><td style="text-align: center;">☒</td></tr> <tr> <td style="text-align: center;">☒</td><td>GERALD HOLLAND</td><td style="text-align: center;">☐</td></tr> </tbody> </table> RETURN TO STEP 3 Click here if you need to add or edit a contact.	Select	Name	Primary Contact?	☒	BRENDA HOLLAND	☒	☒	GERALD HOLLAND	☐
Select	Name	Primary Contact?								
☒	BRENDA HOLLAND	☒								
☒	GERALD HOLLAND	☐								

student demographic information

Enter student demographic data in the fields provided.

Student Information

Selected Student: Barry Gibb Holland [Choose Another Student](#)

First Name	Barry
Middle Name	Gibb
Last Name	Holland
Generation	v
Nickname	
Date of Birth	01/19/2004
Sex	☒ Male ☐ Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	390-48-3295
Hispanic/Latino	☒ No ☐ Yes
American Indian/Alaskan Native	☒ No ☐ Yes
Asian	☒ No ☐ Yes

[Cancel](#) [Save and Submit later](#) or [Save and Continue](#)

You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Click **Save and Continue**.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time.

Step 5 - Enrollment Forms

Under Downloadable Enrollment Forms:

Any additional forms required by the campus or district are listed.

1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. Print and complete all forms by hand, and take the completed forms to the campus or district.

Under Standard Enrollment Forms:

The required standard forms are listed. These forms can be completed and submitted online.

Icons next to the form name indicate if you have completed the form:

-  - Indicates that the parent has not submitted the form.
-  - Indicates that the parent has already submitted the form.

Click each form to view it. The form opens in a pop-up window.

- Enter the required information and click **Save Changes**. You may need to scroll down in the pop-up window to access the **Save Changes** button.

You cannot save a form unless all required data is entered.

Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the parent clicks **Save Changes** to acknowledge the contents of the form.

A message in the pop-up window indicates that the changes were saved. Click  to close the window.

For a saved form, the icon changes from  to .

Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

Click **Submit to District** when all data and forms are ready.

Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance, and a check mark and date are displayed on Step 6 in the **Submitted to District** column.

Step 6 - Final Steps

To add another student, click **Add Another Student** and repeat the process from Step 1.

Under Print Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, a check mark and the submission date are displayed.

Click **Print Enrollment Confirmation** for each enrolled student to print a confirmation message for your records that includes the student's name, student enrollment key, and instructions for completing the process and adding the student to your account.

IMPORTANT: To complete the enrollment process, you must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

Once you have completed in-person enrollment at the district or campus, the campus will issue you a Student Portal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your [My Account](#) page under **Students**.

Delete a student:

If you need to delete a student and all of his associated data, go to Step 4 and click **Remove** for the student. A message is displayed prompting you to confirm that you want to delete the enrollment key and all of its associated data. Click **OK** to continue, and that student is deleted.

Inscripción de estudiantes en línea

txConnect > ¿Tiene un estudiante nuevo?

txConnect > Mi Cuenta > Inscribir a un nuevo estudiante

La página Inscripción de estudiantes en línea - Estudiantes nuevos le permite seguir los pasos necesarios para inscribir a un nuevo estudiante en línea usando los formularios provistos por el distrito, y luego solicitar una clave de registro del estudiante, que le permitirá completar el proceso de inscripción en línea.

Para obtener acceso a esta página:

- Si aún no tiene una cuenta de txConnect, haga clic en el enlace **¿Tiene un estudiante nuevo?** de la página de Inicio de sesión, y cree una cuenta.
- Si ya tiene una cuenta de txConnect, inicie sesión en txConnect y haga clic en el enlace **Inscribir a un nuevo estudiante** en la página [Mi Cuenta](#). O bien, haga clic en **Añadir un estudiante ya inscrito a Mi Cuenta** en el mensaje emergente.

Inscribir a un estudiante:

El padre o madre puede ver tres tipos de formularios al inscribir al estudiante, dependiendo de los procedimientos del distrito.

- **Los formularios estáticos (sólo lectura)** no pueden actualizarse en línea; pueden ser visualizados, impresos, llenados a mano y devueltos al campus. Los formularios estáticos variarán según el campus y el distrito, y pueden entregarse en varios formatos, incluyendo Microsoft Word y PDF.
- Tres **formularios en línea** pueden llenarse y enviarse en línea.
 - Direcciones de la familia
 - Contactos familiares
 - Información del estudiante
- **Los formularios estandarizados** son formularios predefinidos a nivel de distrito que son

comunes en todo Texas. Algunos formularios tienen datos obligatorios que deben ser capturados, y algunos formularios sólo requieren que el padre o la madre revisen los datos y confirmen que han examinado y aceptado el formulario.

La primera vez que obtenga acceso a la página se le pide que otorgue o niegue su permiso para detectar su ubicación. Si permite detectar su ubicación, el campo Ciudad se llenará automáticamente con su ubicación actual. Puede deshabilitar la detección de ubicación en cualquier momento en la configuración de su navegador.

Paso 1 - Información general sobre la inscripción y Nombre del estudiante:

En **Pasos para la inscripción de estudiantes nuevos** aparece una breve descripción de los pasos a seguir para inscribir a un estudiante.

Si anteriormente inició la inscripción en línea de un estudiante, pero no ha completado el proceso, puede hacer clic en **Ir al Paso 4**. Desde el Paso 4 puede seleccionar al estudiante y continuar el proceso de inscripción.

Nombre del estudiante	Escriba el nombre completo del estudiante. • Los únicos caracteres especiales permitidos son un guión (-) y apóstrofo ('). • También puede incluir un espacio. • El nombre puede tener hasta 17 caracteres. • El segundo nombre puede tener hasta 14 caracteres. • El apellido puede tener hasta 25 caracteres.
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Haga clic en **Continuar**. Se abrirá la página del Paso 2 – Clave de Inscripción.

Paso 2 - Clave de Inscripción:

Hay dos métodos posibles para solicitar una clave de inscripción. Una de las siguientes opciones estará disponible, según lo determine el distrito.

Opción 1 - Validación de correo electrónico	
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Opción 2 - CAPTCHA Validación	Esta opción generalmente se usa durante un evento de inscripción de corto plazo, como Kinder Roundup. Para esta opción, se genera un código cuando captura correctamente el código CAPTCHA. Para hacerlo, siga estos pasos. 1. Escriba correctamente el código CAPTCHA tal y como aparece en la página. 2. Haga clic en Continuar. Si capturó correctamente el código CAPTCHA, aparecerá el mensaje “¡Su clave ha sido creada y confirmada!”.
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Haga clic en **Continuar**. Se abrirá la página del Paso 3 – Direcciones y Contactos.

Step 3 - Addresses & Contacts

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

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 prefilled, 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.

This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

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 displays a form titled "Family Addresses". It contains two sections: "Physical" and "Mailing". Each section has fields for Street Number, Street Name, Street Direction, Apartment Number, City, State (a dropdown menu), Zip, and Zip-4. At the bottom of the window 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.

The "Family Addresses" section shows a table with the following columns: Address Information, Street Number, Street Name, City, and Zip. A red arrow points to the "Edit" button in the "Address Information" column of the first row.

Address Information	Street Number	Street Name	City	Zip
 Edit	1010	Second Street	Greatown	78222

Update the fields as needed.

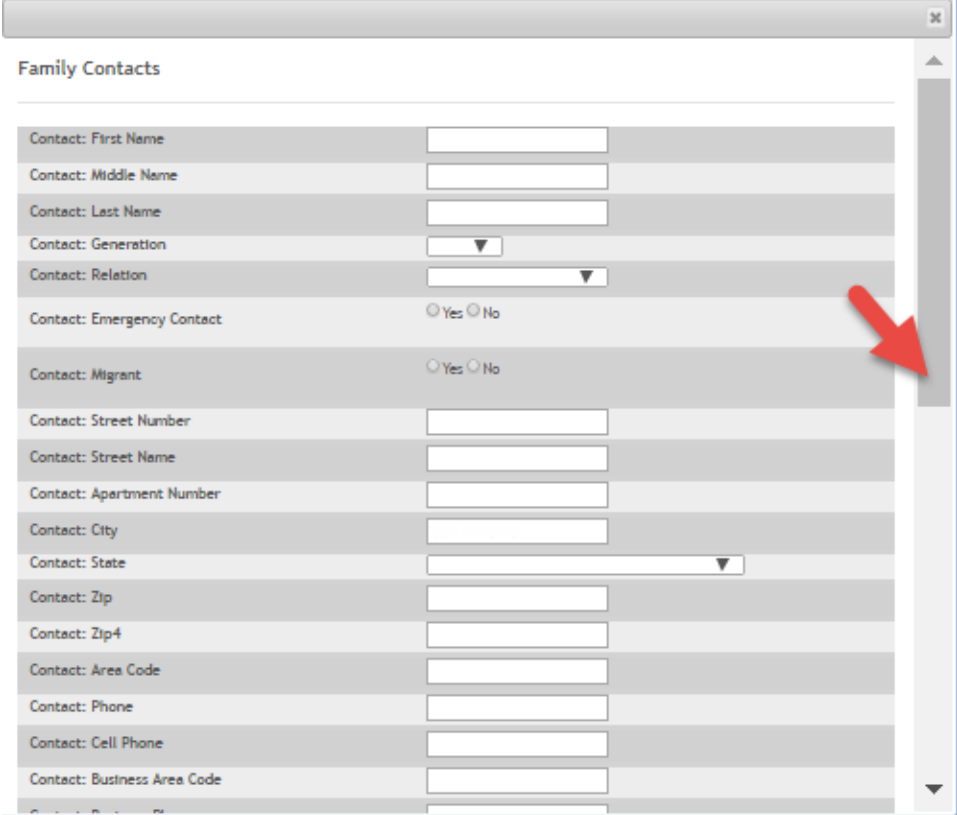
Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

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**.

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

Step 4 - Student Information

Any existing students added to your account are listed.

If you are in the process of adding a student, the enrollment key is displayed in place of the student's name.

Click **Enter Student Info** for the student. Fields are displayed allowing you to select the student's address and contacts and enter additional information.

For the **Selected Student**:

Address Information	Select an address for the student from the drop-down list. These are the addresses entered in Step 3. If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4. Address Information Select an address for this student: 1010 second street ▼ RETURN TO STEP 3 Click here to add or edit an address.									
Contact Information	Select contacts for the student from those entered in Step 3: - From the list of contacts, select up to four who should be listed as contacts for the student. - Of those selected as contacts, select the Primary Contact option for the <u>one</u> who is the student's primary contact. If you need to add another contact, you can click Return to Step 3 to add another contact, and then return to Step 4. Select your contact(s) below. <table border="1"> <thead> <tr> <th>Select</th><th>Name</th><th>Primary Contact?</th></tr> </thead> <tbody> <tr> <td>☒</td><td>BRENDA HOLLAND</td><td>☒</td></tr> <tr> <td>☒</td><td>GERALD HOLLAND</td><td>☐</td></tr> </tbody> </table> RETURN TO STEP 3 Click here if you need to add or edit a contact.	Select	Name	Primary Contact?	☒	BRENDA HOLLAND	☒	☒	GERALD HOLLAND	☐
Select	Name	Primary Contact?								
☒	BRENDA HOLLAND	☒								
☒	GERALD HOLLAND	☐								

student demographic information

Enter student demographic data in the fields provided.

Student Information

Selected Student: Barry Gibb Holland [Choose Another Student](#)

First Name	Barry
Middle Name	Gibb
Last Name	Holland
Generation	v
Nickname	
Date of Birth	01/19/2004
Sex	☒ Male ☐ Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	390-48-3295
Hispanic/Latino	☒ No ☐ Yes
American Indian/Alaskan Native	☒ No ☐ Yes
Asian	☒ No ☐ Yes

[Cancel](#) [Save and Submit later](#) or [Save and Continue](#)

You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Click **Save and Continue**.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time.

Step 5 - Enrollment Forms

Under Downloadable Enrollment Forms:

Any additional forms required by the campus or district are listed.

1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. Print and complete all forms by hand, and take the completed forms to the campus or district.

Under Standard Enrollment Forms:

The required standard forms are listed. These forms can be completed and submitted online.

Icons next to the form name indicate if you have completed the form:

-  - Indicates that the parent has not submitted the form.
-  - Indicates that the parent has already submitted the form.

Click each form to view it. The form opens in a pop-up window.

- Enter the required information and click **Save Changes**. You may need to scroll down in the pop-up window to access the **Save Changes** button.

You cannot save a form unless all required data is entered.

Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the parent clicks **Save Changes** to acknowledge the contents of the form.

A message in the pop-up window indicates that the changes were saved. Click  to close the window.

For a saved form, the icon changes from  to .

Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

Click **Submit to District** when all data and forms are ready.

Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance, and a check mark and date are displayed on Step 6 in the **Submitted to District** column.

Step 6 - Final Steps

To add another student, click **Add Another Student** and repeat the process from Step 1.

Under Print Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
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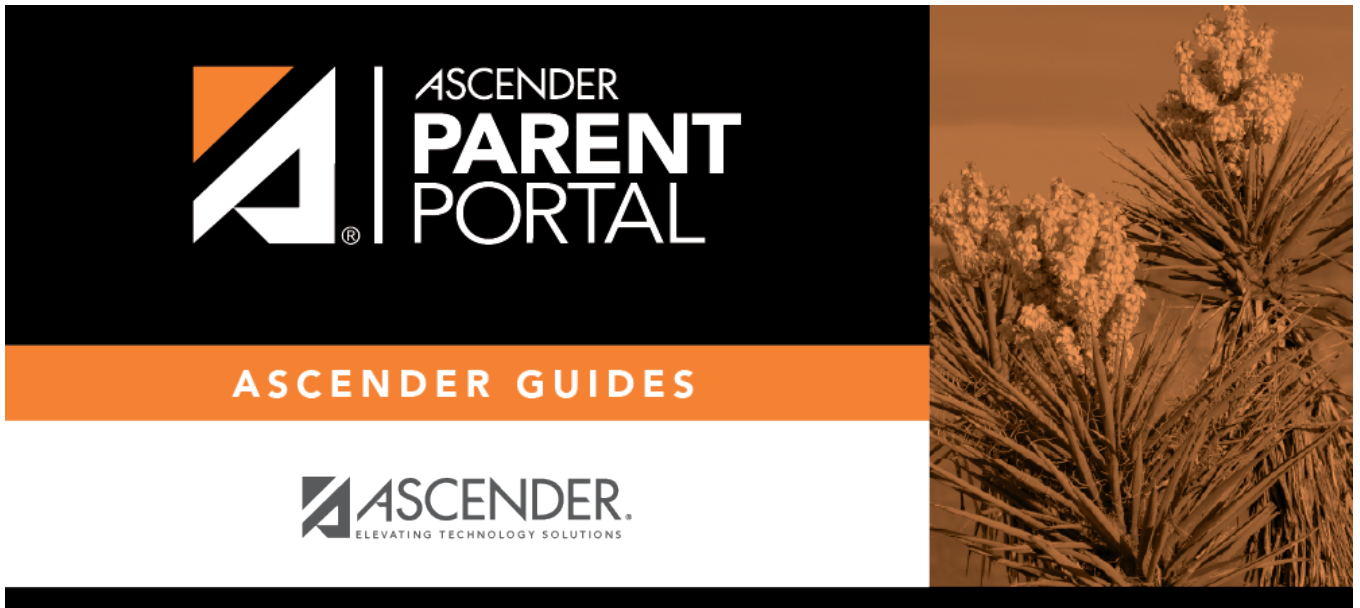
IMPORTANT: To complete the enrollment process, you must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

Once you have completed in-person enrollment at the district or campus, the campus will issue you a Student Portal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your [My Account](#) page under **Students**.

Delete a student:

If you need to delete a student and all of his associated data, go to Step 4 and click **Remove** for the student. A message is displayed prompting you to confirm that you want to delete the enrollment key and all of its associated data. Click **OK** to continue, and that student is deleted.



Back Cover