

# 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.

[Link to the New Braunfels ISD txConnect](#)

**txConnect**

**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 <sup>tx</sup>Connect, 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 <sup>tx</sup>Connect.
  - 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 required to use Online Enrollment Verification.**
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.



The screenshot shows a web browser window with the title "txConnect". The page content includes a "Registration" header, a "Help" button, and a "Hint Question - Step 2 of 3" section. Below the header, there is a prompt: "Select a question and enter an answer to help you retrieve your password if it is lost." The form consists of a "Question:" dropdown menu with the text "Choose a question..." and an "Answer:" text input field. At the bottom of the form, there are "Previous" and "Next" buttons. Below the buttons, it says "Available languages: English español".

## 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.

The screenshot shows a web interface for 'Connect' with a 'Registration' section. The title is 'Add Students (optional) - Step 3 of 3'. Below the title, there are instructions: '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.' The form includes two input fields: 'Student Portal ID:' and 'Student Birth Date:'. The birth date field has a placeholder 'MM/DD/YYYY' and a note 'Enter date in MM/DD/YYYY format.' Below these fields is an 'Add' button. To the right is a box labeled 'Added Students' containing the text '(none)'. At the bottom of the form are 'Previous' and 'Complete' buttons. At the very bottom, it says 'Available languages: English Español'.

### Step 3:

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.