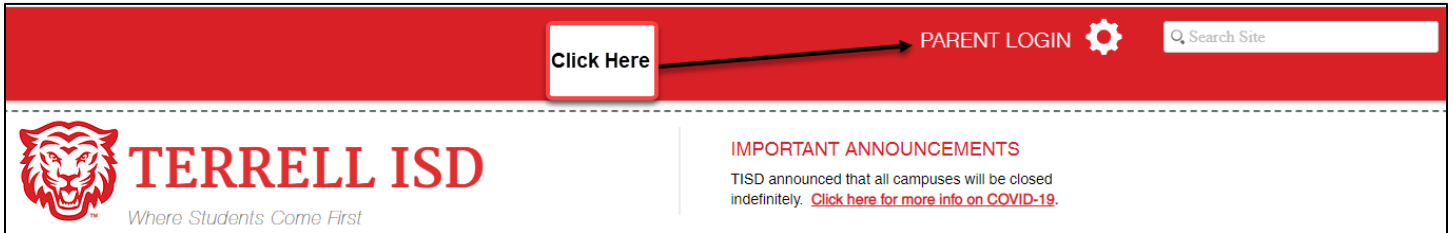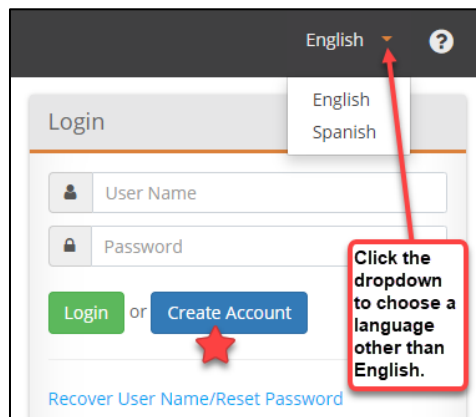# Creating a Parent Portal Account and Enrolling a New Student

Follow these steps to enroll a NEW student in Parent Portal. *If your student has <u>EVER</u> attended a Terrell ISD School, you will use the Online Registration feature in Parent Portal once your account is created.*

1. Visit the Terrell ISD website at http://www.terrellisd.org and click on PARENT LOGIN.

2. You will be redirected to the Terrell ISD Parent Portal Login page. If you do NOT have an existing TISD Parent Portal account, click on Create Account.

3. Complete the fields and click Next.

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4. Click the dropdown arrow to choose a Security Question. Complete the Answer field and click NEXT. You MUST remember your answer to the hint question. This will be used in the event you lose your password and need to reset.

5. Click Finish and you will be redirected to your account dashboard for email and phone number verification.
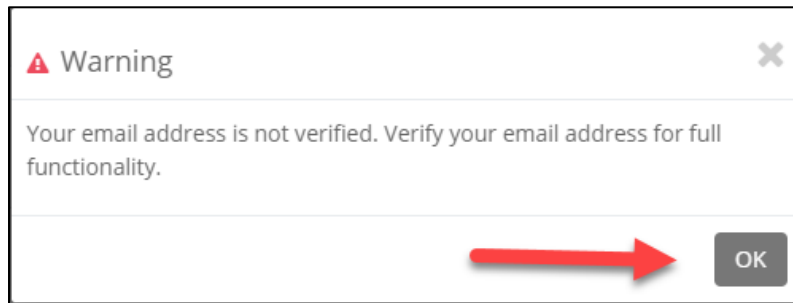
Creating a Parent Portal Account and Enrolling a New Student

6. Once returned to your Dashboard, you will see the warning message below. Click OK.

7. During the Create a New Account process, you should have received an email from the Parent Portal Email Verification system which contains a "Validate Email" link. (If you also entered your phone number, you should have received a text message containing a code)
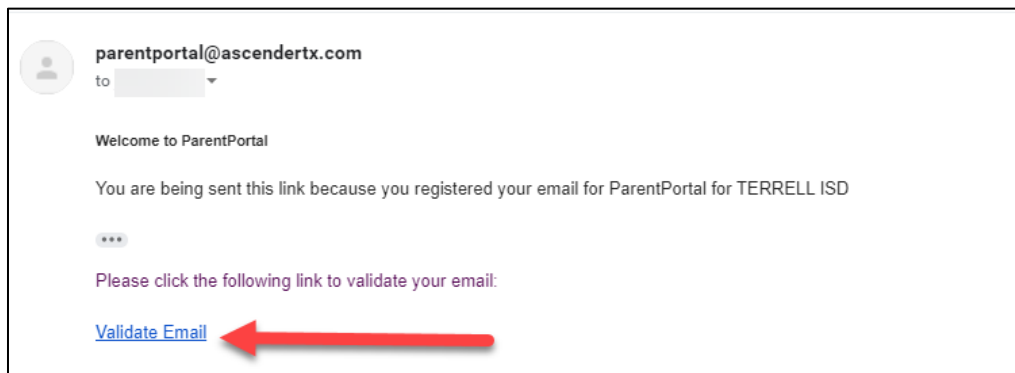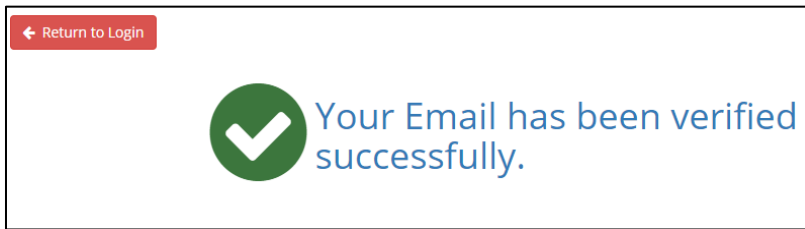
Creating a Parent Portal Account and Enrolling a New Student

8. Congratulations! Your Parent Portal account is successfully verified!!

9. You are now ready to Enroll your new student(s). Click on Enroll a New Student.
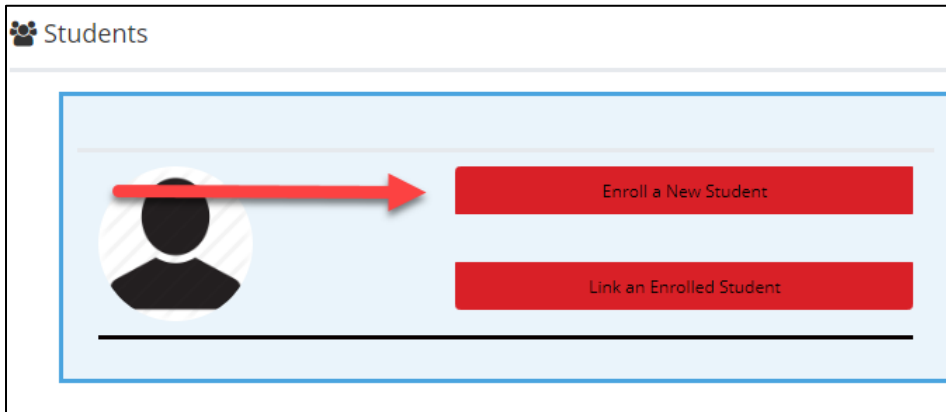
10. STEP 1: Fill in all fields and follow the prompts for Step 1.

11. STEP 2: Enter the CAPTCHA characters for Step 2. You will receive a message that your key has been created and verified.
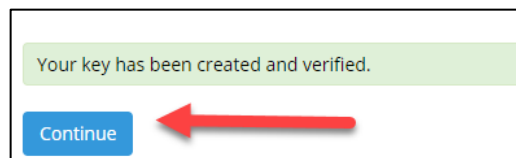
Creating a Parent Portal Account and Enrolling a New Student

12. STEP 3: Family Addresses and Conta`1ct Addresses – Click Add Address under Family Addresses and complete the Physical Address fields. If the student's physical address and mailing address are the same, click Copy to copy the physical address to the mailing address fields. If physical and mailing addresses are different, you must enter both addresses.

Click Add Contact to add Emergency Contact information. Repeat this step to add as many contacts as needed.

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Once all contacts have been added, click Continue.

13. STEP 4: Click Add/Edit Info.

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14. STEP 5: Complete ALL enrollment forms by clicking on the name of the form (in blue).

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15. STEP 6: Print or Save the enrollment Confirmation for your student. To add another student, click Add Another Student. You can also use the dropdown in the top right corner to return to your account dashboard.

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16. A letter will be mailed to the mailing address you supplied for your student that contains your Parent Portal ID. When you receive this letter, you will log in to Parent Portal and enter your student's PP ID here.

Parent / Guardian

Dear TISD Parent or Guardian:

You will receive a letter from your child's campus that contains the student's Portal ID.
If you have multiple students enrolled, each student will be assigned a different Portal ID.

Portal ID
UL9D7iuApf Test G. Student

My Account

👥 Students

Once you have received your child's Portal ID, log in to your Parent Portal Account and click on Link an Enrolled Student

Enroll a New Student

Link an Enrolled Student

👥 Link an Enrolled Student   ✕

Obtain the ParentPortal ID from the student's campus.

ParentPortal ID: ParentPortal ID

Enter your child's Portal ID and birth date. Click Add

Birth Date (MM/DD/YYYY):   Birth Date (MM/DD/YYYY)   • (Ex. 05/11/19

Cancel   Add