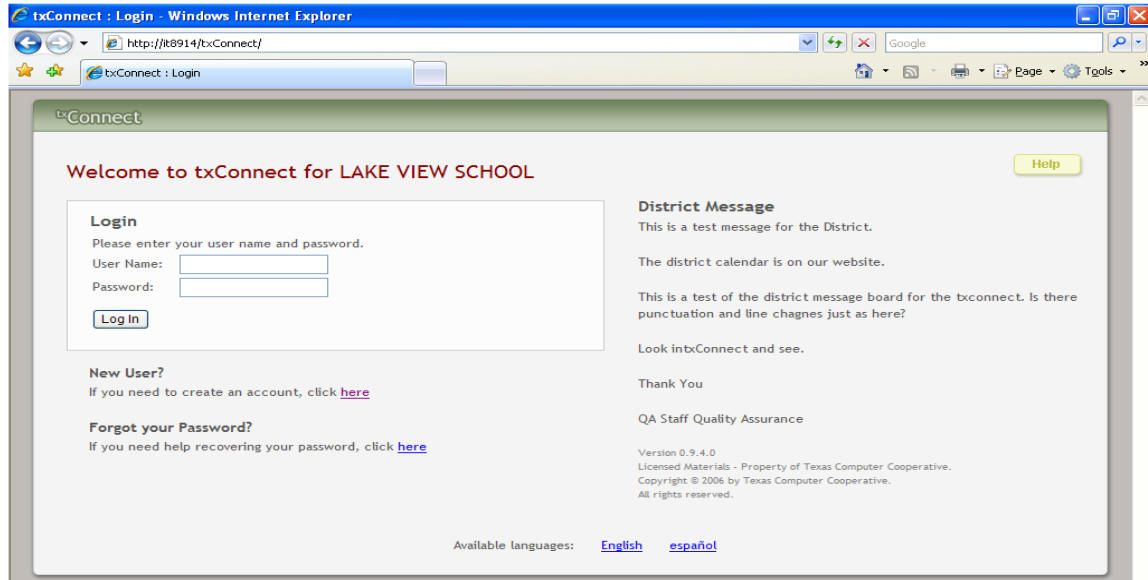


## PARENT PORTAL REGISTRATION AND LOGIN INSTRUCTIONS

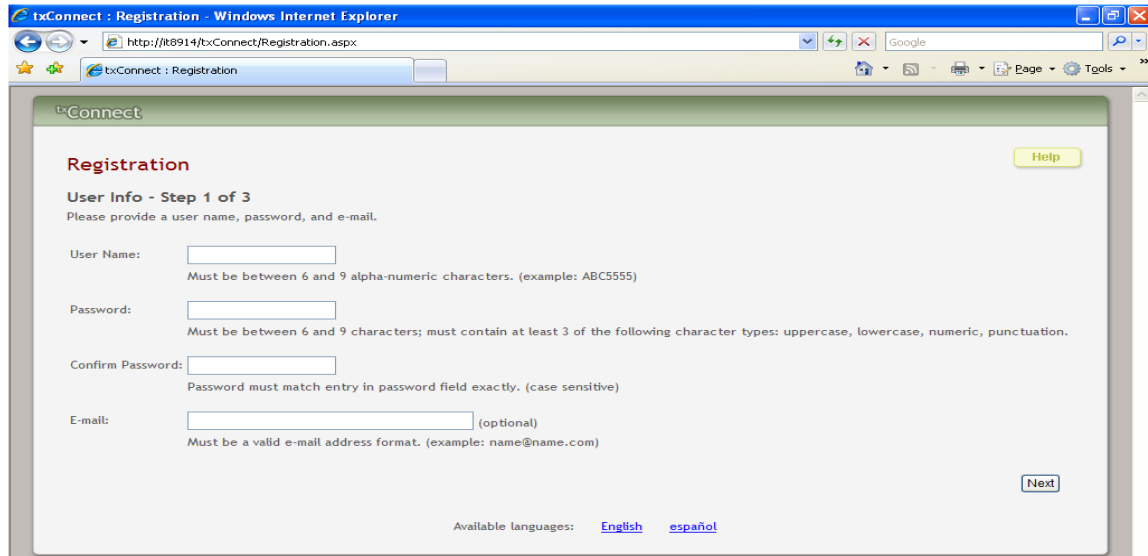
To access the Parent Portal, type the following address in your browser's address box. <http://rscdd.moodyisd.org/txconnect> or you can select the Parent Portal link on our website. [www.moodyisd.org](http://www.moodyisd.org)

The first time you access Parent Portal you will have to register as a new user. You will need to have your letter from the school with your student's Portal ID.



### HOW TO REGISTER AS A NEW USER

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.



#### Step 1:

>In the **User Name field**, enter a user name.

The user name must be six to nine characters and must be unique (not used by anyone else in the district.)

The user name is not case-sensitive.

>In the **Password** field, enter a password.

The password must be six to nine alphanumeric characters.

The password must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (i.e. Abc-1234)

The password is case sensitive. It must always be typed exactly as it is entered here.

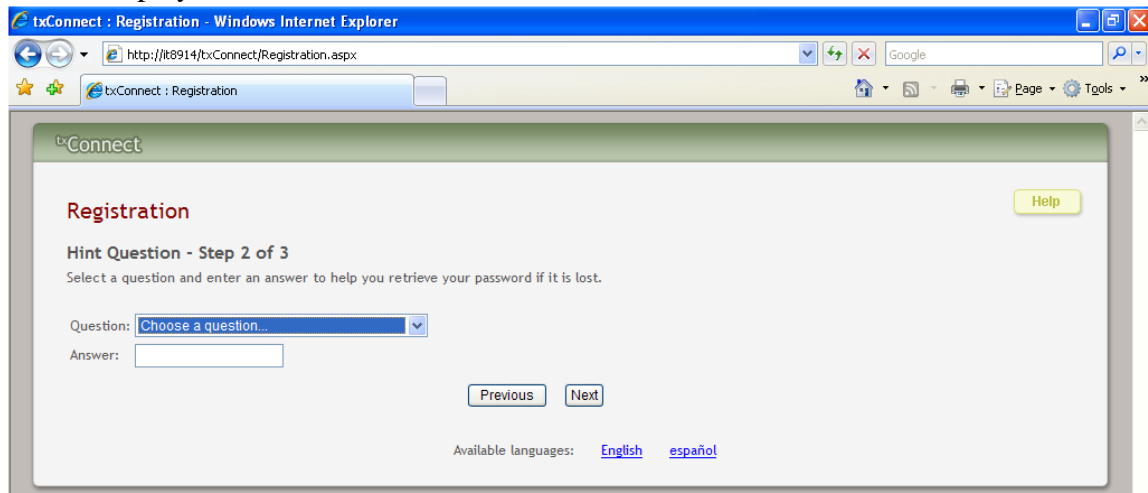
>In the **Confirm Password field**, type your password exactly as it was typed in the previous field.

>The **E-mail** field is used to send attendance, grade average, and assignment alerts. This field is optional. You do not have to put in an email at this time. You can add an email to your account at a later date.

>Click **Next**

If all required data was not entered, a red message will appear to the right of each field that is missing data. That information must be provided before you 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 titled "txConnect : Registration - Windows Internet Explorer". The address bar shows "http://118914/txConnect/Registration.aspx". The page content includes a "Registration" header with a "Help" button. Below it, the section is titled "Hint Question - Step 2 of 3" with the instruction "Select a question and enter an answer to help you retrieve your password if it is lost." There is a "Question:" label followed by a dropdown menu currently showing "Choose a question...". Below that is an "Answer:" label followed by a text input field. At the bottom of the form area are "Previous" and "Next" buttons. At the very bottom, it says "Available languages: English español".

Step 2:

>In the **Question field**, select a question from the drop down list and type in an answer. This question will be asked in the event that you forget your password. The answers are case-sensitive.

>Click **Next**

If the date was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided before you can continue.

If the data was entered correctly, the Add Students – Step 3 of 3 page is displayed.

The screenshot shows a web browser window with the URL <http://t8914/txConnect/Registration.aspx>. The page content includes:

- Page Title: Registration
- Section: Add Students - Step 3 of 3
- Instruction: Please provide a Student Portal ID and birth date for each student you wish to add.
- Form Fields:
  - Student Portal ID:
  - Student Birth Date:
- Text: Enter date in MM/DD/YYYY format.
- Buttons: Add, Previous, Finish
- Added Students box: (none)
- Help button
- Available languages: [English](#) [español](#)

Step 3:

>In the **Student Portal ID field**, type the student’s portal ID provided on your letter. If you have not received a letter from the school, contact your child’s campus office.

>In the **Student Birth Date field**, type in your student’s complete birth date in the MM/DD/YYYY format (i.e. 01/01/1999). The date entered must match the birth date in the student’s record at the school.

>Click **Add**. The student’s name will appear in the **Added Students** box on the right side of the page. You must successfully add at least one student in order to create an account.

>Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student is displayed.

## HOW TO LOG ON

>From the login page, in the **User Name** field, type in your user ID.

>In the **Password** field, type in your password.

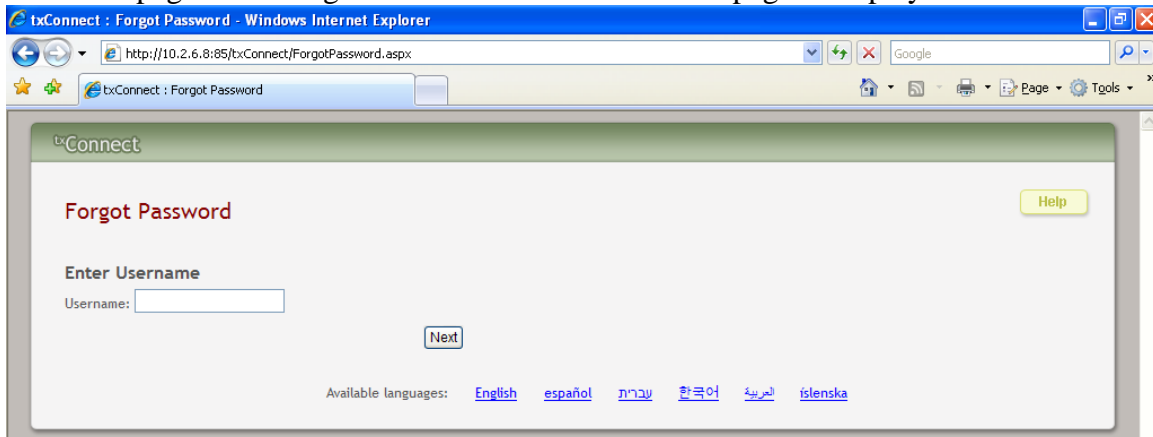
>Click **Log In**. The student's Summary page is displayed.

If you have more than one student in your account, the Summary page for the first student in an alphabetical list is displayed.

**WARNING:** If you attempt to log on and have three unsuccessful attempts, the system will lock out your account. You will need to contact your campus office for assistance.

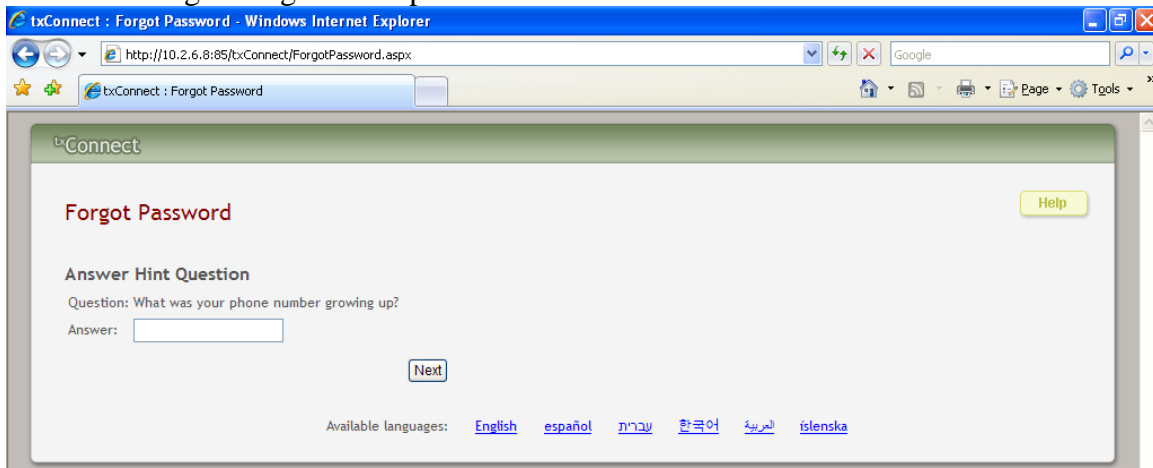
## HOW TO RESET A PASSWORD

>From the Login page, click the link under **Forgot your Password** to go to the Forgot Password page. The Forgot Password Enter User Name page is displayed.

A screenshot of a web browser window showing the 'Forgot Password' page. The browser title is 'txConnect : Forgot Password - Windows Internet Explorer'. The address bar shows 'http://10.2.6.8:85/txConnect/ForgotPassword.aspx'. The page content includes the 'txConnect' logo, the title 'Forgot Password', a 'Help' button, and a form with the label 'Enter Username' and a text input field for 'Username:'. Below the input field is a 'Next' button. At the bottom, there are links for 'Available languages: English, español, עברית, 한국어, العربية, íslenska'.

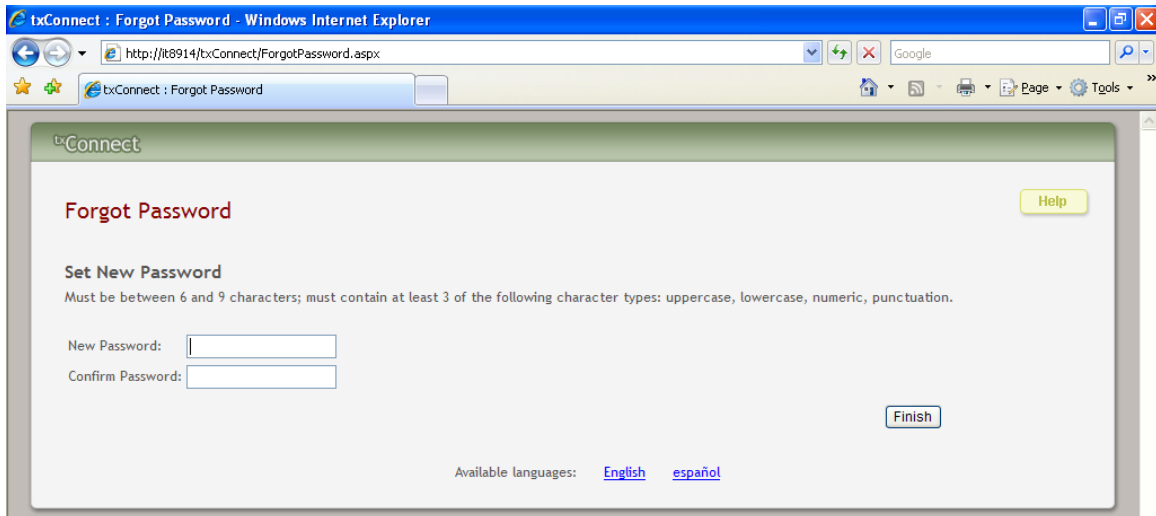
>In the **User Name** field, type in your user name.

>Click **Next**. The Answer Hint Question page is displayed with the hint question selected during the registration process.

A screenshot of a web browser window showing the 'Forgot Password' page. The browser title is 'txConnect : Forgot Password - Windows Internet Explorer'. The address bar shows 'http://10.2.6.8:85/txConnect/ForgotPassword.aspx'. The page content includes the 'txConnect' logo, the title 'Forgot Password', a 'Help' button, and a form with the label 'Answer Hint Question'. Below the label is the text 'Question: What was your phone number growing up?' and an 'Answer:' label with a text input field. Below the input field is a 'Next' button. At the bottom, there are links for 'Available languages: English, español, עברית, 한국어, العربية, íslenska'.

>In the **Answer field**, type the answer exactly as you entered it during the registration process.

>Click **Next**. The Set New Password page is displayed.



>In the **New Password** field, enter a new password.

Reminder: the password must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (i.e. Abc-1234)

The password is case-sensitive. It must be typed exactly as is entered here.

>In the **Confirm Password** field, type your password exactly as it was entered in the previous field.

>Click **Finish**. The Summary page for the first student in your alphabetical list is displayed.