

Whitewright ISD
Parent Portal Instructions

How to register as a new user-

The Registration page allows you to register for access to txConnect. The log on process is self-administered, which means that you choose your user name and password during registration. If you forget or lose your password, or you wish to change your password, you will go through an automated process to reset your password. To register, you must provide at least one valid Student Portal ID, which you will get from your student's campus. You must have a valid Student Portal ID for every student you wish to add to your account.

Click on the link **Parent Portal** to get to login page. From the Login page, click the link under New User to go to the Registration page. The Registration Step 1 page will be displayed. At any point during the registration process, you may click Previous to return to a previous step in the registration process.

STEP 1:

1. In the User Name field, enter a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last name. Your user name must be six to nine characters and must be unique (not used by anyone else in the district). Your user name is not case-sensitive (i.e., it does not matter if you type uppercase or lowercase letters). If you type a user name that is already taken, the system will notify you that the user name is taken. Please enter another user name.
2. In the Password field, enter a password that you will use when you log on to txConnect. The password must be six to nine alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).
3. In the Confirm Password field, retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.
4. In the Email Address field, enter your current e-mail address.
5. Click Next. If you have not entered all required data, a red message will appear to the right of each field that is missing data. You must provide that information before you can continue. If you have entered the data correctly, the Step 2 page will be displayed.

STEP 2:

1. In the Question field, select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
2. In the Answer field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. Answers are case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).
3. Click Next. If you have entered data incorrectly, a red message will appear to the right of each field that has incorrect data. You must provide that information before you can continue. If you have entered the data correctly, the Step 3 page will be displayed.

STEP 3:

1. In the Student Portal ID field, type your student's Student Portal ID. This ID will be provided to you by his/her campus. If you do not have this ID, you must contact the campus to get the ID. You cannot continue without entering a valid Student Portal ID.

2. In the Student Birth Date field, type your student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in your student's record at the campus. You cannot continue without entering the correct birth date.
3. Click Add. Your student's name will appear in the Added Students box on the right side of the page. You must successfully add at least one student in order to create an account.

Repeat Step 3 to add another student, or click Finish.

The Summary page for your first student (alphabetically) will be displayed on successful created account.

To log on to the system:

1. Click on Parent Portal Link on website.
2. In the User ID field, type your user ID. Your user ID is not case-sensitive.
3. In the Password field, type your password. The typed text will be hidden. Your password is case-sensitive.
4. Click Log In. The student's Summary page is displayed. If you have more than one student added to your account, the Summary page for the first student (alphabetically) will be displayed.

If you entered an invalid user ID and/or password, an error message will prompt you to reenter the data. Warning: If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes. For security purposes, your password will expire periodically. If your password has expired, you will be redirected to the Password Expired page before your student's Summary page is displayed. Follow the instructions provided in the Help for the Password Expired page.

To reset your password:

If you have forgotten your password, you may reset it to regain access to txConnect. You may also change your password at any time. From the Login page, click the link under Forgot your Password to go to the Reset Password page. Follow the instructions provided in Help (upper right corner) for the Reset Password page.

How to see details about student grades:

The Summary page provides only your student's current average for each class. The Grades page gives more information about your student's grades, including individual assignment grades and cycle averages, and notes from the teacher about the assignments and grades. To see detailed information about your student's grades, click Grades in the menu at the top of any page. The Grades page will be displayed for the student you are currently viewing. Click Help on the Grades page for information about using the page.



How to see my student's assignment grades for a class:

The Cycle Grades page displays current grade averages for the current cycle and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available. To see your student's assignment grades, click Grades on the menu at the top of any page.



When you view the Grades page, the Cycle Grades view is displayed by default. If you have clicked another tab on the Grades page, click Cycle Grades to return to the Cycle Grades view. Click the grade average for the class and cycle you wish to view. A box will open below the period row that displays all grade data that has been entered. In addition to the assignment grades, the calculated average and/or posted average are displayed.

The calculated average is the average calculated using your student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles. The posted average is the actual grade that was posted for your student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed. Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed. The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.

For each assignment, the due date and grade are displayed. The Late and Redo columns indicate if the assignment was turned in late or redone. If an assignment grade has been dropped, the message "dropped" will appear next to the grade. If an assignment grade has been excluded, the message "excluded" will appear in place of the grade. If the teacher entered any notes related to your student's assignment grade, the notes are displayed below the grade. To close the assignment grades box for a class, click close details for the class you wish to close. To show assignment grades for the current cycle for all courses, click Show All. To close the assignment grades windows for all courses, click Hide All.

If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment. Click  to see the information, and then click close to close the Note window.

How to see attendance details:

To access the Attendance page, click Attendance on the menu at the top of any page. When you view the Attendance page, the Detailed Attendance view is displayed by default. If you have clicked another tab on the Attendance page, click Detailed Attendance to return to the Detailed Attendance view. The date appears in the column heading if your student was marked absent or tardy for any period during that day. If your student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the Key section of the page (e.g., excused, unexcused until a note is received, etc.). If your student was present and on time for the entire day, nothing appears for the date. If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. Click  to see the information, and then click close to close the Teacher Note window.

How to see attendance in a calendar view instead of a table:

To access the Attendance page, click Attendance on the menu at the top of any page. From the Attendance page, click the Calendar View tab to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed.

If your student was not present for the entire class for any period of the day, the day is highlighted on the calendar. Click the date to open the attendance details for the selected date. For each period, your student's attendance is displayed. The period is only listed if your student was marked absent or tardy for that period. Otherwise, the period is not listed in the attendance details window. Click Close to close the attendance details window for the date.

How to see alerts for a student:

Alerts are messages notifying you if your student has any grades or attendance information of which you should be aware, such as an absence or a low grade. If the student has alerts, the number of alerts will be displayed below his name on the left side of the page. When you create a txConnect account, you are automatically subscribed to two alerts: Unexcused absence alerts, first occurrence of the day and Failing grade alerts. You may change your alerts subscription at any time, as described below.

To read alerts:

To go directly to the Alerts page to read the message(s), click the alerts notification below the student's name. You may also click Alerts in the main menu at the top of the page and select the student for whom you wish to see alerts. The complete alert message is displayed on the Alerts page under Description. If your student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list. New alerts that have not been read are bold. Once you have read an alert, you may click the box under Read to indicate that you have read the alert. The alert will be shaded gray. If you select Read accidentally, you can uncheck Read to change the alert back to unread. You may adjust the page to display or hide the alerts you have already read. If you wish to see only new, unread alerts, ensure that the View Read Alerts check box is not selected. If you wish to see all alerts, ensure that the View Read Alerts check box is selected.

How to update my alerts subscription:

When you create a txConnect account, you are automatically subscribed to two alerts:

Unexcused absence alerts, first occurrence of the day

Failing grade alerts

The Subscribe to Alerts page allows you to change your alerts subscription at any time. To get to the Subscribe to Alerts page, click the Subscribe to Alerts tab on the Alerts page. Alert subscriptions must be set for each student on your account. There are three categories of alerts: Attendance, Grade Average, and Assignment Grades.

Attendance alerts:

The attendance alerts allow you to indicate if you want to receive alerts for tardies and absences.

- Under Unexcused Absences, select one of the following:

If you do not want to be notified of your student's unexcused absences, select the Don't send me alerts option. If you only want to be notified of an unexcused absence on the first occurrence for the day, select Send me an alert for the first occurrence of the day.

If you want to be notified of every unexcused absence throughout the day, select Send me an alert for every occurrence.

- Under Excused Absences, select one of the following:

If you do not want to be notified of your student's excused absences, select Don't send me alerts. If you only want to be notified of an excused absence on the first occurrence for the day, select Send me an alert for the first occurrence of the day. If you want to be notified of every excused absence throughout the day, select Send me an alert for every occurrence.

- Under Tardies, select one of the following:

If you do not want to be notified of your student's tardies, select Don't send me alerts. If you only want to be notified of a tardy on the first occurrence for the day, select Send me an alert for the first occurrence of the day. If you want to be notified of every tardy throughout the day, select Send me an alert for every occurrence.

Average alerts:

The average alert allows you to be notified if your student's grade average in a class falls below a specified grade. By default, you will receive an alert any time your student's grade average in a class falls below failing. You may change the alert by specifying another grade.

To specify another grade, select Custom. In the custom field, type a numeric grade (0-100). Any time your student's average falls below this grade, you will receive an alert.

Assignment alerts:

The assignment alert allows you to be notified if your student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time your student receives a failing assignment grade in any class. You may change the alert by specifying another grade. To specify another grade, select Custom. In the custom field, type a numeric grade (0-100). Any time your student receives an assignment grade below this grade in any class, you will receive an alert. You may also choose to be notified if your student has an assignment marked as missing or incomplete. Select Incomplete Assignments to be notified of incomplete assignments. Select Missing Assignments to be notified of missing assignments.

To receive alert notices by e-mail:

If you wish to have alert notices sent to your e-mail address, be sure to select the Send me an email when an alert is generated check box at the bottom of the page. Also, be sure you have entered your e-mail address on the My Account page. Note: E-mail alert notices will not contain the information contained in the alert. The notice will simply inform you that you have one or more unread alerts in your account. Be sure to click Save Subscriptions before leaving the page. Otherwise, your changes will not be saved.

How to change my hint question and/or answer:

The hint question/answer is used to verify your identity if you have forgotten your password. Your current hint question and answer are displayed under Hint Question. You can change the question, the answer, or both. To access the My Account page, click My Account on the menu at the top of any page. Next to Hint Question, click Change. In the Question field, select a question to which you will provide an answer. This question will be asked when you reset your password. In the Answer field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. Answers are case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters). Click Save. If you have entered data incorrectly, a red message will appear to the right of each field that has incorrect

data. You must provide that information to change your hint question/answer. If you have entered the data correctly, the new hint question will be displayed under Hint Question. If you clicked Change to change your hint question/answer, but decided not to change it, click Cancel.

How to change my password:

You can change your password any time. For security purposes, it is recommended that you change your password periodically. To access the My Account page, click My Account on the menu at the top of any page. Next to Password, click Change. In the Old Password field, enter your current password. In the New Password field, enter a new password that you will use when you log on to txConnect. The password must be six to nine alphanumeric characters.

Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters). In the Confirm Password field, retype your new password exactly as it was typed above. This step confirms that you typed your new password as you intended. Click Save. If you have entered data incorrectly, a red message will appear to the right of each field that has incorrect data. You must provide that information to change your password. If you have entered the data correctly, the new password will be saved. Next time you log on to txConnect, you must use the new password. If you clicked Change to change your password, but decided not to change it, click Cancel.

How to add or update my e-mail address:

If you wish to receive alert notices by e-mail, you must provide your e-mail address. Your current e-mail address is displayed under Email Address, if you have previously entered it. You can add or update your e-mail address at any time. To add or update your e-mail address, click My Account on the menu at the top of any page. Next to Email Address, click Change. In the Email Address field, enter your current e-mail address. Click Save. If you have entered data incorrectly, a red message will appear to the right of the field. You must enter your e-mail address in a valid format to continue. If you have entered the data correctly, the new e-mail address will be displayed under Email Address. If you clicked Change to change your e-mail address, but decided not to change it, click Cancel.