





#4 Do **NOT** have Portal Account Need to register **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 \(TxCONNECT\)](#)

Since you are NEW to txConnect click on “[here](#)” in circled area below:



txConnect

Welcome to txConnect for Muenster ISD

Login
Please enter your user name and password.

User Name:

Password:

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

1. **Registration – User Info – Step 1 of 3**

- Create your **User Name** (6 to 25 alpha-numeric characters).
- Create your **Password** (8 to 25 characters and must contain at least 3 of these character types: uppercase, lowercase, numeric, punctuation). This is case sensitive.
- Retype your password to confirm it. Must match exactly.
- Type your E-mail address and confirm it. Used to receive attendance and grade alerts if set and is required to register your new student.
- Click Next.

2. **Registration – Hint Question – Step 2 of 3**

- Select a Question and enter an Answer (case sensitive) to help you retrieve your password if forgotten.
- Click **Next**.

Add the Student to Your txConnect Account

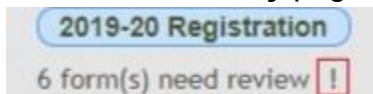
If you do not have your child's Student Portal ID, call the campus office at 940.759.2281, Elementary ext: 621; JH/HS ext: 604. You may also email dsicking@muensterisd.org.

1. In **My Account** tab Under **Manage My txConnect Students**, click **Add or Remove Student**.
2. 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. You received your child's portal number in with your child's report card.
3. Click **Add**.
4. Click **Save**. The student's name will now be displayed in the students list on the left side of each page in txConnect.
5. Click **My Account** to Verify Email.
6. Click **Summary** to view student information or to register the returning student for next school year.

Once you have connected your child to your parent portal account, you may update the student's registration data as needed. After school starts, you may also see their 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.

Registering the Student

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



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