Steps Involved for Online Registration – Email Verification

During registration, the parent/guardian with whom the student lives with will need to provide an email address in the Parent/Guardian 1 section of the SIC card.

The campus data entry clerk will need to be sure to enter the Parent/Guardian 1 email into iTCCS for students.
The parent will need to login to the txConnect Parent Portal. To access the Parent Portal, on the ECISD home page choose the txConnect Parent Portal link from the “For Parents/Students” drop-down menu.

Then click on the txConnect Parent Portal Website link.
If the parent has already set up a txConnect account, they will login with their User Name and Password. If the parent has not set up a txConnect account, they will need to do so by clicking on the new user link.

Once a parent has set up their txConnect account, they will need to login and go to the My Account section.
Under Manage My txConnect Students, the X or Check Mark will indicate if the email address matches.

If the email address entered in iTCCS for Parent 1 does not match the email address the parent is using with their txConnect account, the parent **will not** be able to register online.

If the email addresses **do not** match, the campus data clerk needs to enter or update the Parent 1 email address in iTCCS. Or the parent has to make sure they use the email they provided on the SIC card with their txConnect account. The parent can update their txConnect email by going to My Account and clicking on Change in the Email Address section.

The parent will then login to their email account and retrieve the registration key. They will need to enter the registration key into their txConnect account.

The parent enters the registration key on the Edit Settings For My Students page in their txConnect and clicks the Submit button.