



txConnect Parent Portal Instructions

Welcome to the new Parent interface for Center ISD called txConnect. Below you will find the instructions to set up your new account.

On the Center ISD homepage, find Parent/Student on the left menu. You will see a link called txConnect. Follow this link to the Login page of txConnect.

Once there, locate the New User link and click it.

REMEMBER YOU ARE A NEW USER AT THE BEGINNING OF EACH SCHOOL YEAR.

Step One:

Choose a username that is easy to remember. It must be 6 to 9 characters long. Example: *Suzyque* or *suzy123*

Next you will choose a password that MUST BE 6 to 9 characters long and CONTAIN an uppercase, lowercase, and number. Example: *Suzy789*

You will now be asked to confirm your password; it must be typed exactly as the original one you chose.

Next you will be asked your email address this must be in a valid format like:
suzyque@something.com

Once you have completed this section, please select next at the bottom right hand of your screen.

Step Two:

Select a question to help retrieve your password if forgotten. Remember what you enter for your answer - this is case sensitive and we do not have access to this information. We recommend entering the answer in all lower case to avoid confusion in the future.

Now click the next button at the bottom right hand of your screen.

Step Three:

This is the final step. Upon request, each family will be given a letter containing the portal ID #. You will need the portal ID # from the letter and the birth date of your child to complete registration.

NOTE: A request for student Portal ID # must be made by a parent or guardian at the office of the campus which your child attends. This information will not be mailed or sent electronically.

In the Student Portal Field enter the portal ID, this is case sensitive and needs to be entered exactly as written.



Now you will enter the student's birthday using this format: *mm/dd/yyyy* .

Once you have completed this press the add button and you have successfully added a student. If you have more than one child to add, click add another student button and repeat step 3.

Click FINISH and you will be taken to the main summary screen of txConnect. There is a HELP link located in the top right hand side of this screen if you would like further instructions.

If you need further assistance, contact the campus your child is attending or download a pdf version of the txConnect Training Guide at http://www.centerisd.org/txconnect/parent_portal_guide.pdf.