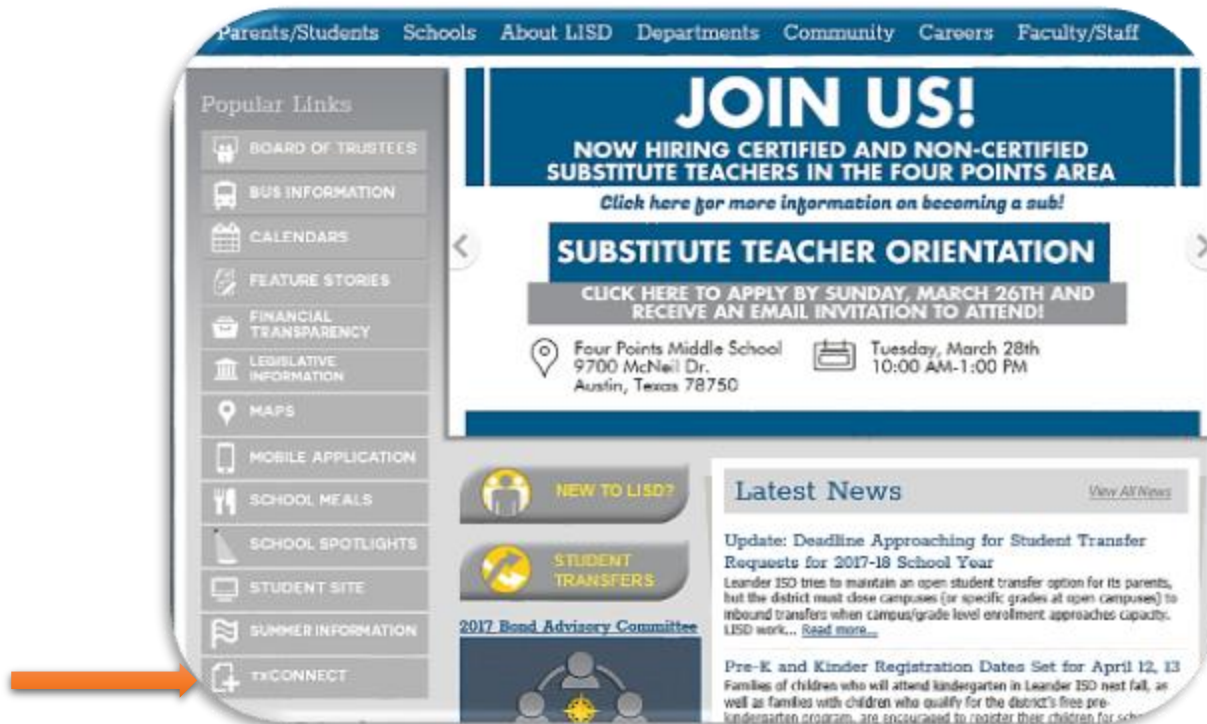


# txConnect

## Estudiantes Nuevos en LISD - Bienvenidos!

1. Vaya a la página web de Leander ISD: <http://www.leanderisd.org/>
2. Haga clic en el enlace txCONNECT:



3. Haga clic en el enlace "[txConnect Login](#)":



4. Hacer clic en ["here"](#) bajo la opción **Have a New Student?** (¿tiene un estudiante nuevo?)

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

**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.

**Forgot your User Name/Password?**  
If you need help recovering your user name / password, click [here](#)

**Browser Requirements**  
The minimum browser requirements for the txSuite applications are as follows:

5. Cree su nombre de usuario o **User Name** como se indica (Ex. ABC555). Cree su contraseña o **Password** como se indica (Ex. aBc1235). Ingrese su correo electrónico:

**Registration** (Help)

**User Info - Step 1 of 3**  
Please provide a user name, password, and e-mail.

User Name:  User name is a required field.  
Must be between 6 and 9 alpha-numeric characters. (example: ABC555)

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:   
 Must be a valid e-mail address format. (example: name@name.com)

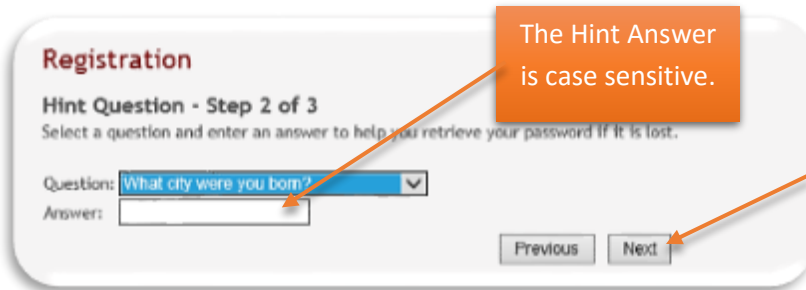
Your email address is required if:

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.

6. Haga clic en **Next**:

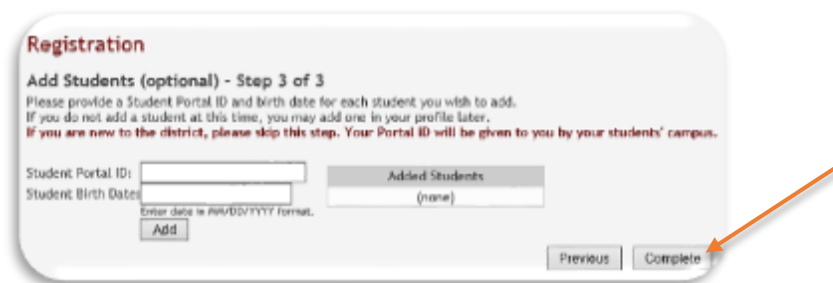
Available languages: [English](#) [Español](#)

7. Escoja una pregunta secreta o **Hint Question**, digite la respuesta, haga clic en **Next**:



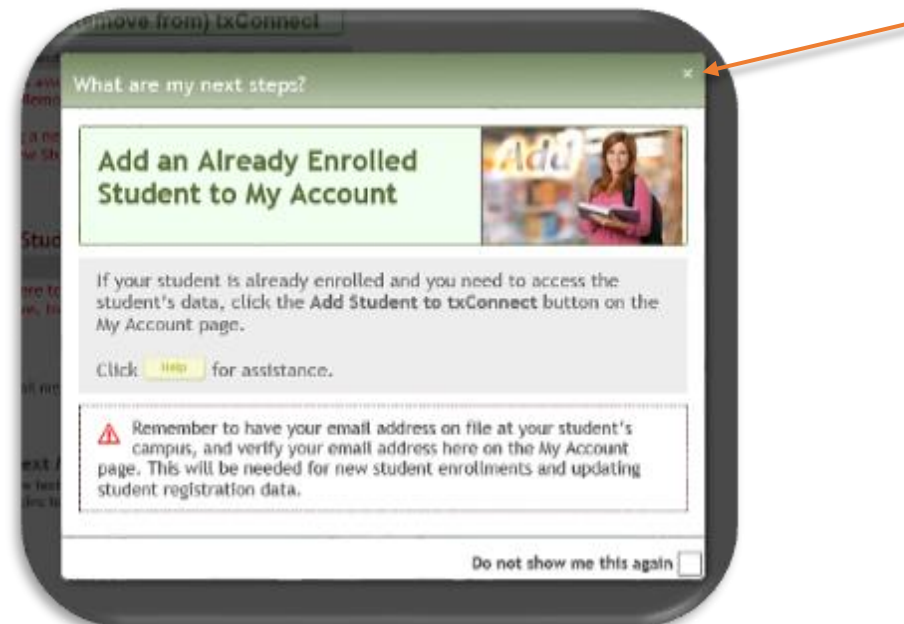
The image shows a registration screen titled "Registration" with the sub-header "Hint Question - Step 2 of 3". Below the sub-header, it says "Select a question and enter an answer to help you retrieve your password if it is lost." There is a dropdown menu for "Question:" with "What city were you born?" selected. Below that is an "Answer:" input field. At the bottom right, there are "Previous" and "Next" buttons. An orange callout box with the text "The Hint Answer is case sensitive." has an arrow pointing to the answer field. Another orange arrow points to the "Next" button.

8. Ignore este paso si usted es nuevo en el distrito y haga clic en **Complete**:



The image shows a registration screen titled "Registration" with the sub-header "Add Students (optional) - Step 3 of 3". Below the sub-header, it says "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." There are input fields for "Student Portal ID:" and "Student Birth Date:". To the right, there is a table with the header "Added Students" and one row with "(none)". Below the birth date field is a small "Add" button. At the bottom right, there are "Previous" and "Complete" buttons. An orange arrow points to the "Complete" button.

9. Una ventana se abrirá preguntándole si usted está añadiendo un estudiante matriculado. Cierre esta ventana si usted está registrando un estudiante nuevo.



The image shows a mobile notification window titled "What are my next steps?". The main heading is "Add an Already Enrolled Student to My Account". Below this, there is a paragraph: "If your student is already enrolled and you need to access the student's data, click the Add Student to txConnect button on the My Account page." There is a "Help" button. At the bottom, there is a warning icon and a paragraph: "Remember to have your email address on file at your student's campus, and verify your email address here on the My Account page. This will be needed for new student enrollments and updating student registration data." At the very bottom, there is a checkbox labeled "Do not show me this again". An orange arrow points to the close button (an 'x' in a square) in the top right corner of the notification window.

10. Ahora usted verá la pantalla de “Mi cuenta” “My Account”. Su próximo paso es verificar su dirección de correo electrónico. Revise su cuenta de correo, usted debe revisar un código de verificación de TxConnect. Copie y pegue el código aquí. Luego haga clic en **Verify Code**:

11. Haga clic en “Click here to Enroll a New Student for School!”

12. **Los 5 pasos se deben completar para matricular a su estudiante.** Bajo **Enrollment Overview** ingrese su primer nombre, Segundo y apellido. Hacer clic en **Continue**:

Step 1

13. Clave de registro. Digite las letras que usted ve encima de la casilla. Haga clic en **Continue**:

Step 2

**1 Step 1**  
Enrollment Overview  
& Student Name

**2 Step 2**  
Registration Key

**3 Step 3**  
Addresses & Contacts

**Express Registration for Princess Leia**  
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.

KCZEJT

CONTINUE

14. Confirmación. Haga clic en **Continue**:

Your key has been created and verified!

Continue

15. Añadir dirección de la residencia. Hacer clic en **Add Address**:

Step 3

**Family Addresses**

Address Information	Street Number	Street Name	City	Zip

If you need to add an address to your list, click the Add Address button.

Add Address

**Family Contacts**

First Name	Last Name	Relation

If you need to add a contact to your list, click the Add Contact button.

Add Contact

Continue

16. Una nueva ventana aparecerá. Digite toda la información - usando los menús descargables cuando sean indicados. Haga clic en **Save Changes**:

Street Name (Mailing)

Street Direction (Mailing)

Apartment Number (Mailing)

City (Mailing)

State (Mailing)

Zip (Mailing)

Zip4 (Mailing)

Phone

Phone Area Code

Home Phone Number

Cancel Save Changes

17. Añadir información de contacto familiar. Hacer clic en **Add Contact**:



First Name	Last Name	Relation
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If you need to add a contact to your list, click the Add Contact button.

[Add Contact](#)

18. Una ventana aparecerá. Digite toda la información – usando los menús descargables cuando sean indicados. Haga clic en **Save Changes**:



Pager Phone Number

Occupation

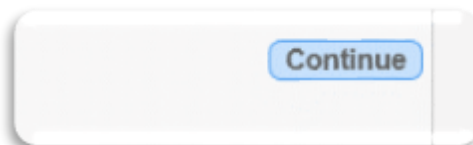
Email Address

Drivers License State

Drivers License Number

[Cancel](#) [Save Changes](#)

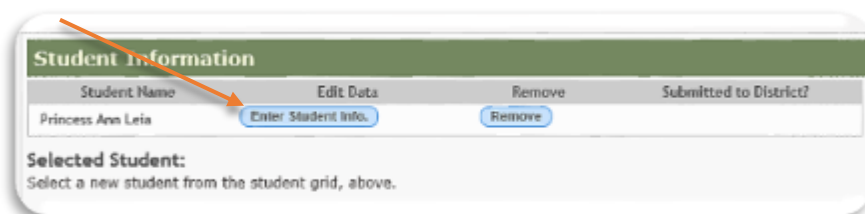
19. Haga clic en **Continue**:



[Continue](#)

20. Seleccione su estudiante de la planilla. Haga clic en **Enter Student Info.:**

Step 4



Student Name	Edit Data	Remove	Submitted to District?
Princess Ann Leia	<a href="#">Enter Student Info.</a>	<a href="#">Remove</a>	

**Selected Student:**  
Select a new student from the student grid, above.

21. Una ventana aparecerá. Para el año escolar que comienza en otoño seleccione **Next School Year (2017-2018)** del menú descargable. Digite toda la información de su estudiante. Haga clic en **Submit to District** cuando haya terminado.

The screenshot shows a web form titled "Student Information". At the top, it says "Selected Student: Princess Ann Leia" with a "Choose Another Student" link. Below this is a dropdown menu for "Select school year for enrollment:" which is set to "Next School Year (2017-2018)". An orange arrow points to this dropdown. Under "Address Information", it says "Select an address for this student: Student" and shows a dropdown menu with "701 vista ridge blvd n". Below that is a "RETURN TO STEP 3" button and a note: "Click here if you need to add or edit an address." The "Student Data" section includes fields for SSN, Legal First Name, Middle Name, Last Name, Generation (dropdown), Nickname, Date of Birth, and Sex (radio buttons for Male and Female). At the bottom, there are three buttons: "Cancel", "Save data and submit later", and "Submit to District". An orange arrow points to the "Submit to District" button.

22. La información ha sido grabada y entregada. ¡Ya casi termina!

The screenshot shows the same "Student Information" form, but now it displays a confirmation message in green text: "Data saved and submitted for district processing." and "An email has been sent to you with registration information." Below the message is a "Continue" button. An orange arrow points to the "Continue" button.

23. Pasos finales. Seleccione las formas pdf e imprima, podría decir **“This form is currently not available (esta forma no está aún disponible)”** pero usted todavía puede imprimir la forma. Complete estas formas y tráigalas a la oficina de admisiones y registro de su escuela, con el certificado de nacimiento de su estudiante, tarjeta de seguro social, tarjeta de identificación o licencia de conducir de los padres, record de vacunación y prueba de residencia física (cuenta de servicios electricidad, acueducto)

## Step 5

- Formulario de lenguaje en casa
- Formulario de alimentación y alergias
- Formulario de raza y grupo étnico
- Formulario de salud
- Aplicación de PK (Si el estudiante está aplicando para Preescolar)
- Cuestionario de Residencia del Estudiante (Opcional)
- Información de Directorio (Opcional)

### También traiga la documentación del estudiante a la escuela:

- Certificado de Nacimiento
- Tarjeta de seguro social
- Tarjeta de Identificación o Licencia de Conducción de los padres
- Prueba de residencia (contrato de arrendamiento, cuenta de servicios públicos.)
- Vacunas