

# txConnect TWO-STEP

## STEP ONE: CREATING A txConnect ACCOUNT

To set up a txConnect account you will need to know your students portal ID and Date of Birth. You will also need an active email account. Contact your campus registrar if you need the portal id or any help setting up your account

The link is <https://txconnpa.esc13.net/PALN/login.aspx> or you may access the link through the Leander ISD web site.

Welcome to txConnect for LEANDER ISD

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

**New txConnect User?**  
If you need to create an account, click [here](#)

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

**The Parent Portal Mobile site is available!**  
From your cellphone or mobile device, please visit our mobile site at:  
<https://txconnpa.esc20.net:444/PALNMOB/Login.aspx>

**District Message**  
Welcome to txConnect! This web portal will allow you to view your child(ren)'s grades, assignments (grades 2-12), STAAR results, immunizations, attendance, and discipline information (grades EE-12) online. With your txConnect account you will also be able to view, update and print the forms that make up your child(ren) first day of school packet.

Another benefit of a txConnect account is that you will be able to view and print your child(ren) Interim Progress Report (IPR) and Report Card in txConnect rather than receiving one through the mail or in your student Wednesday Folder. The grade reports that you receive will look identical to those that are mailed home and will be replaced every grading period when a new report is produced.

You will need to complete a two-step process to create a new account by following these simple instructions:

Step One:  
A. On the txConnect home page, click on NEW txCONNECT USER  
B. You will need your child(ren) Student Portal ID Number in order to complete the process, which you can get from your campus registrar

Step Two:  
A. On the txConnect home page, click on NEW txCONNECT USER

Click on **New User?**

Create your User Name, Password, and add your Email.

Registration Help

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

User Name:   
Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

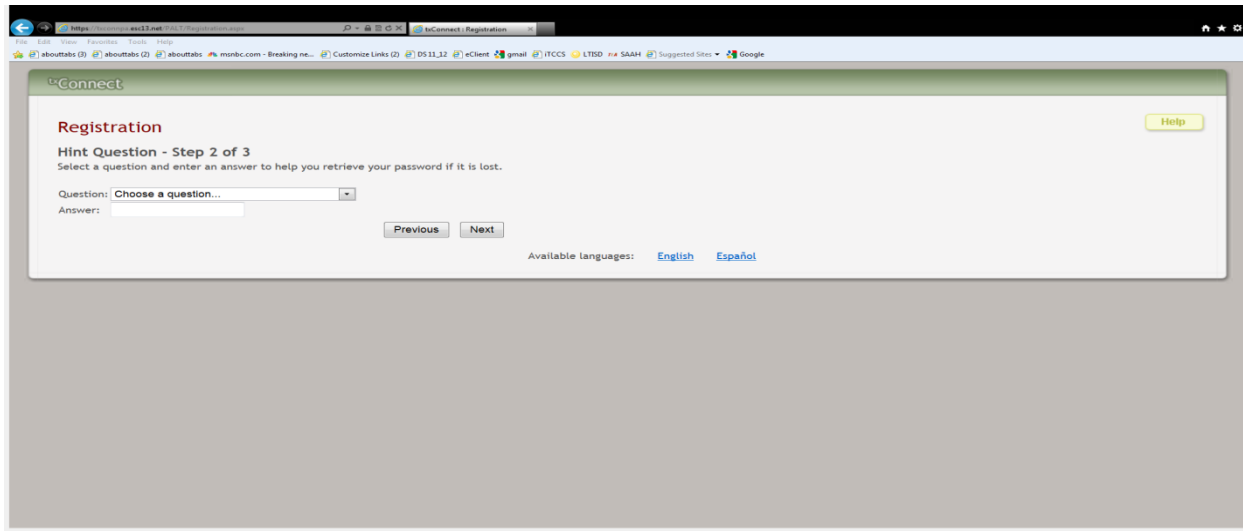
Password:   
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

Confirm Password:   
Password must match entry in password field exactly. (case sensitive)

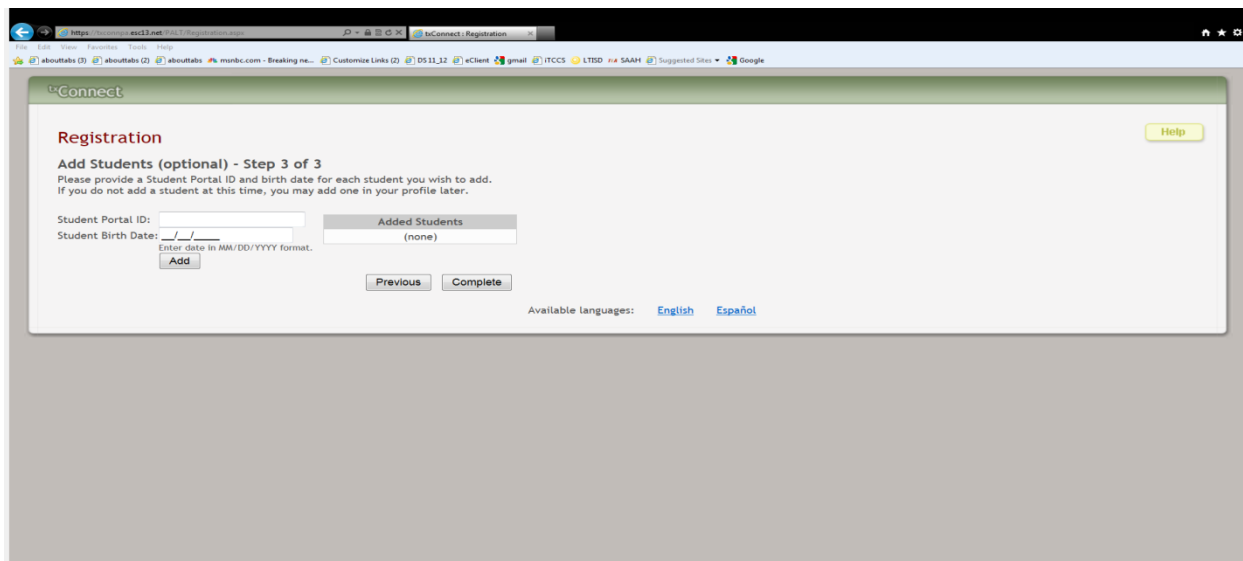
E-mail:  (optional)  
Must be a valid e-mail address format. (example: name@name.com)

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

Choose a hint question from the drop down menu



Enter your student's unique portal ID and DOB.



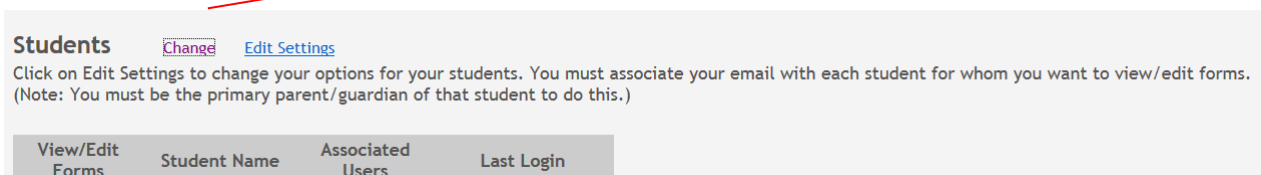
#### HELPFUL HINTS:

You may set up separate accounts within txConnect for yourself, spouse and students.

If you do forget your password, after 3 attempts the system will lock you out for approximately 20 minutes and then you can try again.

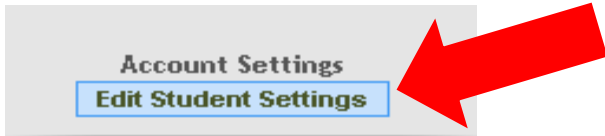
If you have completely forgotten your Username/ password you can click on “Forgot User Name/Password” and follow the prompts.

**If you already have a txConnect account: Log in, click My Account, click Change, :to add an additional student.**

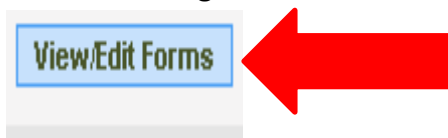


## STEP TWO: REGISTERING YOUR txConnect ACCOUNT

1. Click the blue settings button in the upper left corner.



2. Click the **Register** button to register the email for the student. A 24 character alphanumeric registration code will be emailed to you. Once the registration code is sent, the **Register** button is replaced with a field for the registration code. You must enter the exact registration code in the field. Copy it from the email message and paste it into the field.
3. Click **Submit**. If the correct code was entered, a message is displayed indicating that your email is registered to your student and the **Unregister** button is displayed.
4. If the email you are registering is not associated with your student in our student information system, then a message will display indicating that the email does not match. You can always change the email of this txConnect account by going back to the My Account page under **Email Address**.
5. Once your email address is registered for your student, the View/Edit Forms button icon is displayed next to your student's name on the My Account page. Click on the icon to view online registration information for your student (beginning August 19, 2013).

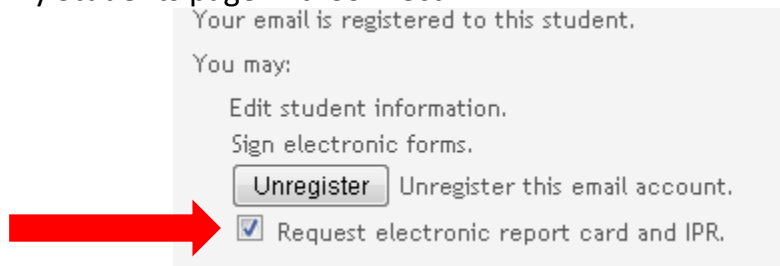


6. Repeat the registration process for all of your students.
7. Contact your campus registrar if you need any help during this process.

### How to Receive Electronic Report Cards and IPRs

Parents/guardians have the option to view electronic versions of their student's report cards and IPRs in PDF format. In order to view a student's report card or IPR in PDF format via txConnect, the parent must do the following:

1. The parent must be a registered parent/guardian for the student. See the "txConnect Two Step" instructions.
2. The parent must select **Request electronic report card and IPR** on the Edit Settings for My Students page in txConnect.



3. When the student's report card or IPR is available, an e-mail message will be sent to the parent/guardian's registered e-mail address indicating that the report card or IPR is available to view in txConnect. A link to the district's txConnect login page is displayed as well.
4. The parent must log in to txConnect to view the report card or IPR. If the electronic report card or IPR is available for the parent to view, an icon is displayed on the student's Summary page providing a link to the .pdf file. Click the icon to open the file.

**Summary**  
for: [REDACTED]


**Campus Notes**  
Parents: Remember we now offer electronic, paperless grade reports- Interim Progress Reports and Report Cards!


Instructions can be found at this link:  
<http://www.leanderisd.org/preview.aspx?name=ps.txconnect>  
under "Help with E Report Cards"

Note: It is not enough to simply have a txConnect account, you must go through a separate process to register for electronic grades.

One of the greatest benefits to receiving your grade reports electronically is the immediate access; no more waiting on the mail!  
If you have any questions or concerns, please contact your campus registrar.

**Class Schedule**

View Report Card:   
(Created: 10/10/2012)

View IPR:  ←

Period	Course	Instructor	Last Updated	Current Average	Today's Attendance
				as of 5:00PM 9/16/13	as of 1:27PM 9/17/13