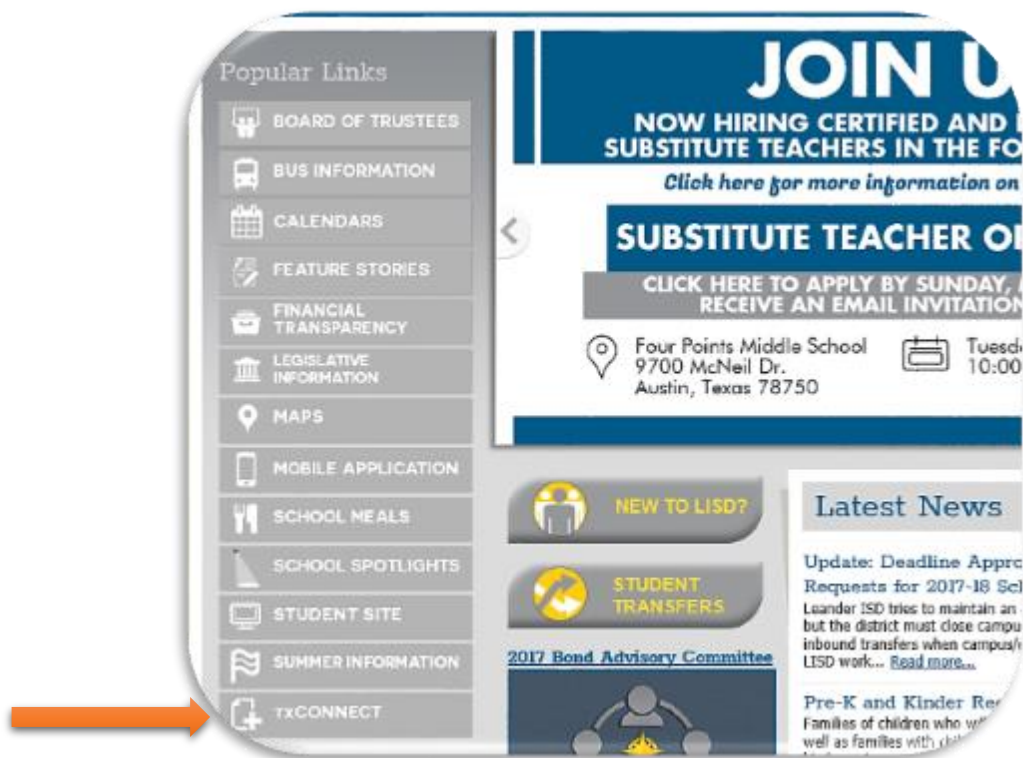


txConnect

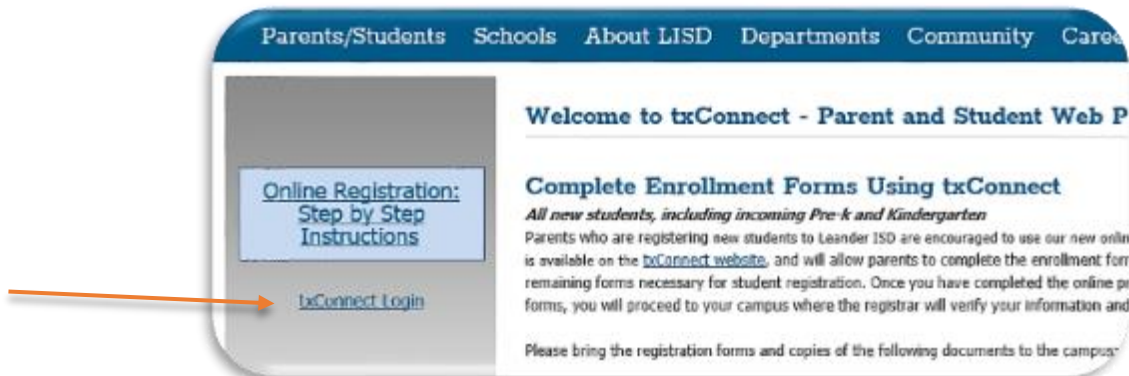
Creating an Account for an Existing Student

****You will need your student's Portal ID from your campus registrar.****

1. Go to the Leander ISD website: <http://www.leanderisd.org/>
2. Click on the txCONNECT link:



3. Click on the "[txConnect Login](#)" link:



4. Click on "[here](#)" under **New txConnect User?**

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:

- Internet Explorer 11
- Mozilla Firefox (current version)
- Google Chrome (current version)
- Apple Safari 5 or later (for Mac or iPad only)

5. Create your **User Name** as directed (Ex. ABC555). Create your **Password** as directed (Ex. aBc1235). Enter your **Email** address, then click **Next**:

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

User Name:
Must be between 3 and 25 alphanumeric characters. (no-spaces-ABC1234)

Password:
Must be between 8 and 25 characters; must contain at least 2 of the following character types: uppercase, lowercase, numeric, punctuation.

Confirm Password:
Password must match entry in password field exactly. (user 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 pass-code in that email, in the subsequent 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 student's enrollment information.
- You wish to receive attendance or grade alerts.

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

Next

Callout box: Password requirements are listed here.

6. Choose a **Hint Question**, type answer, then click **Next**:

Registration
Hint Question - Step 2 of 3
Select a question and enter an answer to help you retrieve your password if it is lost.

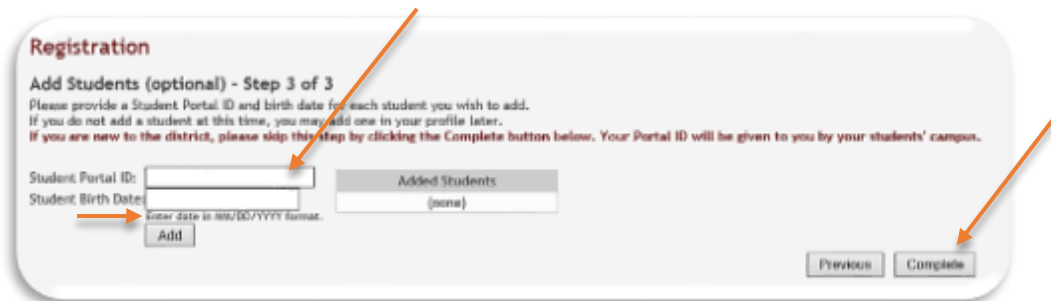
Question:

Answer:

Previous **Next**

Callout box: The Hint Answer is case sensitive.

7. Enter your student's **Portal ID** (from you campus registrar) and **Date of Birth**, click **Add**. When all students are entered, click **Complete**:



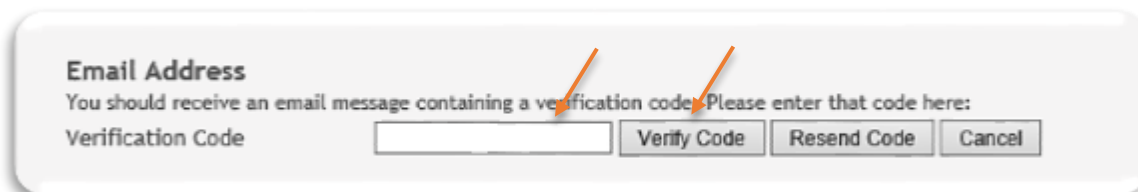
The screenshot shows a 'Registration' form titled 'Add Students (optional) - Step 3 of 3'. It contains instructions: 'Please provide a Student Portal ID and birth date for each student you wish to add. If you do not add a student at this time, you may add one in your profile later. If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.' The form has two input fields: 'Student Portal ID' and 'Student Birth Date'. Below the birth date field is a small text prompt 'Enter date in MM/DD/YYYY format.' and an 'Add' button. To the right is a table labeled 'Added Students' with one row containing '(none)'. At the bottom right are 'Previous' and 'Complete' buttons. Three orange arrows point to the 'Add' button, the 'Student Birth Date' field, and the 'Complete' button.

8. Your account will display the summary page. Click the **My Account** tab:



The screenshot shows the 'txConnect' navigation bar. The 'My Account' tab is highlighted in green and has an orange arrow pointing to it. Other tabs include Summary, Attendance, Grades, Assignments, Discipline, Assessments, Immunizations, Alerts, and Links. Below the navigation bar, the 'Summary' page is visible, with 'Account Settings' and 'Edit Student Settings' links on the left.

9. You should have received an Email Verification code from txConnect at the email address you entered. Type that code in the **Verification Code** box, click **Verify Code**:



The screenshot shows an 'Email Address' verification form. It contains the text: 'You should receive an email message containing a verification code. Please enter that code here:'. Below this is a 'Verification Code' label, an input field, and three buttons: 'Verify Code', 'Resend Code', and 'Cancel'. Two orange arrows point to the input field and the 'Verify Code' button.

10. Your student is now attached to your account when you see the blue **Edit** button next to their name. Now you can check grades, attendance, set up grade alerts and edit forms. Also you can select to receive electronic report cards and progress reports. (Instructions available on the LISD website.)

Thank you!