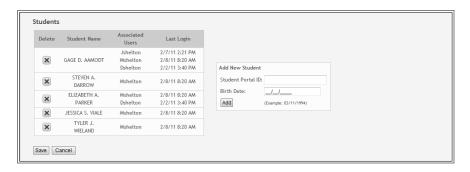
## How to Add or Delete a Student

If the parent wants to add a student to his <sup>tx</sup>Connect account, he must have a valid student portal ID for the student issued by the student's campus.

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



- 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.