

txConnect

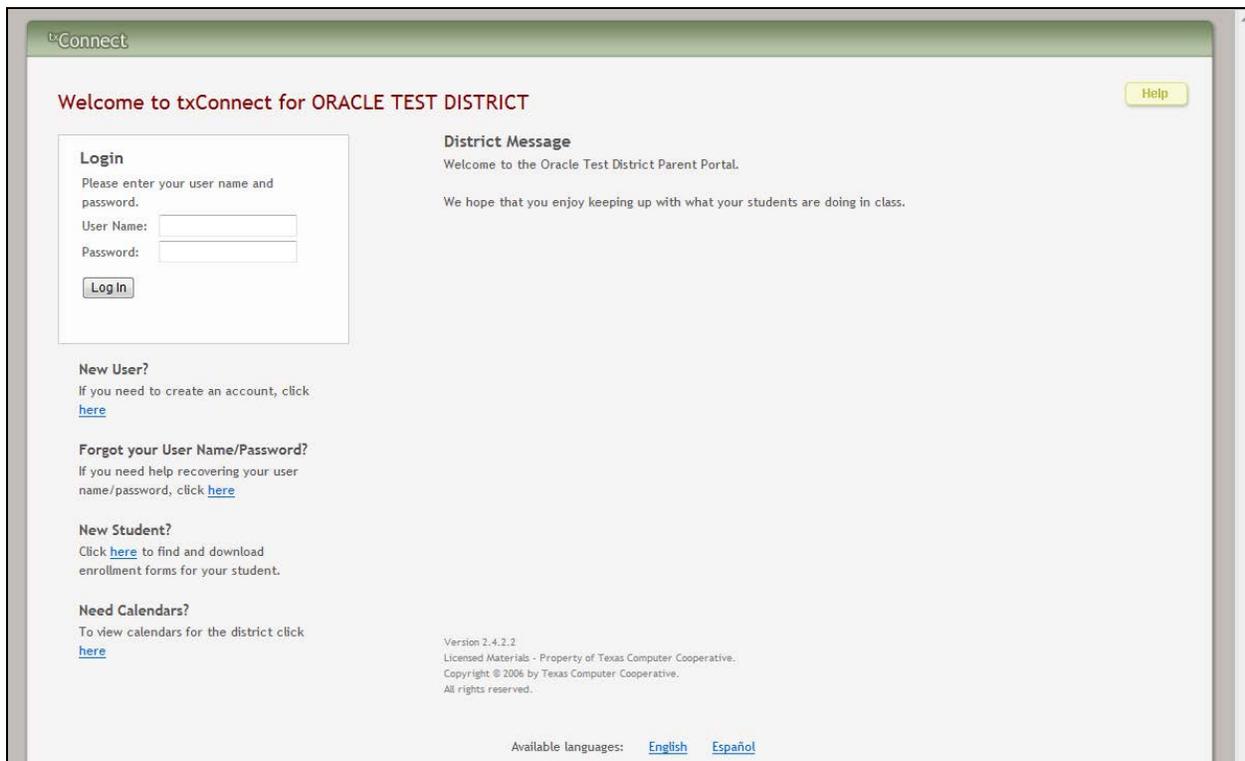
April 2013

Quick Start Training Guide for Parents of NCCISD Students



Registration and Login

When a parent accesses txConnect, the following Login page is displayed. The parent must register as a new user.



The screenshot shows the txConnect login page for Oracle Test District. The page has a green header with the txConnect logo. Below the header, the text reads "Welcome to txConnect for ORACLE TEST DISTRICT" with a "Help" button in the top right corner. On the left side, there is a "Login" section with a form containing "User Name:" and "Password:" fields, and a "Log In" button. Below the login form are links for "New User?", "Forgot your User Name/Password?", "New Student?", and "Need Calendars?". On the right side, there is a "District Message" section with a welcome message and a link to "here". At the bottom, there is a footer with version information and language options: "Available languages: English Español".

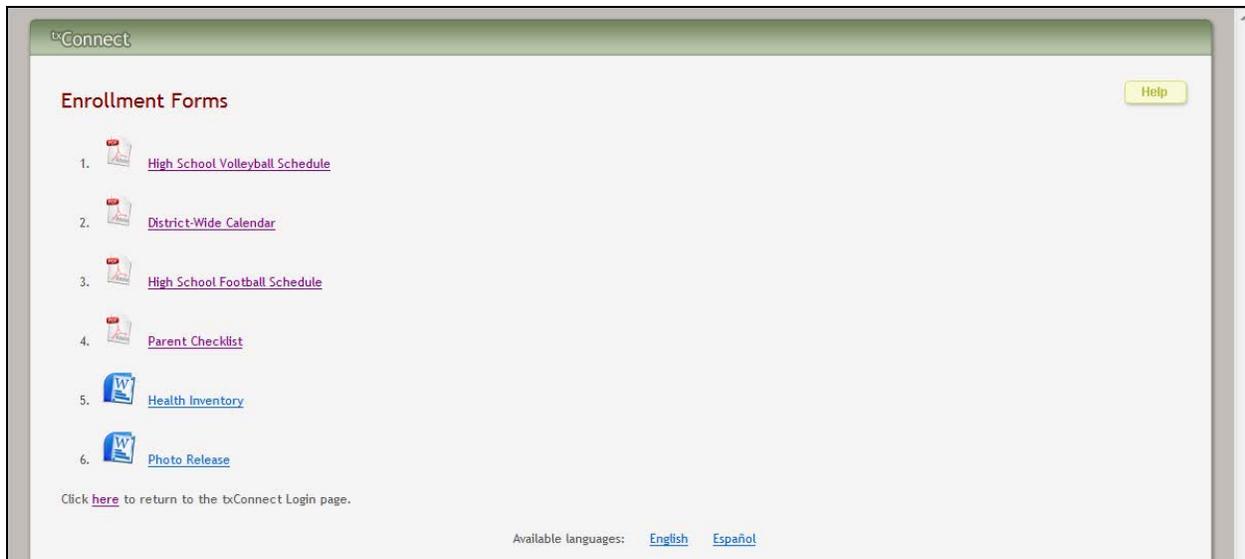
How to Download Forms for Enrolling a New Student in the District

It is not necessary for the parent to be a registered user or logged on to access the enrollment forms.

If a student has not previously enrolled in the district, the parent can download enrollment forms that he can print out, complete by hand, and take to the district or campus office in order to enroll the student.

This link is not displayed unless the district has provided online enrollment forms.

On the Login page, under **New Student**, the parent clicks the link to download enrollment forms. The Enrollment Forms page is displayed.



1. Any forms provided by the district are displayed in a numbered list. Instructions for enrollment are also displayed if provided.
2. For each form, an icon indicates the type of file (e.g., Microsoft Word, Microsoft Excel, and PDF). If additional instructions for the specific form have been provided by the district, they are displayed below the form name.
3. The parent clicks the form name to open the form. It will automatically open in the appropriate program.
4. The parent can print the forms, complete them by hand, and take them to the district or campus office to enroll the student.

How to Register As a New User

The registration process is self-administered, which means that the parent chooses his user name and password. If he forgets or loses his password or wants to change it, he will go through an automated process to reset his password.

From the Login page, click the link under **New User** to go to the Registration page. The Registration User Info - Step 1 of 3 page is displayed.

Registration Help

User Info - Step 1 of 3

Please provide a user name, password, and e-mail.

User Name:
Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

Password:
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

Confirm Password:
Password must match entry in password field exactly. (case sensitive)

E-mail: (optional)
Must be a valid e-mail address format. (example: name@name.com)

Your email address is required if:

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.

Next

Available languages: [English](#) [Español](#)

Step 1:

1. In the **User Name** field, the parent types a user name that will identify him when he logs on to txConnect, such as a combination of letters from his first and last names.
 - The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
 - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
 - If the parent types a user name that is already taken, the system notifies him that the user name is taken. Another user name must be entered.
2. In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that the parent typed his password as intended.

4. The **E-mail** field is used to send the parent attendance, grade average, and assignment alerts.

The field is required:

- If the parent is new to the district and is registering a new student.
- If the parent is updating an existing student's enrollment information.

5. Click **Next**.

- If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before he can continue.
- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.



Step 2:

1. In the **Question** field, the parent selects a question to which he will provide an answer. The question is asked in the event that the parent loses his password.
2. In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. Click **Next**.
 - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. That information must be provided before he can continue.
 - If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.

txConnect

Registration Help

Add Students (optional) - Step 3 of 3

Please provide a Student Portal ID and birth date for each student you wish to add.
If you do not add a student at this time, you may add one in your profile later.
If you are new to the district, please skip this step. Your Portal ID will be given to you by your students' campus.

Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

Added Students

(none)

Available languages: [English](#) [Español](#)

Step 3:

If the parent/guardian is new to the district, he can skip this step initially. His student's portal ID will be provided by the campus at a later time. The parent/guardian can click **Complete** to continue to the My Account page.

1. In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid student portal ID.

Note: The student portal ID must be typed exactly as it is printed (i.e., uppercase and lowercase letters).

2. In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. He cannot continue without entering the correct birth date.
3. Click **Add**. The student's name is displayed in the **Added Students** box on the right side of the page. The parent must successfully add at least one student in order to create an account.
4. The parent can repeat the previous steps to add another student or click **Complete**. The Summary page for the first student in the parent's alphabetical list is displayed.

How to Log On

Reminder: A new user must create a user ID and provide a unique student portal ID for each student to gain access to students' records. District or campus administrators distribute the student portal IDs.

1. From the Login page, in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.
2. In the **Password** field, the parent types his password. The typed text is hidden. The password is case-sensitive.

3. Click **Log In**. The student's Summary page is displayed.
 - If the parent has more than one student in his account, the Summary page for the first student in his alphabetical list is displayed.
 - If the parent entered an invalid user ID and/or password, an error message will prompt him to reenter the data.

Warning: If the parent has three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out his account for 10 minutes. He should try logging on again after 10 minutes.

How to Register a New Student in the District

The New Students page allows the parent/guardian to go through the steps required to register a new student using forms provided by the campus and district, and then request a student registration key, which will allow you to complete the registration process.

There are two types of forms that may be required for online student registration:

- **Downloadable Enrollment Forms (i.e., static forms)** - These forms can be viewed, printed, completed by hand, and returned to the campus. Downloadable enrollment forms will vary by campus and district, such as a home language survey.
- **Dynamic forms** - These forms are presented online and can be completed and submitted online, including student address information and family contact information.

To access this page, click the **Manage My New Students** link on the My Account page.