

txConnect

INSTRUCTIONS FOR ONLINE

NEW YEAR ENROLLMENT

This enrollment is for students that are already attending Tenaha ISD. If you are a new or transfer student please use the New Student Enrollment feature.

BEGIN THE PROCESS AT: www.tenahaisd.com

Click: **Student/Parents**

Select: **Parent Portal**

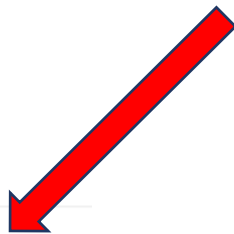
Choose first link to Parent Portal

Parent Portal

<https://txsuite07.txeis.net/tc210904/Login.aspx>

Parent Portal Mobile

<https://txsuite07.txeis.net/tcm210904/Login.aspx>



IF YOU HAVE A PARENT PORTAL LOGIN ALREADY you will see the following:

Online Registration (2018-19) in Progress



Student Registration for (2018-19)

If you are the student's parent/guardian, click the **201X-XX Registration** located on the left in the student list to complete next year's registration.



Update Current Year Student Data

[Click Here](#) to edit your student's current year data.

Do not show this again

Follow these directions. At the end you will print the following list of forms, sign them and drop them off at the school office.

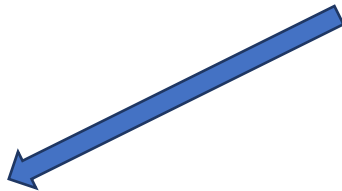
- Corporal Punishment
- USDA Free and Reduced Lunch Form
- Student Residency Information
- Acceptable Use Form
- Field Trip Permission Form
- Falsification of Documents
- Food Allergy Disclosure
- Handbook Receipt Verification
- Mandatory Attendance
- Migrant Education Program

IF YOU DO NOT HAVE A CURRENT PARENT PORTAL ----YOU MUST FIRST REQUEST AN ACCOUNT BEFORE REGISTRATION WILL WORK.

During the summer, you may call Extension 401 for a portal passcode.

Parent Portal

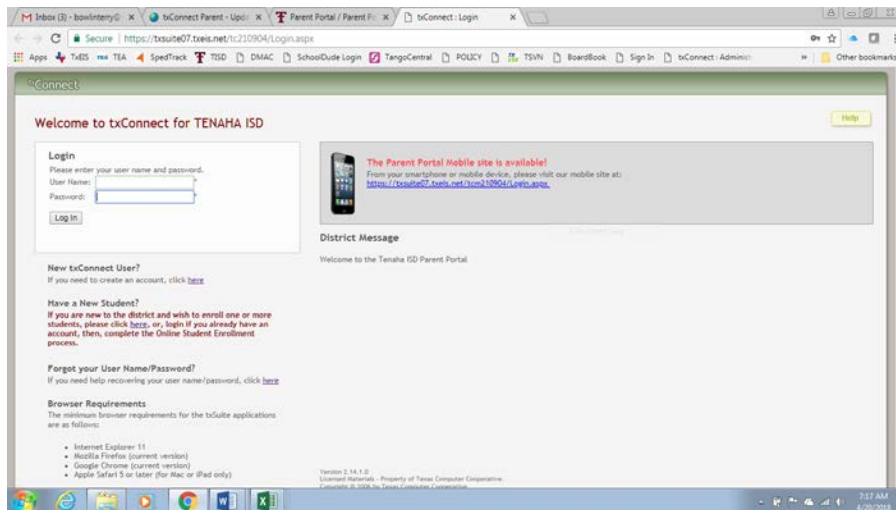
<https://txsuite07.txeis.net/tc210904/Login.aspx>



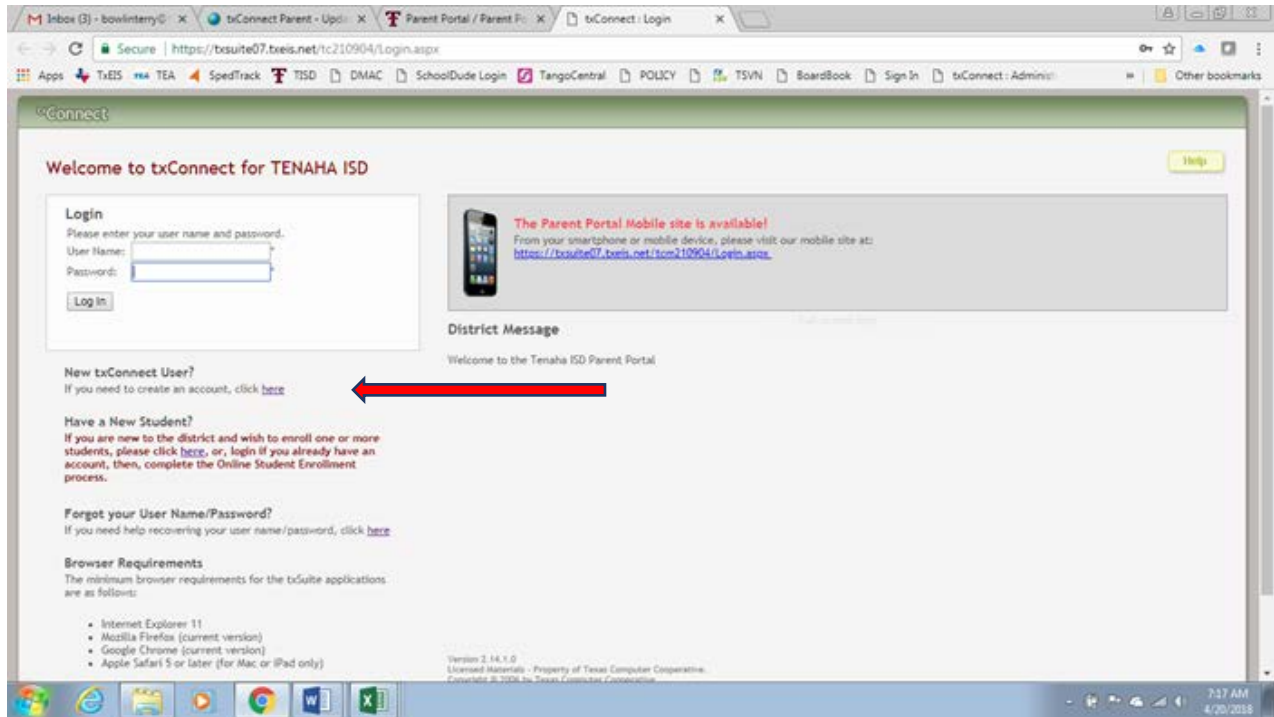
Parent Portal Mobile

<https://txsuite07.txeis.net/tcm210904/Login.aspx>

This is the screen you should see when you select the correct link above.



If you do not have a PARENT PORTAL ACCOUNT select:



You will create a username and password. You must follow the guidelines as detailed on the page. **YOU MUST PROVIDE AN EMAIL ADDRESS.**

Registration

User Info - Step 1 of 3
Please provide a user name, password, and e-mail.

User Name:
Must be between 6 and 25 alpha-numeric characters. (example: ABC5555)

Password:
Must be between 8 and 25 characters; must contain at least 3 of the following c

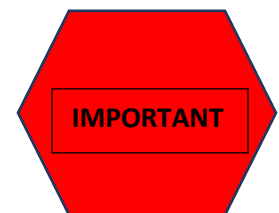
Confirm Password:
Password must match entry in password field exactly. (case sensitive)

E-mail:
Must be a valid e-mail address format. (example: name@name.com)

Confirm E-mail:
A verification email will be sent to the address provided here. Please supply the

Your email address is required if:

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.



Click next and you will select a question and enter an answer. This question will be asked in the event you lose your password. Then Click next again.

Registration

Your account has been created. Please click 'Complete' to skip the below steps and log into your account.

Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:

Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.

Verification Code:

Add Students (optional)

Please provide a Student Portal ID and birth date for each student you wish to add.

If you do not add a student at this time, you may add one in your profile later.

If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.

Student Portal ID: <input type="text"/>	Added Students (none)
Student Birth Date: <input type="text"/>	
<small>Enter date in MM/DD/YYYY format.</small>	
<input type="button" value="Add"/>	

It is best to verify your email address at this time instead of waiting until later.

AFTER VERIFICATION IS SUCCESSFUL

Registration

Your account has been created. Please click 'Complete' to skip the below steps and log into your account.

Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:

Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.

Verification Code:
Verification Successful

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Student Portal ID: <input type="text"/>	Added Students (none)
Student Birth Date: <input type="text"/>	
<small>Enter date in MM/DD/YYYY format.</small>	
<input type="button" value="Add"/>	


CALL EXT 401 FOR PORTAL ID

CLICK **COMPLETE**

You will then see the following screen:

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click the **201X-XX Registration** located on the
left in the student list to complete next
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- Handbook Receipt Verification
- Mandatory Attendance
- Migrant Education Program

If you have any questions, please call Stella at 936-248-5000 ext. 401

Or if you are on campus Just ask the campus secretary WE ARE HERE TO HELP!!!!!!