

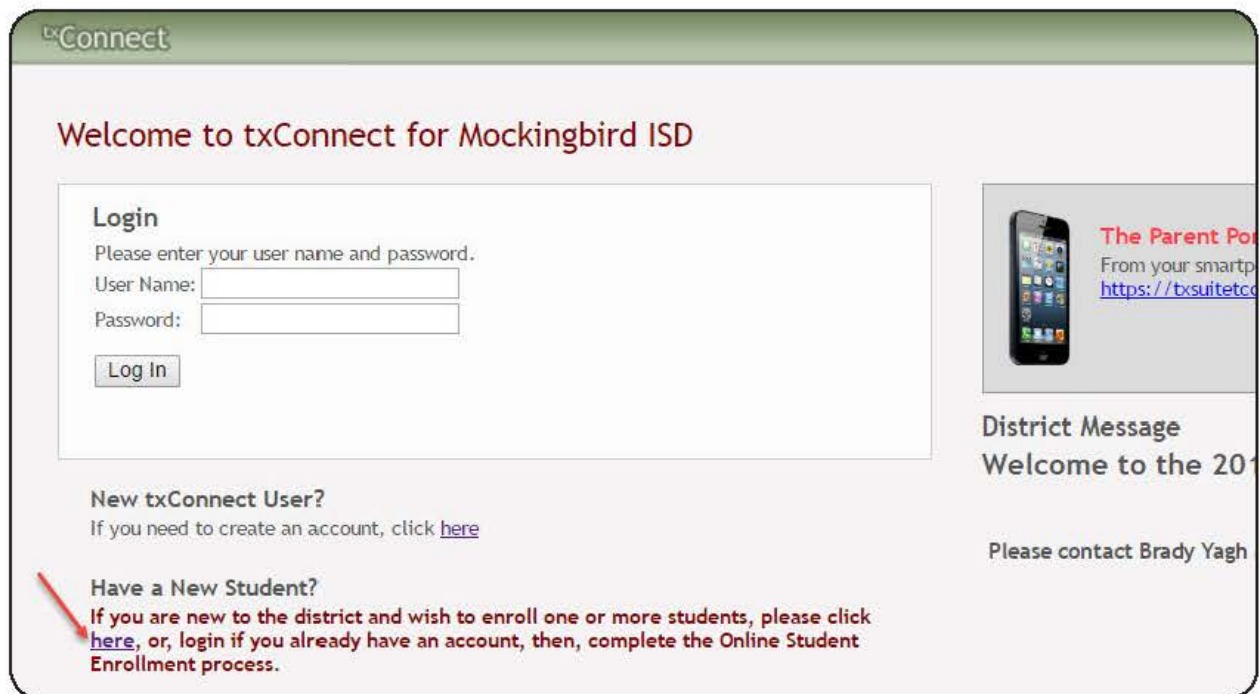
# CREATE A TXCONNECT USER ACCOUNT

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Before enrolling a student, the parent must create a user account in txConnect in order to obtain a user name and password to access the system.

When you access txConnect, the Login page is displayed.

Click the link under **Have a New Student**.



txConnect

Welcome to txConnect for Mockingbird ISD

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**New txConnect User?**  
If you need to create an account, click [here](#)

**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

**The Parent Portal**  
From your smartphone  
<https://txsuitetco>

**District Message**  
Welcome to the 201

Please contact Brady Yagh

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 25 alpha-numeric characters. (example: ABC5555)

Password:

Must be between 8 and 25 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:

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

Confirm E-mail:

A verification email will be sent to the address provided here. Please supply the given code in that email, in the MyAccount page under the Email Address section, to access the features listed below.

**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.
- You wish to receive attendance or grade alerts.

## Step 1:

1. In the **User Name** field, type a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last names.

Requirements:

- 6-25 characters
- Unique (i.e., not used by anyone else in the district)
- *Not* case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters)

2. In the **Password** field, type a password that you will use when you log on to txConnect.

Requirements:

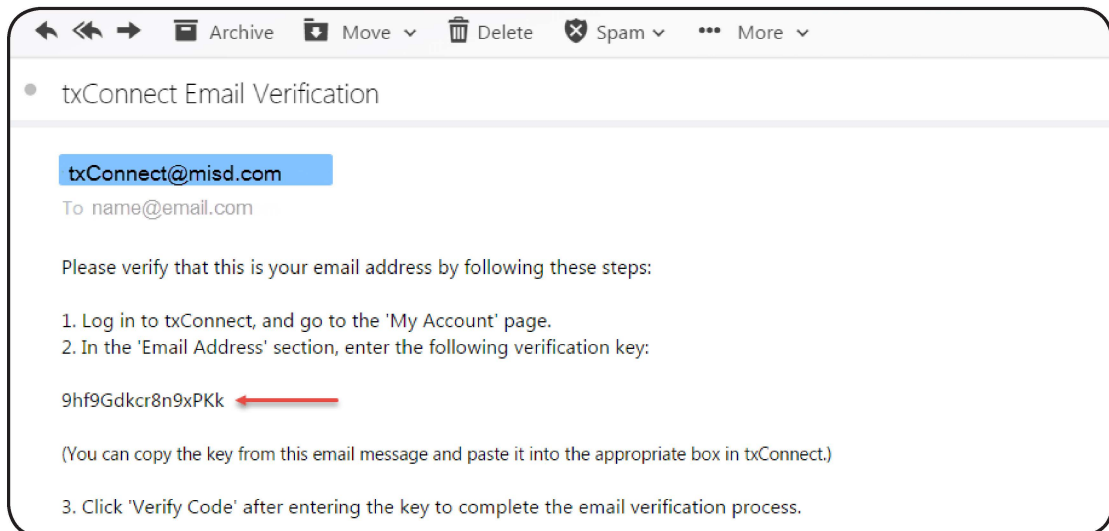
- 8-25 alphanumeric characters
- A combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234)
- Case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters)

3. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as intended.

4. In the **E-mail** field, type your current email address.
  - You cannot enter an email address that is already in use.
  - Your email address must be entered in a valid format (e.g., name@domain.com).

Your email address is required if:

- You are new to the district and you are enrolling a new student.
  - You are updating an existing student's data.
  - You wish to receive attendance or grade alerts.
5. In the **Confirm E-mail** field, re-type your email address. This step confirms that you typed your email address as you intended.
    - The addresses entered in the **E-mail** and **Confirm E-mail** fields must match exactly.
    - Once you complete your registration, you will receive an email message at that address containing a verification code. You must type (or copy/paste) the verification code on the My Account page in order to verify your email address.



6. 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 you can continue.

User Name:  The user name you entered is not in a valid format.  
Must be between 6 and 25 alpha-numeric characters. (example: ABC5555)

- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

### Step 2:

#### Hint Question - Step 2 of 3

Select a question and enter an answer to help you retrieve your password if it is lost.


Question:

Answer:

1. In the **Question** field, select a question to which you will provide an answer. The question is asked in the event that you lose your password.
2. In the **Answer** field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. You should select a question for which you 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**.

### Step 3:

#### Registration

Your account has been created. Please click 'Complete' to skip the below steps and log into your account. 

##### Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:  
Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.

Verification Code:

##### Add Students (optional)


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 by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.**

Student Portal ID:

Added Students  
(none)

Student Birth Date:

Enter date in MM/DD/YYYY format.



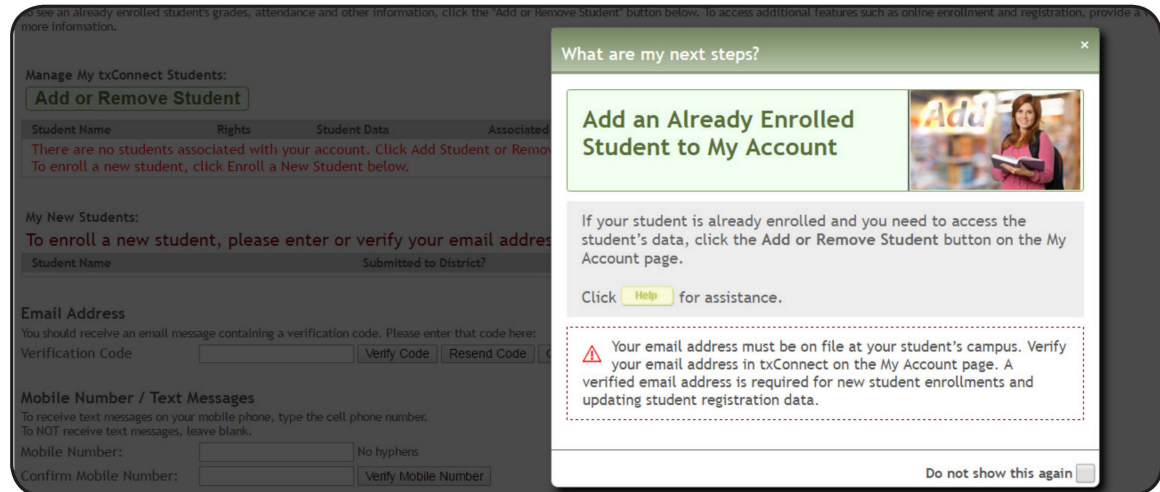
1. Copy-paste the verification code that was sent to your email address, and click **Verify Code**.

If the correct code was entered, "Verification Successful" is displayed.

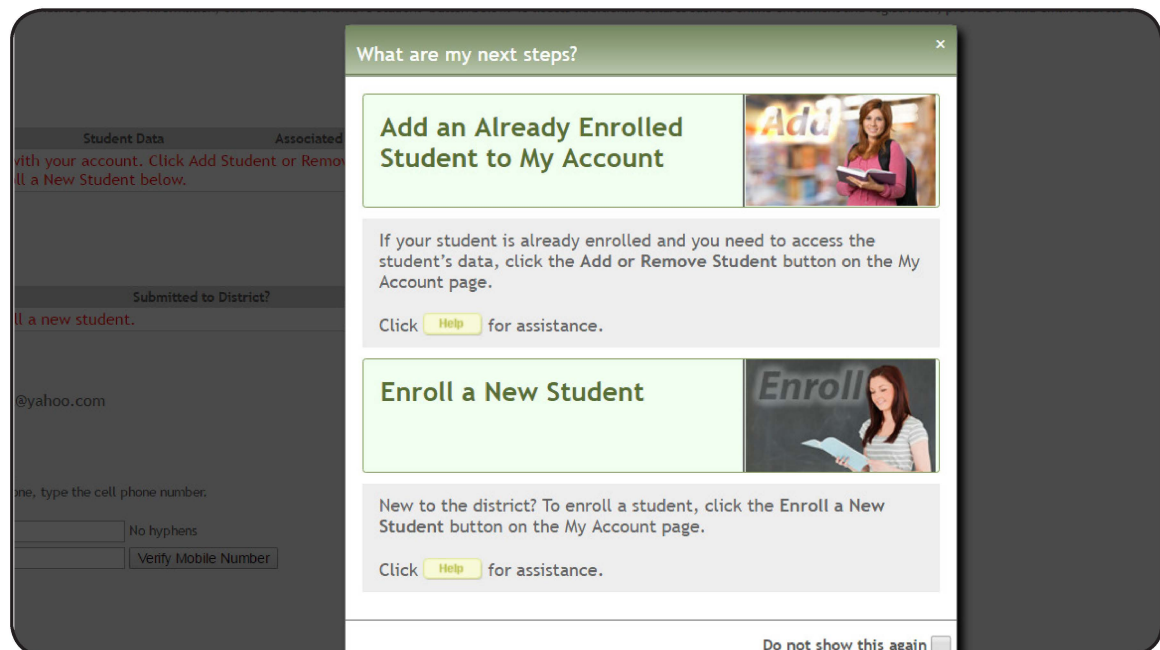
2. Skip the **Add Students** section for now; your student's portal ID will be provided by the campus at a later time.
3. Click **Complete** to continue to the My Account page.

A pop-up window provides information about the next steps.

If you did *not* verify your email address, close the window and complete email verification.



OR, if you verified your email address, click **Enroll a New Student** to begin the process.



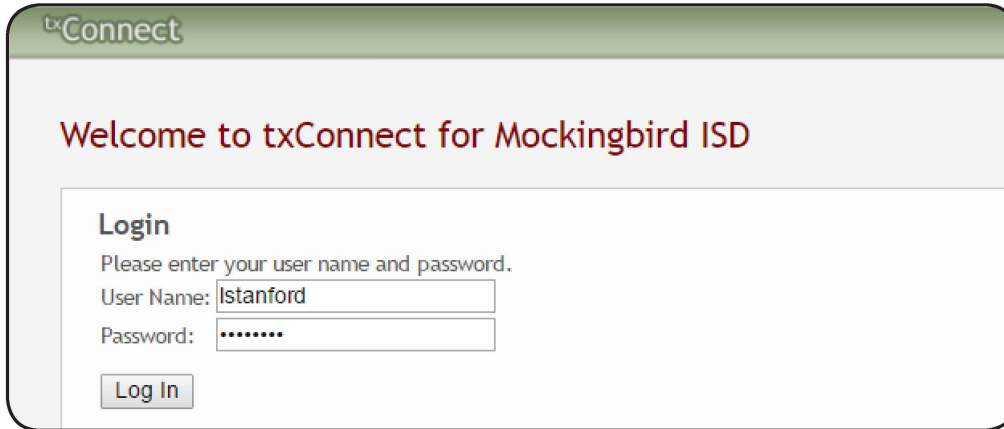
- To prevent the message from being displayed each time you log on, select **Do not show this again.**
- Click  to close the dialog box.



# LOG ON TO TXCONNECT

If you are continuing from the previous step and are already logged on, you can skip this step.

If you are *not* already logged on, you must log on to txConnect using the user name and password created in the previous step. Once you are logged on, you can access the page for enrolling a student in the district.



1. From the Login page in the **User Name** field, type your user ID. The user ID is not case sensitive.
2. In the **Password** field, type your password. The typed text is hidden. The password is case sensitive.
3. Click **Log In**. The My Account page is displayed.

## WARNING:

If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account for 10 minutes. Try logging on again after 10 minutes.

