

STEPS TO CREATE A PARENT PORTAL ACCOUNT

Parent Portal ID numbers will be assigned to all students on every campus. This portal ID number will be used when the parent creates their Parent Portal Account and attaches their student(s) to the account.

If you accessed Parent Portal last year, then you will use the same user name and password.

If you did not have access last year, please follow these steps to create a Parent Portal (txconnect) Account.

1. Go to the Parent Portal website registration page at MISD.org, txconnect Parent Portal Gradebook, txConnect Parent Portal
2. Create your personal account by filling out all of the following information
 - a. Create a user name (must be between 6 and 9 alpha numeric characters)
 - b. Create a Password (must be entered in the Password field and in the Confirm Password field. Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation).
 - c. Your E-mail address is required if you want to receive attendance, grade average, and assignments alerts or if you want to register your e-mail address to yours student(s).
3. Click on "next"
4. Select a hint question and enter an answer to help you retrieve your password should you forget it.
5. Click "next"
6. Add you Student(s) to your account:
 - a. Enter the Student Portal ID that was provided to you by the campus. You will not be able to continue without entering a valid student portal ID. The student portal must be typed exactly as it is printed. (i.e., uppercase and lowercase letters).
 - b. Enter the student's birth date (MM/DD/YYYY). The date entered must match the birth date in his/her student's record at the campus. You will NOT be able to continue without entering the correct birth date.
 - c. Click "Add". The student's name is displayed 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.
7. You can repeat step 7 to add another student or click "Finish".

**For further assistance please contact Linda Bailey, SCE Registrar: 936-276-3507 or
txconnect.org.**

