Quick steps to setting up the Parent Portal access

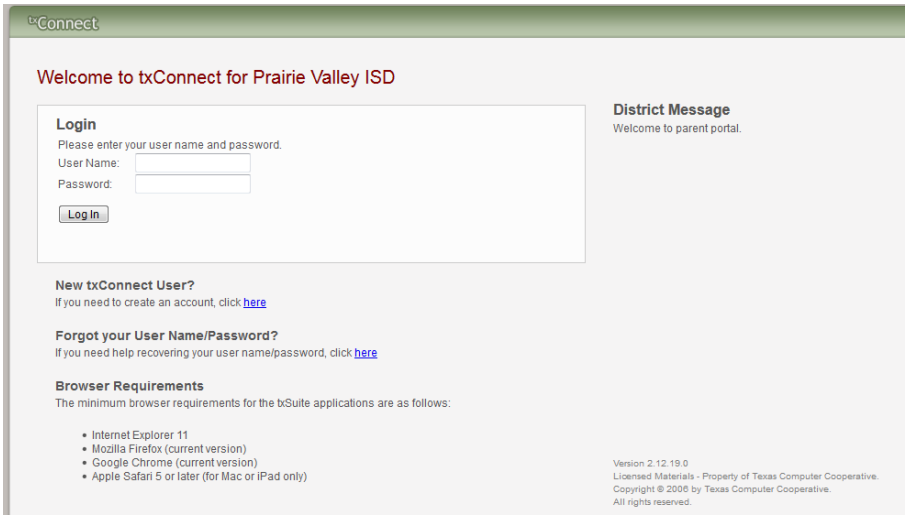
The parent will need to know two pieces of information to link their child to them so that they can view grades and attendance.

1) They must have the **student's unique portal id number** (this is NOT the child's social security number) from their campus. The number is a random alpha/numeric combination which is ***VERY CASE SENSITIVE***.
2) The **child's birthdate** (if they receive an error stating the birthdate doesn't match then need to communicate with the district to make sure the school has the correct birthdate.

Parent (guardian) go to the web address for the txConnect (parent portal) which is:

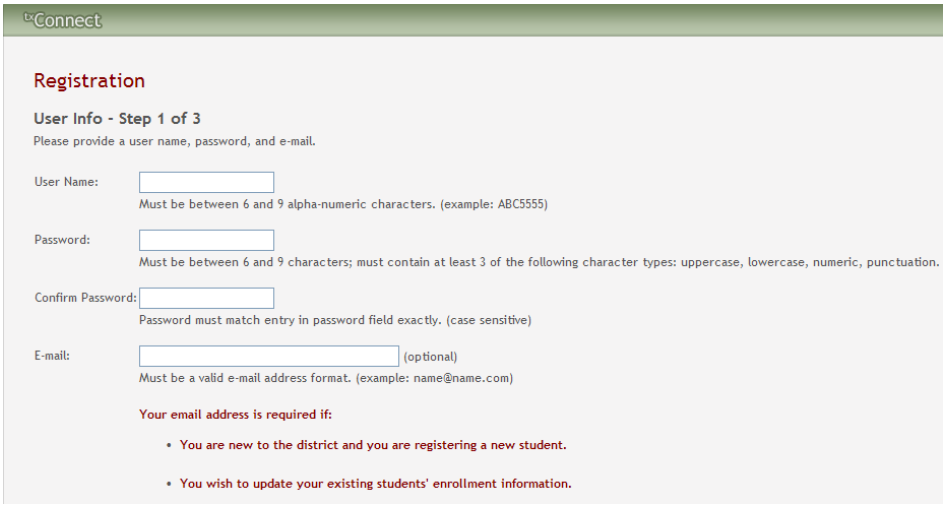
https://r9-txeis-3.esc9.net/tc169909/Login.aspx

First: Click on the ***New User*** area which is directly under the Login on the left.



Second: Complete the Easy 3 steps

STEP 1: Create User Name, Password, and Confirm Password and enter email address if the parent wishes to receive alerts via email also. Must conform to the specific guidelines for each of these elements.



STEP 2: Select a hint question and then enter your answer. The answer is case-sensitive.

STEP 3: Add students by entering the student portal id and birthdate.

The school **CANNOT** see the password if the parent forgets. In this case, the parent will need to click on the 'forget your user name/password' on the main login screen.

If the parent forgets the user name they can click on forget your user name / password on main page and retrieve the user name via email if they entered it when they set their access up.

The parent can set up alerts for their children. They will go into the Alerts area of parent portal then click on the Subscribe to Alerts tab and fill in the desired alert options.