

Parent Portal Registration Steps:

1. From the CISD home page, click on the Parent Portal link found on the main navigation bar.
2. On the txConnect page, find the new user link at the bottom. Click the **Create an account** [click here](#) link.
3. From this page you will create a user name, password, and type your e-mail address. Click next.
4. Select a question and enter an answer to help you retrieve your password if it is lost. Click next.
5. Next you will type in the **Student Portal ID** (this is the student number that is unique to your child and is enclosed in the Parent Portal information given above these steps). This step is a one-time process. You will not need to re-enter this number once you have complete this process.
6. 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.
7. 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.**
8. Repeat the previous steps to add another student, or click **Finish**. The Summary page for your first student (alphabetically) will be displayed.