

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.

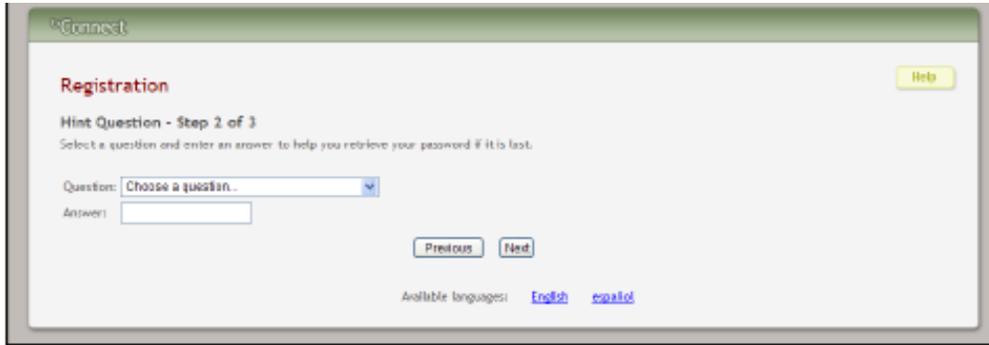
The screenshot shows the txConnect login page. At the top, it says "Welcome to txConnect for Prairie Valley ISD". On the right, there is a "District Message" that says "Welcome to parent portal." The main section is titled "Login" and contains the text "Please enter your user name and password." Below this are two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. Below the login section, there are three links: "New txConnect User?" with a "here" link, "Forgot your User Name/Password?" with a "here" link, and "Browser Requirements" which lists: Internet Explorer 11, Mozilla Firefox (current version), Google Chrome (current version), and Apple Safari 5 or later (for Mac or iPad only). At the bottom right, there is a small copyright notice: "Version 2.12.19.0 Licensed Materials - Property of Texas Computer Cooperative. Copyright © 2006 by Texas Computer Cooperative. All rights reserved."

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.

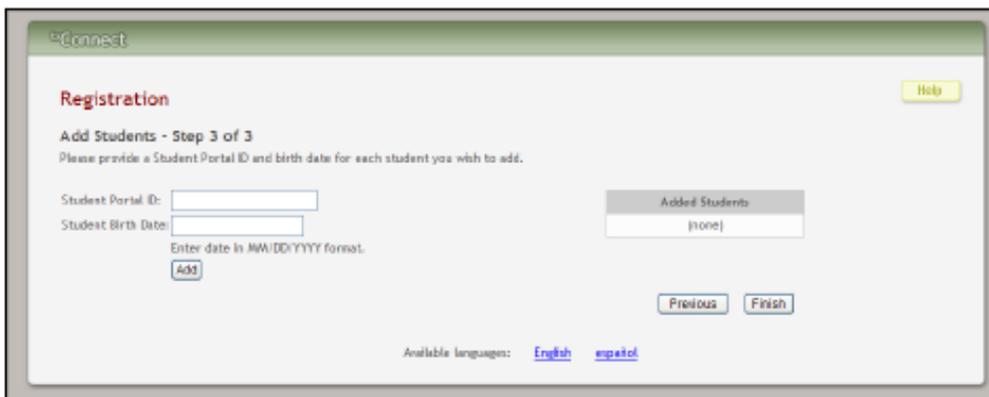
The screenshot shows the txConnect registration page, titled "Registration". It is labeled "User Info - Step 1 of 3" and asks the user to "Please provide a user name, password, and e-mail." There are four input fields: "User Name:", "Password:", "Confirm Password:", and "E-mail:". Below the "User Name" field, it says "Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)". Below the "Password" field, it says "Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation." Below the "Confirm Password" field, it says "Password must match entry in password field exactly. (case sensitive)". Below the "E-mail" field, it says "(optional) Must be a valid e-mail address format. (example: name@name.com)". At the bottom, there is a section titled "Your email address is required if:" with two bullet points: "You are new to the district and you are registering a new student." and "You wish to update your existing students' enrollment information."

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



The screenshot shows the 'Connect' registration interface. At the top, it says 'Connect' and 'Registration'. Below that, it indicates 'Hint Question - Step 2 of 3'. The instructions state: 'Select a question and enter an answer to help you retrieve your password if it is lost.' There is a dropdown menu for 'Question' with the text 'Choose a question...' and an empty text box for 'Answer'. Navigation buttons 'Previous' and 'Next' are present. At the bottom, it says 'Available languages: English español' with links for each language. A 'Help' button is in the top right corner.

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



The screenshot shows the 'Connect' registration interface for adding students. It says 'Connect' and 'Registration'. Below that, it indicates 'Add Students - Step 3 of 3'. The instructions state: 'Please provide a Student Portal ID and birth date for each student you wish to add.' There are two input fields: 'Student Portal ID:' and 'Student Birth Date:'. Below the birth date field, it says 'Enter date in MM/DD/YYYY format.' and an 'Add' button. To the right, there is a table titled 'Added Students' with one row containing '(none)'. Navigation buttons 'Previous' and 'Finish' are present. At the bottom, it says 'Available languages: English español' with links for each language. A 'Help' button is in the top right corner.

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.