



#3 **HAVE** Portal Account - Need to register my **RETURNING** 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:

txConnect

Welcome to txConnect for Muenster ISD

Login
Please enter your user name and password.

User Name:

Password:

Registering the Student

1. From the **Summary** page, under the student's name click **2019-20 Registration**.

2019-20 Registration

6 form(s) need review !

2. Select the appropriate student.
3. Click **Start Registration**.

Start Registration

4. Verify student information.
5. To edit a field, click **Edit** next to the item to be updated. Enter the updated information. (You cannot edit the name. If it is incorrect, please bring a copy of child's birth certificate to office)
6. Use the scroll bar on the right to view/edit all fields.
7. Click **Next** to continue **CONTACTS**.
8. Continue the view/edit process until **ALL** contact information is verified. They are listed at the top under **the blue tabs**. Click **Add Additional Records** if you need to add additional contacts.

****You should have at least one parent/guardian and one emergency contact (in case parent cannot be contacted)**

9. Continue with additional forms by clicking **Next**.
10. If you have to finish later and you have not submitted your registration, you will go to **Summary** to see your student information to complete the registration.

Note: By clicking “Next”, you agree that you have read and confirmed the accuracy of the contents of this form to the best of your knowledge and ability. An electronic copy of this form was accepted on MM/DD/YYYY. This message serves as notification of digital signature for the form.

11. Once all forms have been completed, click **Finish**.
12. Message appears stating **“You have completed online registration for....”**.
13. Click **Print Confirmation**. The confirmation screen appears.
14. Click **Print** or **Close Window** to return to the **Online Registration** screen.
15. To register another student, select the student.
16. Select **Back to Summary** to exit screen and return to parent portal summary page.
17. Click on one of the tabs at the top to access student data, view alerts, or view account information.
18. Click **2019-20 Registration** to return to the forms.
19. Click on **Logout** to exit parent portal.