

# TxConnect Certification of Training

This training enables a person listed as a parent or guardian in the school’s student information system to gain access to their student’s Parent Portal ID. After viewing the online course and completing this form, a parent/guardian can present the completed form with a signature verifying completion of the online modules required for access , at the campus office of their student. (Please remember that Parent Portal Connect is not used at Gatesville Primary.) Parents with more than one student may need the campus secretary to make a copy of the form to present to other campuses. Please contact [mworthington@gatesvilleisd.org](mailto:mworthington@gatesvilleisd.org) with questions about this process.

**Please complete the information below for proof of completion of the TxConnect Online Course on Gatesville ISD’s website.**

1. The Parent Portal system is a \_\_\_\_\_ database which means it is a copy of the teacher’s electronic gradebook.
2. Because of this, it may take approximately \_\_\_\_\_ hours for a grade to show up on the Parent Portal.
3. When a parent first goes to the TxConnect website, they must first click on the \_\_\_\_\_  
\_\_\_\_\_
4. It is important to input an \_\_\_\_\_ address so that a forgotten password can be retrieved or alerts can be received.
5. Once a student portal ID has been entered along with the date of birth, the student’s name will appear on the right side of the screen in a box named \_\_\_\_\_
6. There are \_\_\_\_ (#) tabs at the top of the screen that a parent can use to access information in the system, subscribe to alerts, or for account information.
7. A parent can choose the \_\_\_\_\_ button in order to enter a specific number for which they want to receive an alert.
8. A parent can change their password at any time by clicking on the \_\_\_\_\_ tab at the top of the screen.

*By completing this sheet, I certify that I have completed the online modules required to access the Parent Portal system for Gatesville ISD*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

List students-campuses-grades  
\_\_\_\_\_  
\_\_\_\_\_