



#2 **HAVE** Portal Account - Need to register my **BRAND NEW** student

Go to: www.muensterisd.net

Online Registration

- On home page click on >>> →
- Choose the document that applies to your situation and keep for reference while registering your child.
- Then click on [CLICK HERE to register student through PARENT PORTAL \(TxCONNECT\)](#)

Log into txConnect User Account:

The screenshot shows the login page for txConnect. At the top left, the 'txConnect' logo is visible. Below it, the text 'Welcome to txConnect for Muenster ISD' is displayed in a reddish-brown font. The main content area is a white box with a light gray border. Inside this box, the word 'Login' is written in bold. Below it, the instruction 'Please enter your user name and password.' is shown. There are two input fields: 'User Name:' and 'Password:'. Below the input fields is a 'Log In' button.

1. On the MY ACCOUNT tab click the **Enroll a New Student** button. The **Online Student Enrollment** page appears defaulted to **Step 1**.
 - a. **Step 1 – Enrollment Overview & Student Name**
 - Enter your child's first, middle, last name, and generation, if applicable.
 - Click **Continue**.
 - b. **Step 2 – Enrollment Key**
 - Type the letters in the blank field below them and click **Continue**. A message is displayed stating **'Your key has been created and verified!'**.
 - Click **Continue**.
 - c. **Step 3 – Addresses and Contacts**

Add **physical** and **mailing addresses** for the student, family members, and other contacts under **Family Addresses**. Add contact information under **Family Contacts**.

- Click **Add Address**. The **Address Manager** window opens.
- Type the complete **Physical Address** and **Mailing Address** in the fields provided. The fields are saved as an auto fill. If mailing is the same as physical click the prefill box to enter the mailing address. If you do not enter data in a required field, a message is displayed when you click "Save Changes", and you must provide the data to continue.

- Click **Save Changes**. The window closes. To add another address, click **Add Address** again.
- Click **Edit** next to the address to make changes.
- Click **Save Changes** to save your updates.
- Under **Family Contacts**, enter contact information for the student's family and emergency contacts by clicking **Add Contact**. **Please add both parents (if applicable) and one emergency contact. Emergency contact is in case we cannot get in touch with the parent.**
- Enter data in the fields. **Scrolling may be required in order to view all fields.**
- Click **Save Changes**.
- To add another contact, click **Add Contact**.
- To edit an existing contact, click **Edit** next to the contact.
- Click **Save Changes** to save your updates.
- Click **Continue**.

d. **Step 4 – Student Information**

Any existing students added to your account are listed.

NOTE: **Scrolling is required to see all fields in Student Information. Do not “Submit to District” before you have scrolled all the way to the bottom to ensure you have entered all appropriate information.**

- Click **Enter Student Info** for the student.
- **Address Information** – Select your child's address. To add another address, click **Return to Step 3**. When done, return to Step 4.
- **Contact Information – IMPORTANT** – From those listed as contacts, **select Primary Contact** for the one who is the primary contact. Example Father or Mother
- **Check all contacts in the box to the left of each name.** This information is imported into the database on the appropriate campus. If you do not check a contact, they will not be imported into your child's record.
- Scroll down to continue entering your child's information.
- Note any instructions or additional information appearing beneath the field. Continue scrolling down.
- Click **Save and Submit later** if you have not completed all information and need to continue at a later time. Click **Save and Continue** to complete the enrollment process.

NOTE: If you saved but didn't submit yet, the next time you log into the portal, click the same button you clicked to begin adding your child: **“Click Here to Enroll a New Student for School”**. Select your child's name and it will take you back to where you can complete enrolling your child.

e. **Step 5 – Enrollment Forms**

- **Downloadable Enrollment Forms** are required to be downloaded, completed, and returned to the campus. Click on each form to download.
- **Standard Enrollment Forms** are forms that are built into the system and do not require downloading. Select, complete, and Save each form.
- If complete, click **Submit to District**.

● **Step 6 – Final Steps**

- Click **Add Another Student**, if needed, and add additional children.
- If finished entering students and have submitted to district, you will see a **“Print Enrollment Confirmation”** button and a checkmark beside the date you submitted your child's information.
- Click **Print Enrollment Confirmation**. The Confirmation will appear. Click **Print** in the upper right corner of the screen if you want a copy. After printing, click **Close Window** to be returned to the Step 5 screen.
- Click **Back to My Account** in the upper left corner of the screen.
- Click **Logout** in the upper right corner of the screen.

NOTE: You will be issued a **Student Portal ID** for each student you successfully register when you take the required documents to the campus. You **must have** the Student Portal ID to attach the student to your account. **Instructions on adding and registering your student to your account are below.**

Add the Student to Your txConnect Account

Once you have your child's **Student Portal ID** you can add him/her to your txConnect account.

1. Log on to **txConnect**. The **My Account** tab is displayed.
2. Under **Manage My txConnect Students**, click **Add or Remove Student**.
3. In the **Add Student to txConnect** area, type the **Student Portal ID** and **Birth Date**. They must match the student's record at the campus. If the Portal ID is sent by email, copy and paste it.
4. Click **Add**.
5. Click **Save**. The student's name will now be displayed in the students list on the left side of each page in txConnect.
6. Click **Summary** at the top right to see this.

Once you have connected your child to your parent portal account, you may update the student's registration data as needed. You may also see his schedule, attendance, grades, and other data if allowed. The **View/Edit Forms** button is displayed on the **Summary Page**, and the **Edit** button appears on the **My Account** page.