

How to Setup a txConnect Account

aka "How do I check my grades?"

txConnect allows parents and students to log in and check grades & attendance online. This wonderful increases communication between school & home and helps each student achieve his/her highest level of success.

STEP

1

Go to website: <https://txsuite.esc13.net/tc227814>

This is the main website for txConnect. Feel free to go ahead and add this link to your bookmarks for future reference.

STEP

2

Go to "New txConnect User"

Since this is the first time you are logging in, you will need to create a new account. Click on the link below "New txConnect User?"

txConnect

Welcome to txConnect for CHAPARRAL STAR ACADEMY

Login
Please enter your user name and password.
User Name:
Password:

District Message

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

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

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STEP 3

Complete Registration Information

Please make sure to fill out all necessary registration information. Make note about the special restrictions for the necessary password. Please remember this user name/password combination and keep it in a secure place. The most common issue with txConnect is being locked out due to forgotten/incorrect user names & passwords.

Registration

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

User Name:
Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

Password:
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

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)

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.

STEP 4

Answer Security Question (your choice)

Please make sure to make special note of your security question & answer. Chaparral Star Academy administration **cannot determine the answer to your security question** should your account need to be reset (due to lost/forgotten user name & password).

Registration

Hint Question - Step 2 of 3
Select a question and enter an answer to help you retrieve your password if it is lost.

Question: Choose a question...

Answer:

STEP 5

Add Students to your Account

On the welcome letter received from the school, your child was given a STUDENT PORTAL ID. You will need to enter that information on this screen, along with his/her birthdate. Parents of multiple students can go ahead and add all students at this point. They can also be added later.

The screenshot shows the 'txConnect' interface. At the top left is the 'txConnect' logo. Below it is the heading 'Registration' in red. Underneath is the sub-heading 'Add Students (optional) - Step 3 of 3'. A paragraph of instructions follows: '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. Your Portal ID will be given to you by your students' campus.' Below the text are two input fields: 'Student Portal ID:' and 'Student Birth Date:'. The birth date field has a placeholder 'MM/DD/YYYY' and a small instruction 'Enter date in MM/DD/YYYY format.' below it. To the right of these fields is a table with a header 'Added Students' and a single row containing '(none)'. Below the input fields is an 'Add' button. At the bottom right of the form are two buttons: 'Previous' and 'Complete'.

STEP 6

Press “Complete”

Once you have pushed “Complete,” you will have finished the registration process! Please explore to find information specific to each student! For more information about how to navigate txConnect, please visit the school’s website at <http://chaparralstaracademy.com/txconnect/>. If you have any questions, please contact Ms. Navarro (veronicanavarro@chaparralstaracademy.com).