



New Student Online Enrollment

Parent/Guardian Instructions 2017-2018

New Student Online Enrollment Parent/Guardian Instruction

These instructions are to assist you in enrolling your child into the district using the txConnect New Student Online Enrollment program. Please click this link to access the site:

[TxConnect](#)

Part 1 - Create new parent login

If you have a new student or are new to this district, you will need to set up a login for the parent portal. Please follow these directions.

1. Click the link "[here](#)" under "Have a New Student?".

txConnect

Welcome to txConnect for Rodeo ISD Help

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

District Message
Welcome to Rodeo ISD's txConnect Parent Portal. You will be able to view your child's schedule, attendance, grades, discipline, assessments, and immunization information from this portal.

Please read the Student Handbook and sign and return the signature page.

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.

New to District students may manually enroll using the downloadable forms. 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.

2. Create a **username** and **password** following the instructions below each empty field. Also, enter your **preferred email address** that will connect you to your child.

Connect

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.

Next

Available languages: [English](#) [Español](#)

NOTE the statement with the arrow:

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.

3. Click **Next**. The **Hint Question** screen appears.

Connect

Registration

Help

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:

Previous Next

Available languages: [English](#) [Español](#)

4. Click the pull-down arrow beside “Choose a question…” to select the hint question you want to answer.
5. Type your answer in the **Answer** box.

IMPORTANT NOTE: Just as your password is case-sensitive, so is the answer to your hint question. The office cannot look this up for you so you will need to record it somewhere that is secure.

6. Click **Next**. The Add Students (optional) screen appears:

Since you are enrolling a new student, they will not have a Portal ID# yet.

7. Click the **Complete** button at the lower right. The following screen appears:

8. Check the box in the lower right corner and then click the “X” in the upper right corner to close this dialog box.
9. The **My Account – Welcome User: (your username appears here)** appears.

NOTE: Notice that there is now a “Logout” link in the far upper right corner of the screen. This means your account has been created. It does NOT mean that your student(s) is attached to your account yet.

The screenshot shows the 'My Account' page for user 'testkaren'. A yellow banner at the top states 'Your account has been created.' Below this, there is a section for 'Students' with instructions on how to add or remove students. A table with columns 'View/Edit Forms', 'Student Name', 'Associated Users', and 'Last Login' is present, but it is empty. A red box highlights the 'Email Address' section, which includes a 'Verification Code' input field and buttons for 'Verify Code', 'Resend Code', and 'Cancel'.

10. You must verify your email address to proceed. Launch your email and open the email that the system just sent you. The address it is coming from will be from your school.
11. There will be a long 16-digit “number” with upper and lower case letters and numbers. The best way to handle this is to copy from your email and paste it into the **Verification Code** field circled above.
12. After pasting, it will look like this:

This screenshot shows the 'Email Address' section with the 'Verification Code' field filled with the alphanumeric string 'GJaS5fqDPJ93sCA'. The 'Verify Code' button is also circled in red.

13. Click **Verify Code**. Your email address should appear indicating that it has been verified (see below):

Email Address

Email Address:

[Change or Remove](#)

Part 2 – Enrolling New Student

1. On this same screen, above the “Email Address” area, click the “Click here to Enroll a New Student for School” button:

Add Student to (or Remove from) txConnect

STEP 1 – Enrollment Overview and Student Name

Online Student Enrollment - New Students [Help](#)

On this page you can manage your new student registrations and request new student registrations. Only 10 new student registrations can be active at any given time. If you have more than 10 students you wish to register then please contact your school district for guidance.

1 Step 1
Enrollment Overview & Student Name

2 Step 2
Registration Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Final Steps

Enrollment Overview

New Student Registration steps:

1. Enter Child's Name.
2. Enter/Verify Registration Key
3. Enter Student Information
4. Address & Contact Information
5. Enrollment Forms & Final Steps

**If you have previously registered students, you may:* [Skip to Step 4](#)

Student Name

To get started, enter the child's name:

First Name:

Middle Name:

Last Name:

Generation:

[Continue](#)

1

Name

2

Key

3

Contacts

4

Students

5

Finish

Click the Save/Continue button at the bottom of each step to proceed to the next step. (scrolling may be required)

2. Read the “New Student Registration steps” and then enter the Student's Name according to his or her birth certificate.
3. Click **Continue**.

Step 2 – Registration Key

Online Student Enrollment - New Students [Help](#)

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Express Registration for MOLLIE SANDERSON

In this step, you'll need to obtain and verify a Registration Key.

1. Enter the letters displayed below in the box provided, and click continue.

L O L I J S

Click the Save/Continue button at the bottom of each step to proceed to the next step. (scrolling may be required)

✓ Name 2 Key 3 Contacts 4 Students 5 Finish

4. Type the letters displayed. Then click **Continue**.

Online Student Enrollment - New Students [Help](#)

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Express Registration for MOLLIE SANDERSON

In this step, you'll need to obtain and verify a Registration Key.

Your key has been created and verified!

Click the Save/Continue button at the bottom of each step to proceed to the next step. (scrolling may be required)

✓ Name 2 Key 3 Contacts 4 Students 5 Finish

5. Read the information and click **Continue**.

Step 3 – Addresses and Contacts

1. Click **Add Address**. The Address Manager for Family Addresses opens.

2. Enter all fields that you can.

NOTE: Be sure to enter **both the Physical Address and the Mailing Address**, even if they are the same address. **If it will be the same address for both, click the Street Number field under Mailing Address and a box will appear with the address entries that you can click to auto-fill the fields.** Your mouse will become a hand when you move over the number itself.

NOTE: If any fields are left blank that are required, when you click the **Save Changes** button, the field will highlight and a message will appear letting you know what still needs to be entered.

3. Click **Save Changes**. If all data is entered that is required, the Address Manager screen will close and return you to the Step 3 screen. If there are additional addresses that need to be entered, click **Add Address** again and enter the next address needed.
4. Click **Edit**, beside an address to make corrections.
5. Under **Family Contacts**, click **Add Contact**.

NOTE: Here you will add **ALL contacts** you want listed in the database for your child, up to four. This would include parents/guardians, relatives, friends, or others who you are giving permission to be called in case the school cannot contact you. These contacts will have permission to pick up your child, if needed.

The screenshot shows the 'Family Contacts' form with the following fields and values:

Contact: First Name	Karen
Contact: Middle Name	
Contact: Last Name	Sanderson
Contact: Generation	
Contact: Relation	Mother
Contact: Emergency Contact	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact: Migrant	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact: Street Number	1313
Contact: Street Name	MOCKINGBIRD LAN
Contact: Apartment Number	
Contact: City	FORT WORT
Contact: State	TEXAS
Contact: Zip	76114
Contact: Zip4	4142
Contact: Area Code	817
Contact: Phone	777-7777
Contact: Cell Phone	(17) 777-7777
Contact: Business Area Code	

Callout 1: Parents don't need to be flagged "Emergency". Only other family members and friends would be flagged Emergency Contact. (Points to the Emergency Contact field)

Callout 2: When you click in the Street Number field, the addresses you entered before will appear for you to click and auto-fill the fields. (Points to the Street Number field)

(Family Contacts screen continued on next page)

Contact: Business Phone	<input type="text"/>
Contact: Business Phone Extension	<input type="text"/>
Contact: Other Phone Area Code	<input type="text"/>
Contact: Other Phone	<input type="text"/>
Contact: Other Phone Extension	<input type="text"/>
Contact: Occupation	<input type="text" value="Chef"/>
Contact: Email	<input type="text" value="ksanderson@esc11.net"/>
Contact: Phone Preference	<input type="text" value="CELL PHONE"/>
Contact: Date of Birth	<input type="text"/>
Contact: SSN	<input type="text"/>
Contact: Military	<input checked="" type="radio"/> No <input type="radio"/> Yes
Contact: Branch of Service	<input type="text"/>
Contact: Rank	<input type="text"/>
Contact: Right to Transport	<input type="radio"/> No <input checked="" type="radio"/> Yes
Contact: Vehicle Make	<input type="text"/>
Contact: Vehicle Model	<input type="text"/>
Contact: Vehicle Color	<input type="text"/>
Contact: Vehicle License Plate Number	<input type="text"/>
Contact: Vehicle License State	<input type="text"/>
Contact: Driver License Number	<input type="text"/>
Contact: Driver License State	<input type="text"/>

Be sure to select which phone number on which you prefer to be called.

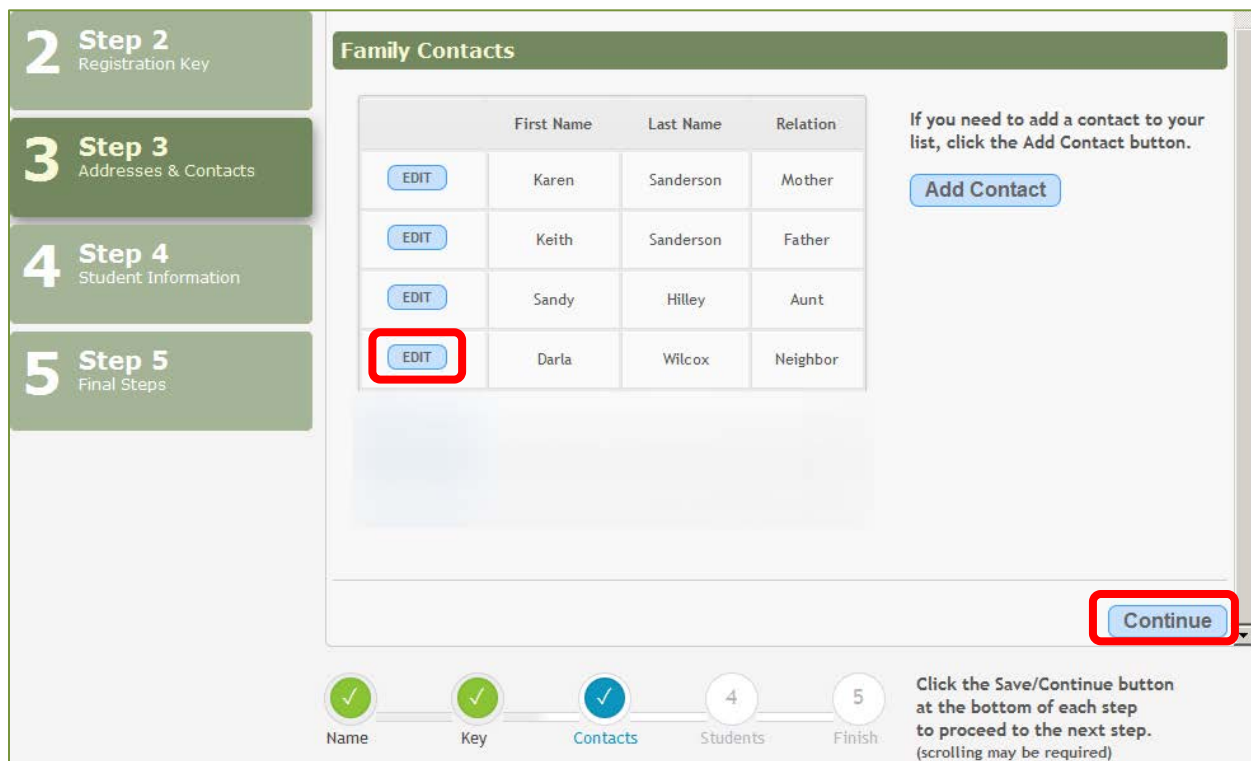
Cancel Save Changes

6. Click **Save Changes**. If anything was required that you did not complete, it will turn red and you must enter that information before it will let you save and proceed.

VERY IMPORTANT: After saving, it will return you to Step 3 Family Contacts. REMEMBER TO ADD UP TO FOUR CONTACTS AT THIS TIME!

7. Click **Add Contact** to add your next contact. You may add up to four (4) contacts.

Your screen might look like this:



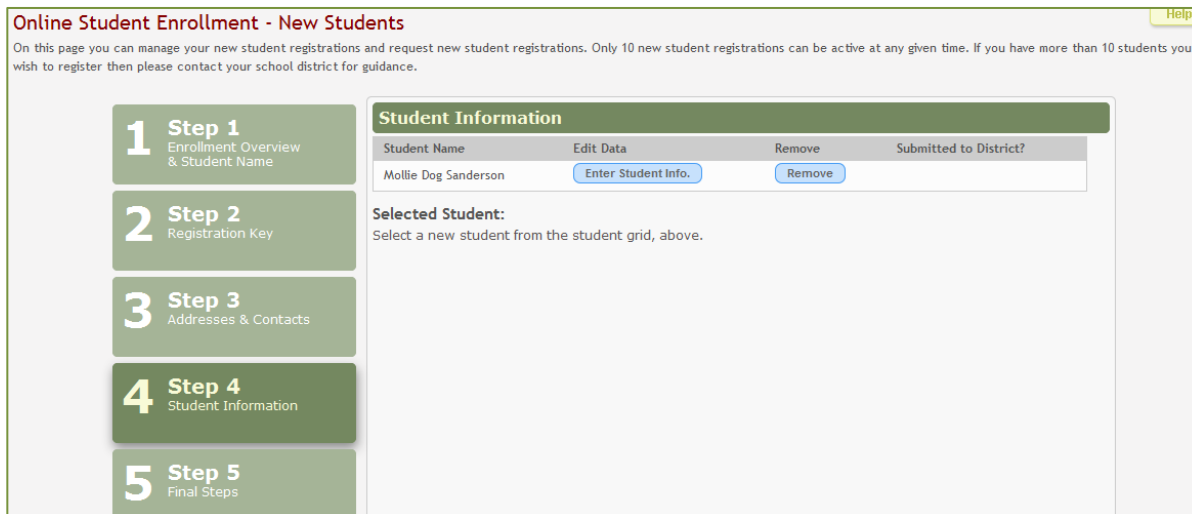
8. To make corrections, click **Edit** beside the name that needs to be updated.

NOTE: If you change your mind about including someone, you will have that opportunity to uncheck him or her to keep them from being imported into the database.

9. Click **Continue** if you are finished entering all contacts.

Step 4 – Student Information

1. Enter the student information here by clicking the **Enter Student Info.** button.



The Student Information screen appears for the selected student:

1 Step 1
Enrollment Overview & Student Name

2 Step 2
Registration Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Final Steps

Student Information

Selected Student: Mollie Dug Sanderson [Choose Another Student](#)

Karen - See where this message was sent. This is the Forms - Form Editor screen.

Address Information

Select an address for this student: Student

1313 mockingbird lane

[RETURN TO STEP 3](#) Click here if you need to add or edit an address.

Contact Information

Select	Name	Primary Contact?
<input checked="" type="checkbox"/>	KAREN SANDERSON	<input checked="" type="radio"/>
<input type="checkbox"/>	KEITH SANDERSON	<input type="radio"/>
<input type="checkbox"/>	SANDY HILLEY	<input type="radio"/>
<input type="checkbox"/>	DARLA WILCOX	<input type="radio"/>

[Cancel](#) [Save data and submit later](#) or [Submit to District](#)

Name

Key

Contacts

4 Students

5 Finish

Click the Save/Continue button at the bottom of each step to proceed to the next step. (scrolling may be required)

Notice the scroll bar. Be sure to scroll all the way down to complete the student information.

2. **Very important!** Check ALL contacts that you want to be imported into the database! If you don't check the contact, they will not be added to the student's record and you will have to provide that information again on paper for the Registrar to manually enter.
3. The first person entered is probably you and is considered to be the Primary Contact. **If that is not the case, click in the circle to the right of the name who will be the Primary Contact** and that checkbox will automatically be checked if you haven't already checked them.
4. Scroll down to enter all demographic information about your child. When you click to save, any fields that are required by the school will highlight and you must provide that information before you can save and submit your child for enrollment.

First Name	<input type="text" value="Mollie"/>
Middle Name	<input type="text" value="Dog"/>
Last Name	<input type="text" value="Sanderson"/>
Generation	<input type="text" value="1"/>
Nickname	<input type="text" value="Molliedog"/>
Date of Birth	<input type="text" value="06/03/2010"/>
Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female
Student Email Address	<input type="text"/>
Student Cell Phone	<input type="text"/>
SSN	<input type="text" value="456-45-6456"/>
Hispanic/Latino	<input checked="" type="radio"/> No <input type="radio"/> Yes
American Indian/Alaskan Native	<input checked="" type="radio"/> No <input type="radio"/> Yes
Asian	<input checked="" type="radio"/> No <input type="radio"/> Yes
Black/African American	<input checked="" type="radio"/> No <input type="radio"/> Yes
Hawaiian/Pacific Islander	<input checked="" type="radio"/> No <input type="radio"/> Yes
White	<input type="radio"/> No <input checked="" type="radio"/> Yes
Student Area Code	<input type="text"/>
Student Phone	<input type="text"/>
Special Programs Request	
Was student previously in:!!br!!:GT	<input type="radio"/> Yes <input type="radio"/> No

5. Continue to answer all questions, including all "Yes/No" questions.
6. **Save data and submit later** – When finished entering data for your child, you have a choice. Either click "**Save data and submit later**" if you need to get some information and then will return to complete the form.
7. **Submit to District** – If the form is complete, click **Submit to District**.
8. A message appears indicating your data is saved and submitted to the district for processing. An email has been sent to you with registration information.
9. At this time, if you added more than one child for enrollment, you may select your next child to complete entering information for him or her.
10. Click the complete button to advance to **Step 5 – Final Steps**.

Step 5 – Final Steps

Final Steps

You're almost done!
Your final step is to deliver all necessary paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section then you must contact the district to see what they wish you to do next.

Additionally, you may begin the process of adding another student by clicking on the Step 1 tab or on the Add Another Student button below:

[Add Another Student](#)

Print Registration Confirmation

Student Name	Print Registration Confirmation	Submitted to District?
Mollie Dog Sanderson	Print Registration Confirmation	✓ 1/26/2017

Downloadable Enrollment Forms

There are no downloadable forms available at this time.

1. Read the message on this screen. At this time you may add another student if you didn't do that earlier.
2. Under **Print Registration Confirmation**, your child's name appears and a button that will allow you to print out the registration confirmation. Read the confirmation and follow the directions.

txConnect New Students Registration Confirmation

Student Name: Mollie Dog Sanderson
Student ID: Q8TXwHwd8wErAQtg

Congratulations, you have successfully submitted your new student registration information to the district.

Please print, review, complete and sign any forms listed in the 'Downloadable Enrollment Forms' on the Online Student Enrollment page.

(Login to TxConnect and select the following: My Accounts | Manage My New Students | Step 5 Final Steps)

Don't forget!

Your final step is to deliver the completed forms and required documentation for enrollment to your student's campus.

[Print](#) | [Close Window](#)

Your actual **Final Step** is to take your required documents, such as, parent ID, birth certificate, social security card, immunization record, proof of residency, and prior school's withdrawal form and report card if applicable, to the school office to complete enrollment for your child.