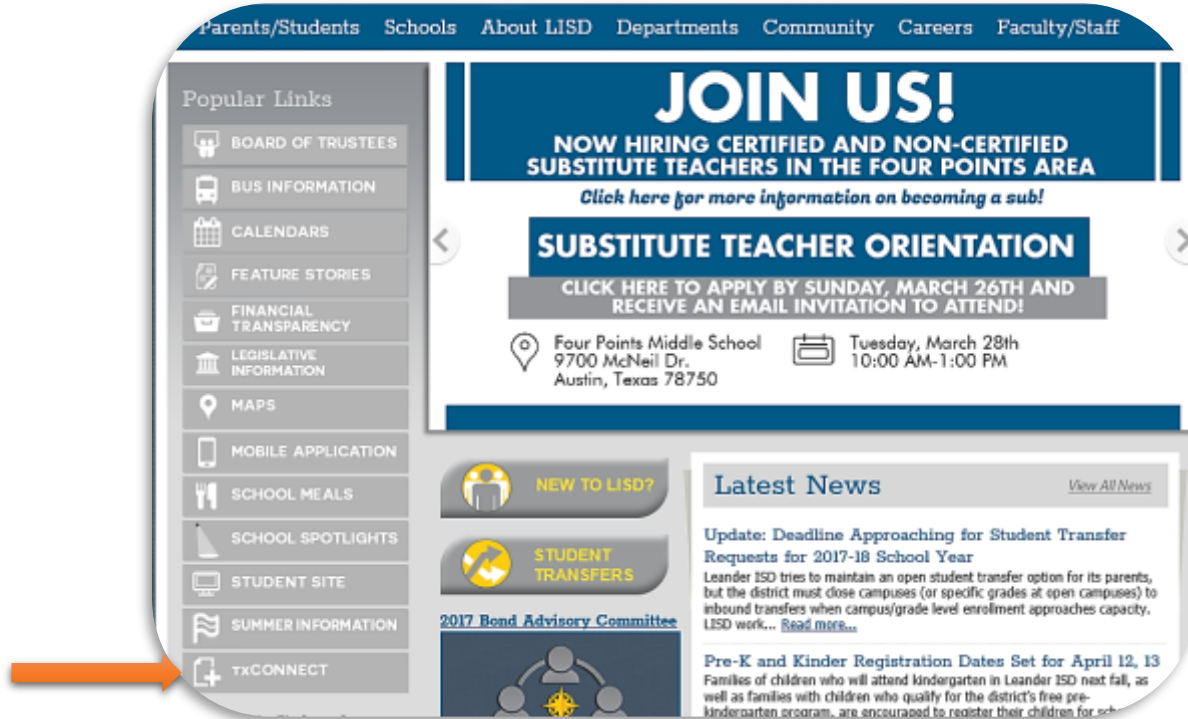


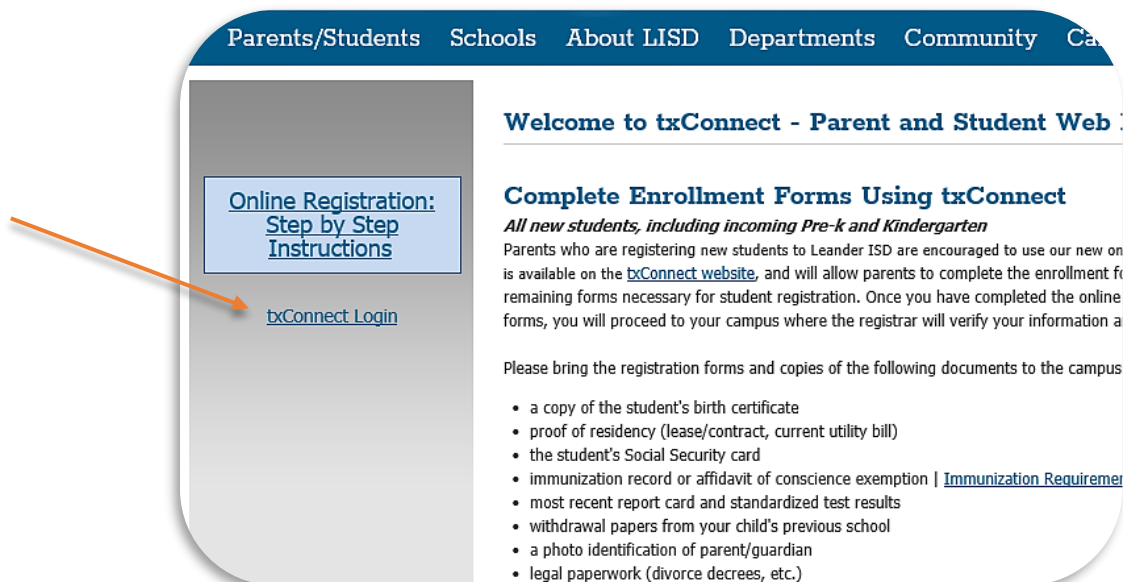
txConnect

New to LISD Students - Welcome!

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 **Have a New Student?**

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. Create your **User Name** as directed (Ex. ABC555). Create your **Password** as directed (Ex. aBc1235). Enter your **E-Mail** address:

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: 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:
 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. Click **Next**:

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

7. Choose a **Hint Question**, type answer, 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:

The Hint Answer is case sensitive.

8. Skip this step if you are new to the district and click **Complete**:

Registration

Add Students (optional) - Step 3 of 3

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.

Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

Added Students
(none)

9. A pop-up window will open asking if you are adding an enrolled student. Close this window if you are registering a new student.

What are my next steps?

Add an Already Enrolled Student to My Account

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.

Click [Help](#) for assistance.

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.

Do not show me this again

10. Now you will see the “My Account” screen. Your next step is to verify your email address. Check your email account, you should have received a verification code from txConnect. Copy and paste that code here. Then click **Verify Code**:

11. Click “**Click here to Enroll a New Student for School:**”

12. **All 5 steps must be completed to enroll your student.** Under **Enrollment Overview** enter your student’s first, middle, and last name. Click **Continue**:

Step 1

13. Registration Key. Type the letters you see above the box. Click **Continue**:

Step 2

1 Step 1
Employment 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. Confirmation. Click **Continue**:

Your key has been created and verified!

Continue

15. Add Family Address. Click **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. A pop-up will appear. Type in all of the information - using drop down menus when prompted. Click **Save Changes**:

Street Name (Mailing)

Street Direction (Mailing)

Apartment Number (Mailing)

City (Mailing)

State (Mailing)

Zip (Mailing)

Zip4 (Mailing)

Phone

Home Area Code

Home Phone Number

Cancel

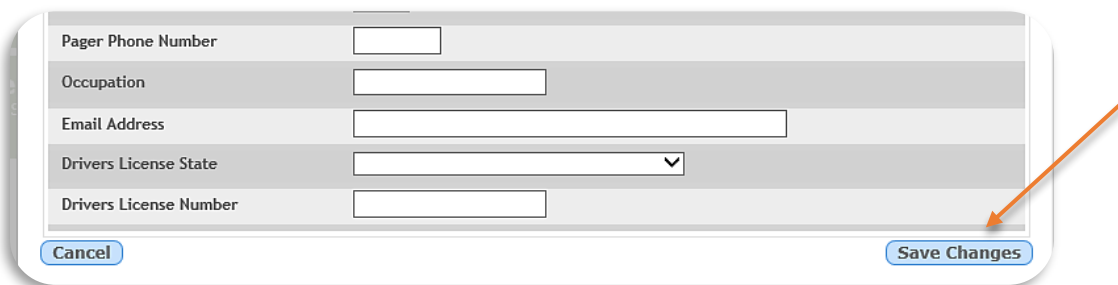
Save Changes

17. Add Family Contact Information. Click **Add Contact**:



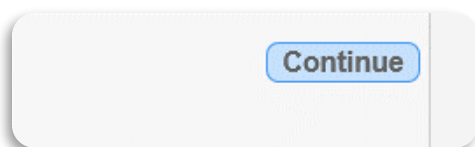
The 'Family Contacts' form has a header bar with the title. Below it is a table with columns for 'First Name', 'Last Name', and 'Relation'. To the right of the table is a text instruction: 'If you need to add a contact to your list, click the Add Contact button.' Below this instruction is a blue button labeled 'Add Contact'. An orange arrow points to the 'Add Contact' button.

18. A pop-up will appear. Type in all of the information – using drop down menus when prompted. Click **Save Changes**:



The pop-up form contains several input fields: 'Pager Phone Number', 'Occupation', 'Email Address', 'Drivers License State' (a dropdown menu), and 'Drivers License Number'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Save Changes' button. An orange arrow points to the 'Save Changes' button.

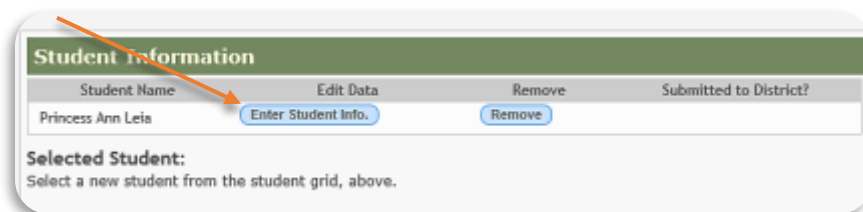
19. Click **Continue**:



A single blue button labeled 'Continue' is centered on a light gray rounded rectangular background.

20. Select your student from the grid. Click **Enter Student Info.:**

Step 4



The 'Student Information' section features a table with the following structure:

Student Name	Edit Data	Remove	Submitted to District?
Princess Ann Leis	Enter Student Info.	Remove	

Below the table, there is a section titled 'Selected Student:' with the instruction 'Select a new student from the student grid, above.' An orange arrow points to the 'Enter Student Info.' button in the table.

21. A pop-up will appear. For the Fall school year select **Next School Year (2017-2018)** from the drop-down menu. Type in all of your student's information. Click **Submit to District** when you are finished.

Student Information

Selected Student: Princess Ann Leia [Choose Another Student](#)

Select school year for enrollment: Next School Year (2017-2018) ▼

Address Information

Select an address for this student: Student

701 vista ridge blvd n ▼

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

Student Data

SSN	<input type="text"/>
(If your student does not have a SSN a state assigned number will be assigned at the campus.)	
Legal First Name	<input type="text"/>
(Please enter name exactly as it is shown on students birth certificate.)	
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Generation	▼
Nickname	<input type="text"/>
Date of Birth	<input type="text"/>
Sex	<input type="radio"/> Male <input type="radio"/> Female

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

22. Data has been saved and submitted. You are almost done!

Student Information

Selected Student: Princess Ann Leia [Choose Another Student](#)

Data saved and submitted for district processing.

An email has been sent to you with registration information.

[Continue](#)

23. Final Steps. Select the pdf forms and print, it may say “This form is currently not available” but you can still print the form. Complete these forms and bring to your campus registrar along with your student’s birth certificate, social security card, parent’s picture ID, Immunizations, and proof of residency.

Step 5

- Home Language Form
- Food & Allergy Form
- Race and Ethnicity Form
- Health Form
- PK Application (If student is applying for Preschool.)
- Student Residency Questionnaire (Optional)
- Directory Information (Optional)

Also bring your Student’s Documentation to the campus:

- Birth Certificate
- Social Security Card
- Parent’s picture ID
- Proof of Residency (lease, contract, or utility bill.)
- Immunizations.

Thank you!