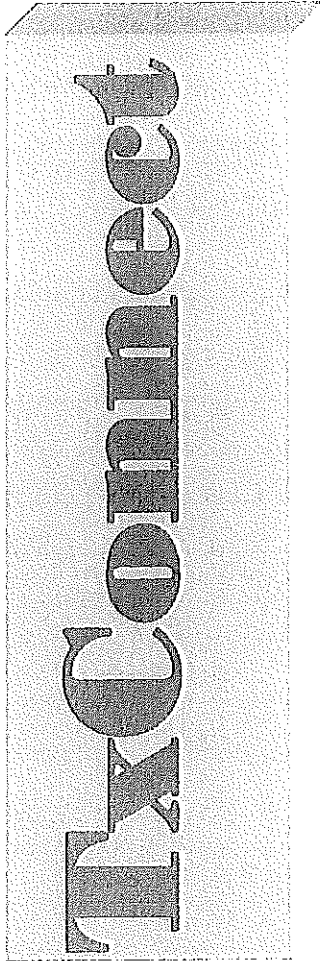


Parent Portal



 REGION 10

How to Register as a New User

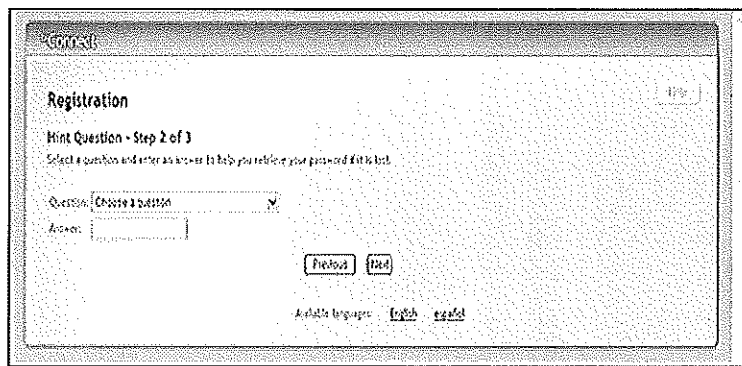
The registration process is self-administered, which means that the parent chooses his user name and password. If he forgets or loses his password, or wishes to change it, he will go through an automated process to reset his password.

From the Login page, click the link under **New User** to go to the Registration page.

The Registration User Info-Step 1 of 3 page is displayed.

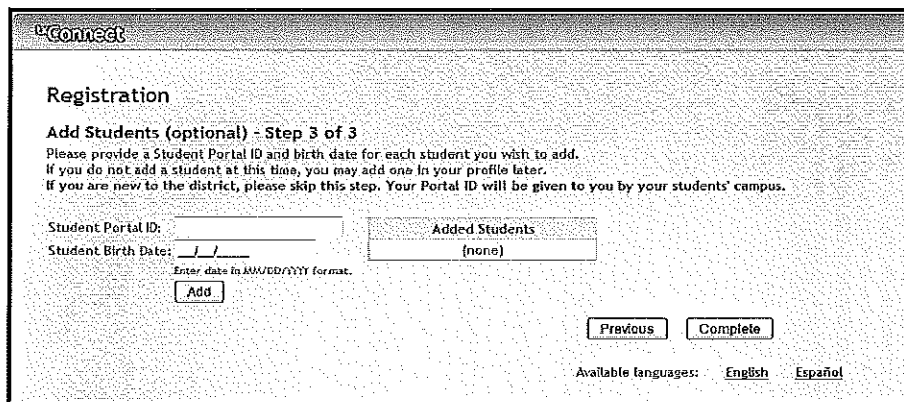
Step 1:

1. In the **User Name** field, the parent types a user name that will identify him when he logs on to **lxConnect**, such as a combination of letters from his first and last names.
 - The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
 - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
 - If the parent types a user name that is already taken, the system notifies him that the user name is taken. Another user name must be entered.
2. In the **Password** field, the parent enters a password that he will use when he logs on to **lxConnect**.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric and/or punctuation (e.g., aBc1234).
 - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that the parent typed his password as intended.
4. The **E-mail** field is used to send the parent attendance, grade average, and assignment alerts. This is a **required** field.
5. Click **Next**.
 - If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before continuing.
 - If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.



Step 2:

1. In the **Question** field, the parent selects a question to which he will provide an answer. The question is asked in the event that the parent loses his password.
2. In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, include uppercase and lowercase letters).
3. Click **Next**.
 - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. That information must be provided before he can continue.
 - If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.



Step 3:

The parent must enter at least one valid student portal ID, which the campus provides. The parent must have a valid student portal ID for every student he wants to add to his account

If the parent/guardian is new to the district, he can skip this step initially. His student's Portal ID will be provided by the campus at a later time. The parent/guardian can click **Complete** to continue to the My Account page.

In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid student portal ID.

Note: The student portal ID must be typed exactly as it is printed (i.e., uppercase and lowercase letters).

In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birthdate in his student's record at the campus. He cannot continue without entering the correct birth date.

Click **Add**. The student's name is displayed in the **Added Students** box on the right side of the page. The parent must successfully add at least one student in order to create an account.

The parent can repeat the previous steps to add another student or click **Complete**. The Summary page for the first student in the parent's alphabetical list is displayed.