

LAGO VISTA ISD

NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

- Go to the Lago Vista ISD website – www.lagovistaisd.net
- Click on “Parents & Students” tab.
- On the pull down menu, select “TxConnect – Check Grades”.
- Look for the “Have a New Student” area and click on **here** to begin your online student registration.

Welcome to txConnect for Lago Vista ISD

Login

Please enter your user name and password.

User Name:

Password:

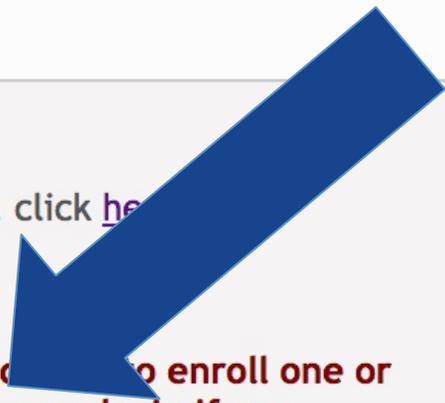
Log In

New txConnect User?

If you need to create an account, click [here](#).

Have a New Student?

If you are new to the district and need to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.



- You will need to set up a “User Name & Password”. Enter an email that you will use to receive school information. Hit “Next”.

Registration

User Info - Step 1 of 3

Please provide a user name, password, and e-mail.

User Name:
Must be between 6 and 25 alpha-numeric characters. (example: ABC5555)

Password:
Must be between 8 and 25 characters; must contain at least 3 of the following cha

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)

Confirm E-mail:
A verification email will be sent to the address provided here. Please supply the g listed below.

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.

- Select a “Hint Question” and provide an answer - click “Next”.

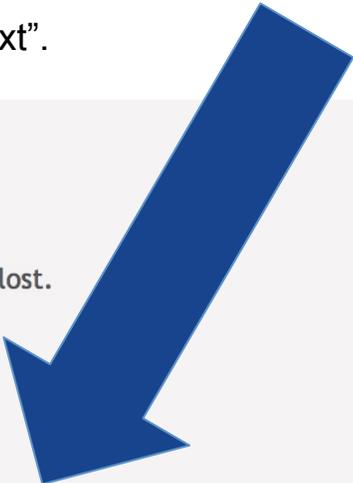
Registration

Hint Question - Step 2 of 3

Select a question and enter an answer to help you retrieve your password if it is lost.

Question:

Answer:



- Leave TxConnect open and check you're the email address provided. You will have an email with a code. Highlight and copy the code.

txConnect Email Verification



Inbox x



parentportal@lagovista.txed.net

to me ▾

Please verify that this is your email address by following these steps:

1. Log in to txConnect, and go to the 'My Account' page.
2. In the 'Email Address' section, enter the following verification key:

9nqnSYDeqqxtZXZA

(You can copy the key from this email message and paste it into the appropriate box in txConnect.)

3. Click 'Verify Code' after entering the key to complete the email verification process.

- Return to TxConnect and enter the code. Click “Verify Code”.

Registration

Your account has been created. Please click 'Complete' to skip the below steps and log into your account.

Verify Email Address (optional)

You should receive an email message containing a verification code. Please enter that code here:

Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enroll a new student in the district.

Verification Code:

Add Students (optional)

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 later.

If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.

Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

- You will see a notification that says “Verification Successful”. Skip the “Add Students” option. Click “Complete”.

Registration

Your account has been created. Please click 'Complete' to skip the below steps and log into your account.

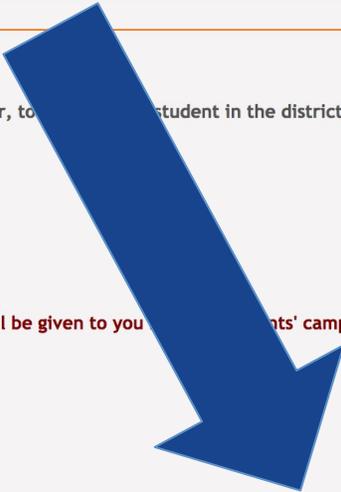
Verify Email Address (optional)
You should receive an email message containing a verification code. Please enter that code here:
Your email address is required if you wish to receive alerts, edit existing student registration information, or, to add a new student in the district.

Verification Code:
Verification Successful

Add Students (optional)
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 by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.

Student Portal ID: **X** Added Students: (none)

Student Birth Date: **X**
Enter date in MM/DD/YYYY format.



- On the next page, close the popup window.

What are my next steps?

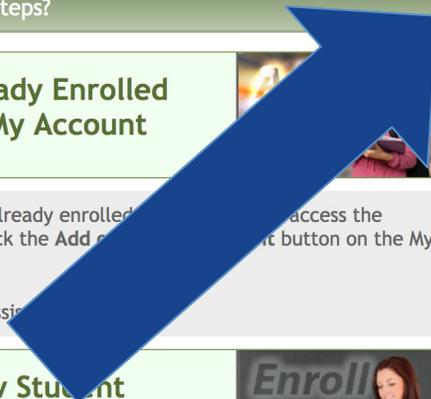
Add an Already Enrolled Student to My Account

If your student is already enrolled in the district, click the Add an Already Enrolled Student button on the My Account page.
Click [Help](#) for assistance.

Enroll a New Student

New to the district? To enroll a student, click the Enroll a New Student button on the My Account page.
Click [Help](#) for assistance.

Do not show this again



- Go to the “Mobile Number/Text Messages” section. Enter your Mobile Number (with no hyphens) TWICE, click on “Verify Mobile Number”.

My Account - Welcome User: slofton

Review and change your account settings.

Students

To see an already enrolled student's grades, attendance and other information, click the "Add or Remove Student" button. To add a new student, click "Enroll a New Student" and provide a valid email address that matches your contact record at the district. See online Help for more information.

Manage My ~~Connect~~ Students:

Add or Remove Student

Student Name	Rights	Student Data	Associated User	Last Login
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There are no students associated with your account. Click Add Student or Remove Student above to add student.

To enroll a new student, click Enroll a New Student below.

My New Student:

Enroll a New Student

Student Name	Submitted to District?
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Click Enroll a New Student to enroll a new student.

Email Address

Email Address: suzy.lofton@utexas.edu

Change or Remove

Mobile Number / Text Messages

To receive text messages on your mobile phone, type the cell phone number. To NOT receive text messages, leave blank.

Mobile Number: No hyphens

Confirm Mobile Number:

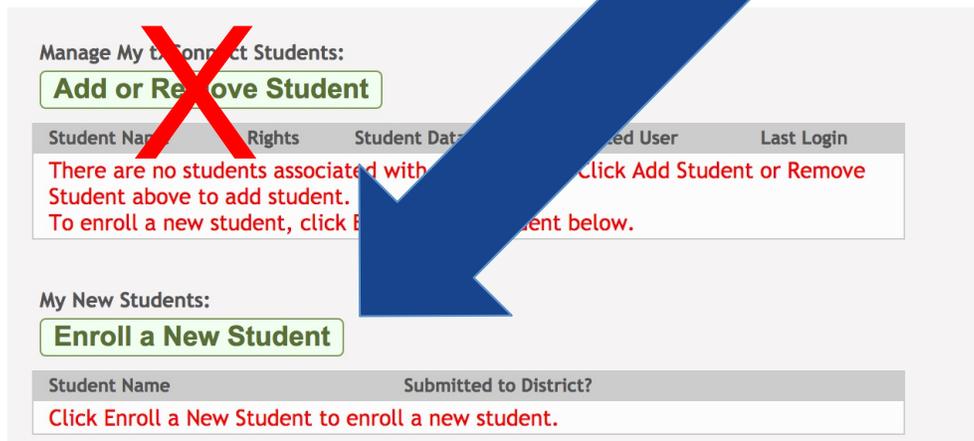
- You will receive a text message with a confirmation number.



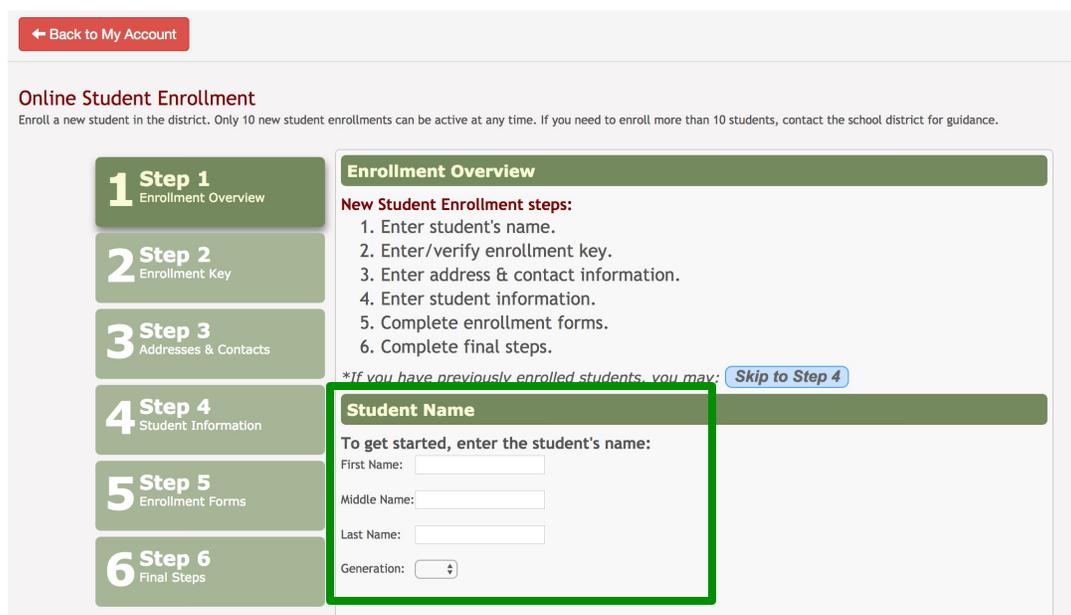
Text Message
Today 10:31 PM

FRM:Lago Vista ISD
MSC: Verification Code:
448507

- Enter the code from your text message and click “Verify”.
- Click on “Enroll a New Student”.



- On the “Step 1” page, enter your students First & Last Name – click “Continue”.



- On the “Step 2” page, enter the CAPTCHA code in ALL CAPS - click “Continue”.

Online Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

Express Enrollment for Victor Viking
Obtain and verify an Enrollment Key.

1. Enter the letters displayed below in ALL CAPS, and click Continue.

OIDWQO

OIDWQO

[Continue](#)

- On the “Step 3” page, click “Add Address”.

Online Student Enrollment
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1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

Family Addresses

Address	Street	Street	City	Zip
To add an address to the list, click Add Address.				
Add Address				

Family Contacts

First Name	Last Name	Relation
To add a contact to the list, click Add Contact.		
Add Contact		

- In the window that appears, add the student’s full physical address and full mailing address – save changes.

Address Manager

Family Addresses

Physical Address

Street Number (Physical)	
Street Name (Physical)	
Street Direction (Physical)	
Apartment Number (Physical)	
City (Physical)	
State (Physical)	
Zip (Physical)	
Zip4 (Physical)	

Mailing Address

Street Number (Mailing)	
Street Name (Mailing)	
Street Direction (Mailing)	
Apartment Number (Mailing)	
City (Mailing)	
State (Mailing)	

- When the window closes, click on “Add Contact”.

Online Student Enrollment
 Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

Family Addresses

Address Information	Street Number	Street Name	City	Zip
Edit	8039	Bar-K Ranch Road	Lago Vista	78645

To add an address to the list, click Add Address.

[Add Address](#)

Family Contacts

First Name	Last Name	Relation

To add a contact to the list, click Add Contact.

[Add Contact](#)

- In the window that appears, add contact information. Please add as many contacts as you want. We have to have anyone that provides transportation listed in your contacts list.
- Make sure you choose a phone preference – cell, home, business or other.

Family Contacts

Contact: First Name

Contact: Middle Name

Contact: Last Name

Contact: Generation

Contact: Relation

Contact: Emergency Contact Yes No

Contact: Migrant Yes No

Contact: Street Number

Contact: Street Name

Contact: Apartment Number

Contact: City

Contact: State

- Save Changes.

- After you have added information in the “Family Addresses” and “Family Contacts” sections, click “Continue”.

Online Student Enrollment
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1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

Family Addresses

Address Information	Street Number	Street Name	City	Zip
Edit	8039	Bar-K Ranch Road	Lago Vista	78645

To add an address to the list, click Add Address.

[Add Address](#)

Family Contacts

First Name	Last Name	Relation	
Edit	Suzy	Lofton	Mother

To add a contact to the list, click Add Contact.

[Add Contact](#)

[Continue](#)

- On the “Step 4” page, click on “Enter Student Info”.

Online Student Enrollment
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1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

Student Information

Student Name	Edit Data	Remove	Submitted to District?
Victor V Viking III	Enter Student Info.	Remove	

Selected Student:
Select a new student student list above.

- On the “Step 4” Student Information Page – please answer ALL the questions.
- Make sure to put **Yes** or **No** in the **blank lines**. It will not allow you to leave these blank and will give you an error.

- Make sure to also use the **INSIDE SCROLL DOWN** where all the information is to fill out. You can skip the student email and phone number if you prefer not to release that information. You can also skip the blanks for previous campus and district.

Online Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

Student Information

Selected Student: Victor V Viking III [Choose Another Student](#)

First Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) Victor

Middle Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) V

Last Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) Viking

Generation III

Nickname

Date of Birth (An official birth certificate must be presented for the registrar to make a copy in order to verify the student's date of birth.)

Sex Male Female

Student Email Address

Student Cell Phone

SSN (An official Social Security Card must be presented for the registrar to make a copy in order to verify the Social Security

[Cancel](#) [Save and Submit later](#) or [Save and Continue](#)

- Once you have completed all of the information, click on “Save and Continue” - if the required information is completed, you will not get any error messages.
- If you receive an error message, make sure to put **Yes, No, or N/A** in any **blank lines**.

Online Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

Student Information

Selected Student: Victor V Viking III [Choose Another Student](#)

First Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) Victor

Middle Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) V

Last Name (Must be entered exactly as shown on birth certificate (or other identifying documentation.)) Viking

Generation

Nickname

Date of Birth (An official birth certificate must be presented for the registrar to make a copy in order to verify the student's date of birth.)

Sex Male Female

Student Email Address

Student Cell Phone

SSN (An official Social Security Card must be presented for the registrar to make a copy in order to verify the Social Security

[Cancel](#) [Save and Submit later](#) or [Save and Continue](#)

- On the “Step 5” page, click “Submit to District”.

Online Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

Selected Student: Victor V Viking III [Choose Another Student](#)

Downloadable Enrollment Forms
There are no downloadable forms available at this time.

Standard Enrollment Forms
There are no downloadable forms available at this time.

[Submit to District](#)



- You will receive an on-screen message verifying that your information has been submitted to the District for processing. Select “Continue to Final Step”.

Online Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

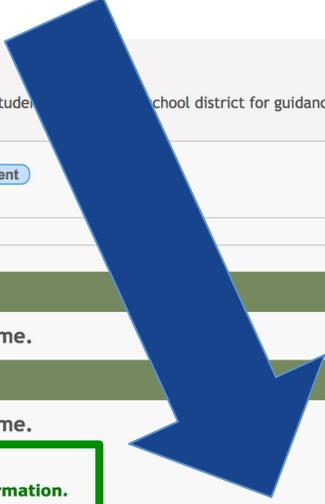
Selected Student: Victor V Viking III [Choose Another Student](#)

Downloadable Enrollment Forms
There are no downloadable forms available at this time.

Standard Enrollment Forms
There are no downloadable forms available at this time.

**Data saved and submitted for district processing.
An email has been sent to you with registration information.**

[Continue to Final Step](#)



- If adding another student – click on “Add Another Student” and follow the same process.
- If you are registering only one student, you may exit the system.

← Back to My Account

Online Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5

Final Steps

You're almost done!
The final step is to deliver all required paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section, contact the district for further instructions.

To add another student, click the Step 1 tab or click Add Another Student.

[Add Another Student](#)

Print Enrollment Confirmation

Student Name	Print Enrollment Confirmation	Submitted to District?
Victor V Viking III	Print Enrollment Confirmation	✓ 8/17/2017

- You will receive a confirmation email with an enrollment key. If you experience difficulty with your account creation, this number may be used to help locate your account – it is NOT your Parent Portal ID. Once your enrollment forms are processed, you will receive a Parent Portal ID from the campus registrar. Elementary students will receive this in Friday folders.

**THANK YOU SO MUCH FOR REGISTERING YOUR
NEW STUDENT WITH LAGO VISTA ISD!**

WE LOOK FORWARD TO A GREAT YEAR!

ADDING YOUR PARENT PORTAL ID

- To add your student once you receive your Parent Portal ID, log into the TxConnect account you created using the instructions above and click on “Add or Remove Student”.

My Account - Welcome User: slofton
Review and change your account settings.

Students
To see an already enrolled student's grades, attendance and other information, click the "Add or Remove Student" button. To add a new student, click the "Enroll a New Student" button and provide a valid email address that matches your contact record at the district. See online Help for more information.

Manage My txConnect Students:

Add or Remove Student

Student Name	Rights	Stu	Associated User	Last Login
There are no students associated with this account. Click Add Student or Remove Student above to add student. To enroll a new student, click Enroll a New Student.				

My New Student

Enroll a New Student

Student Name	Submitted to District?
Victor Wiking III	✓ 8/17/2017

Click Enroll a New Student to enroll a new student.

- Enter Your Portal ID from the registrar and the student's date of birth. Click “Add”.

My Account - Welcome User: slofton
Review and change your account settings.

Students
To see an already enrolled student's grades, attendance and other information, click the "Add or Remove Student" button. To add a new student, click the "Enroll a New Student" button and provide a valid email address that matches your contact record at the district. See online Help for more information.

The Student Portal ID should be obtained from your student's campus Registrar. The Student Portal ID is case sensitive and should be entered exactly as printed.

(Example: qbQgkqA2z)

Add Student to txConnect

Student Portal ID:

Date: (Ex: 03/11/1994)

Note: This is a sample ID. You will receive your student's unique Parent Portal ID from the campus registrar once your student's enrollment is fully processed.

Please email technology@lagovista.txed.net if you experience any difficulties.