

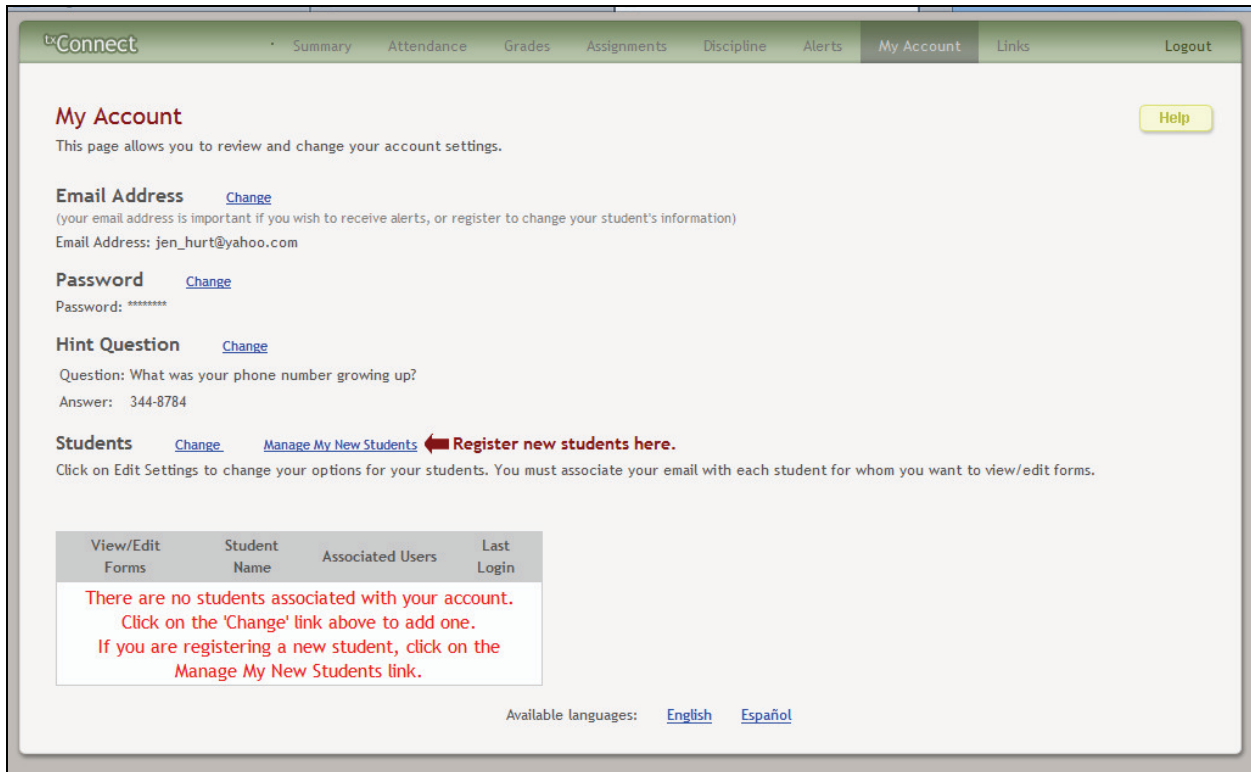
# My Account

The parent/guardian can change his account settings through the My Account page. To access the My Account page, click **My Account** on the menu at the top of any page.

The screenshot shows the 'My Account' page in the txConnect system. The navigation bar at the top includes 'Summary', 'Attendance', 'Grades', 'Assignments', 'Discipline', 'Alerts', 'My Account', 'Links', and 'Logout'. The 'My Account' section includes a 'Help' button and instructions: 'This page allows you to review and change your account settings.' Below this are sections for 'Email Address' (with a 'Change' link), 'Password' (with a 'Change' link), and 'Hint Question' (with a 'Change' link). The 'Students' section includes 'Change' and 'Edit Settings' links and a note: 'Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms. (Note: You must be the primary parent/guardian of that student to do this.)' A table lists the associated students:

View/Edit Forms	Student Name	Associated Users	Last Login
	ELIZABETH A. ALBA	Annette1	4/5/12 2:46 PM
	JOSHUA K. ANGELES	Annette1	4/5/12 2:46 PM
	ALEIGH L. BAILEY	Annette1	4/5/12 2:46 PM

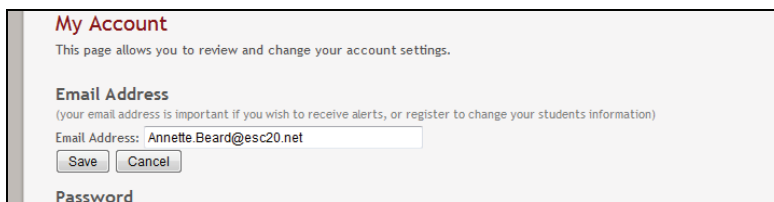
If the parent/guardian is new to the district and has not yet added a student to his account, there will be no students listed initially. The parent can add students to his account from this page.



## How to Add or Update an E-Mail Address

If the parent wants to receive alert notices by e-mail or register his e-mail address to a student, he must provide a valid e-mail address. His current e-mail address is displayed under **Email Address** if he previously entered it. The parent can add or update his e-mail address at any time.

1. Next to **Email Address**, click **Change**. The **Email Address** field is displayed.



2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of the field. The e-mail address must be in a valid format (e.g., *someone@example.net*) to continue.
  - If the data was entered correctly, the new e-mail address is displayed under **Email Address**.
3. The parent can click **Cancel** not to change the e-mail address.

## How to Change a Password

The parent can change his password any time. For security purposes, it is recommended that the password be changed periodically.

1. Next to **Password**, click **Change**. The **Old Password**, **New Password**, and **Confirm Password** fields are displayed.

2. In the **Old Password** field, the parent enters his current password.
3. In the **New Password** field, the parent enters a new password.
4. In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.
5. Click **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the password.
  - If the data was entered correctly, the new password is saved. The next time the parent logs on to txConnect, he must use the new password.
6. The parent can click **Cancel** not to change the password.

## How to Change a Hint Question/Answer

The hint question/answer is used to verify the parent's identity if he forgets his password. The parent's current hint question and answer are displayed under **Hint Question**. He can change the question, the answer, or both.

1. Next to **Hint Question**, click **Change**. The **Question** and **Answer** fields are displayed.

2. The parent makes changes to the question and/or answer and clicks **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.

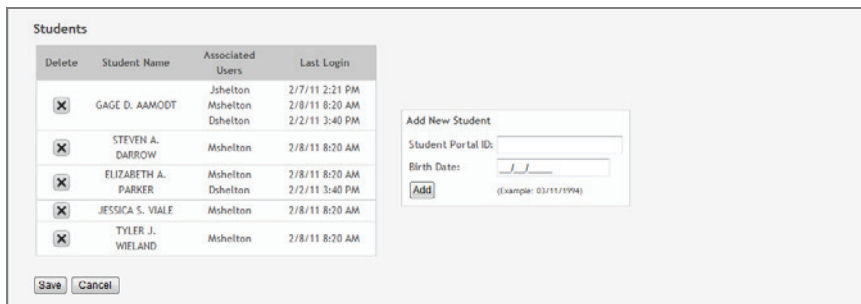
- If the data was entered correctly, the new hint question is displayed under **Hint Question**.

3. The parent can click **Cancel** not to change the question and answer.

## How to Add or Delete a Student

If the parent wants to add a student to his txConnect account, he must have a valid student portal ID for the student issued by the student's campus.

1. Next to **Students**, click **Change**. The **Add New Student - Student Portal ID** and **Birth Date** fields are displayed.



2. Under **Add New Student** in the **Student Portal ID** field, the parent types his student's portal ID.
3. In the **Birth Date** field, the parent types the 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 the student's record at the campus.
4. Click **Add**. The student's name is displayed in the **Students** grid.
5. Click **Save** to save the changes.

If the student was successfully added to the account, his name appears in the **Students** list on the left side of every page. The students are listed in alphabetical order.

6. To delete a student from an account, click  next to the student to delete. Click **Save** to save the changes.

If the student was successfully deleted from the account, his name no longer appears in the **Students** list on the left side of every page.

7. Click **Cancel** not to add or delete a student.