

#5 HAVE Portal Account- Need to ADD MY STUDENT TO MY ACCOUNT

Log into txConnect User Account by going to:

Go to: www.muensterisd.net

Click **Student/Parents**
Choose **txConnect - Parent Portal**

Put in your **USER NAME** and **PASSWORD** and click **LOG IN**:



Add the Student to Your txConnect Account

Once you have your child's **Student Portal ID** you can add him 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. 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. You received your child's portal number in with your child's report card.
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 **My Account** to Verify Email.
7. 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.

