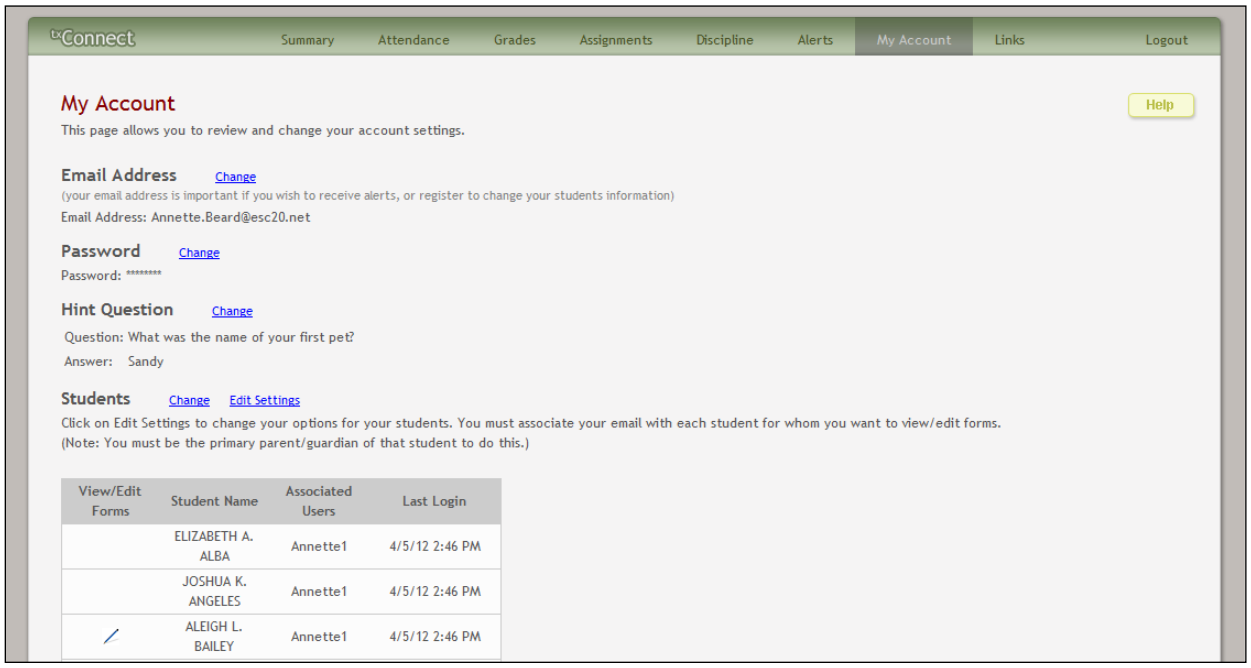
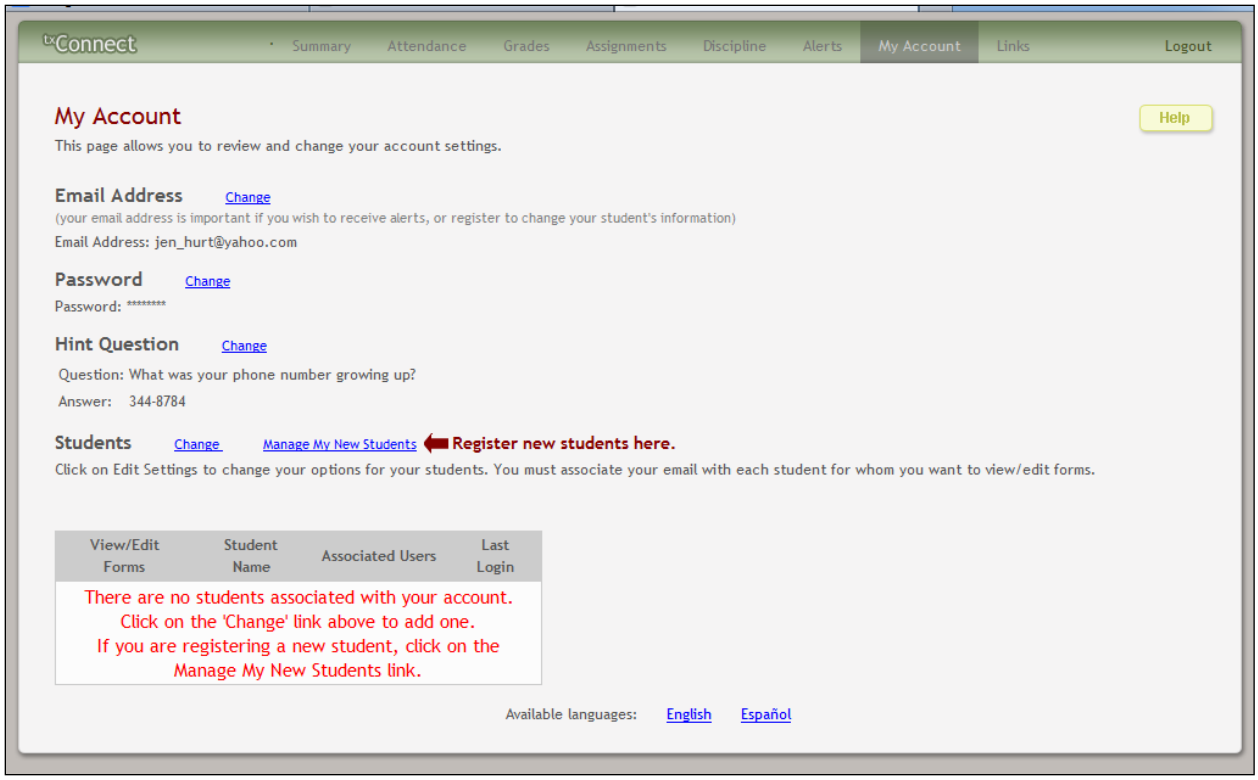
My Account

The parent/guardian can change his account settings through the My Account page. To access the My Account page, click **My Account** on the menu at the top of any page.



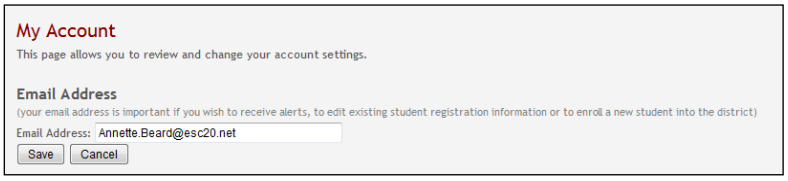
If the parent/guardian is new to the district and has not yet added a student to his account, there will be no students listed initially. The parent can add students to his account from this page.



How to Add or Update an E-Mail Address

The parent must provide a valid e-mail address if he wants to receive alert notices by e-mail, edit existing student registration information, or enroll a new student into the district. His current e-mail address is displayed under **Email Address** if he previously entered it. The parent can add or update his e-mail address at any time.

1. Next to **Email Address**, click **Change**. The **Email Address** field is displayed.



2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.

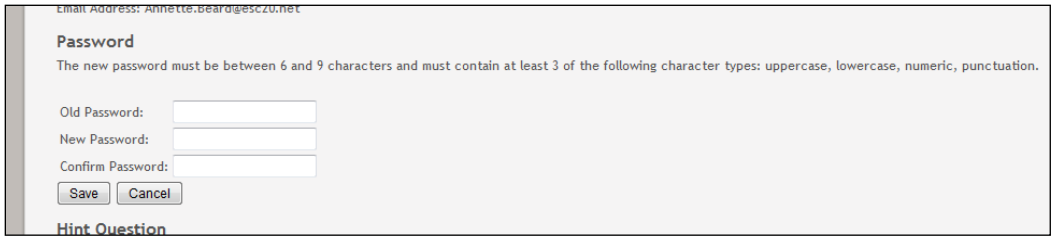
   - If the data was entered incorrectly, a red message is displayed to the right of the field. The e-mail address must be in a valid format (e.g., *someone@example.net*) to continue.
   - If the data was entered correctly, the new e-mail address is displayed under **Email Address**.

3. The parent can click **Cancel** not to change the e-mail address.

How to Change a Password

The parent can change his password any time. For security purposes, it is recommended that the password be changed periodically.

1. Next to **Password**, click **Change**. The **Old Password**, **New Password**, and **Confirm Password** fields are displayed.



2. In the **Old Password** field, the parent enters his current password.

3. In the **New Password** field, the parent enters a new password.

4. In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.

5. Click **Save**.

   - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the password.

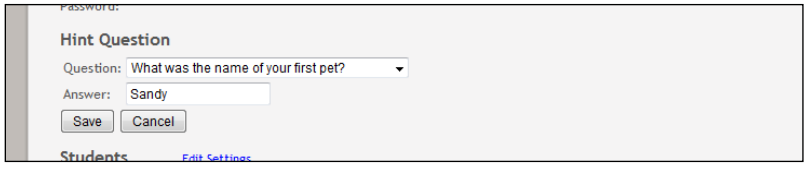
   - If the data was entered correctly, the new password is saved. The next time the parent logs on to txConnect, he must use the new password.

6. The parent can click **Cancel** not to change the password.

How to Change a Hint Question/Answer

The hint question/answer is used to verify the parent's identity if he forgets his password. The parent's current hint question and answer are displayed under **Hint Question**. He can change the question, the answer, or both.

1. Next to **Hint Question**, click **Change**. The **Question** and **Answer** fields are displayed.



2. The parent makes changes to the question and/or answer and clicks **Save**.

- If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.

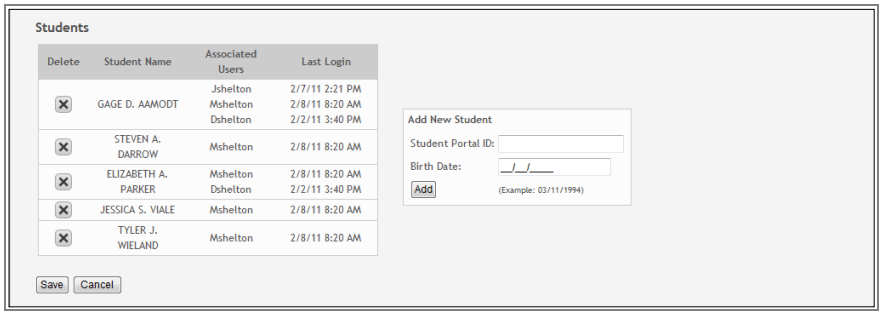
- If the data was entered correctly, the new hint question is displayed under **Hint Question**.

3. The parent can click **Cancel** not to change the question and answer.

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.



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.