

How to Add or Delete a Student

If the parent wants to add a student to his ^{tx}Connect account, he must have a valid student portal ID for the student issued by the student's campus.

1. Next to **Students**, click **Change**. The **Add New Student - Student Portal ID** and **Birth Date** fields are displayed.

Delete	Student Name	Associated Users	Last Login
<input type="checkbox"/>	GAGE D. AAMODT	Jshelton Mshelton Dshelton	2/7/11 2:21 PM 2/8/11 8:20 AM 2/2/11 3:40 PM
<input type="checkbox"/>	STEVEN A. DARROW	Mshelton	2/8/11 8:20 AM
<input type="checkbox"/>	ELIZABETH A. PARKER	Mshelton Dshelton	2/8/11 8:20 AM 2/2/11 3:40 PM
<input type="checkbox"/>	JESSICA S. VIALE	Mshelton	2/8/11 8:20 AM
<input type="checkbox"/>	TYLER J. WIELAND	Mshelton	2/8/11 8:20 AM

Add New Student

Student Portal ID:

Birth Date:

(Example: 03/11/1994)

2. Under **Add New Student** in the **Student Portal ID** field, the parent types his student's portal ID.
3. In the **Birth Date** field, the parent types the 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 the student's record at the campus.
4. Click **Add**. The student's name is displayed in the **Students** grid.
5. Click **Save** to save the changes.

If the student was successfully added to the account, his name appears in the **Students** list on the left side of every page. The students are listed in alphabetical order.

6. To delete a student from an account, click next to the student to delete. Click **Save** to save the changes.

If the student was successfully deleted from the account, his name no longer appears in the **Students** list on the left side of every page.

7. Click **Cancel** not to add or delete a student.