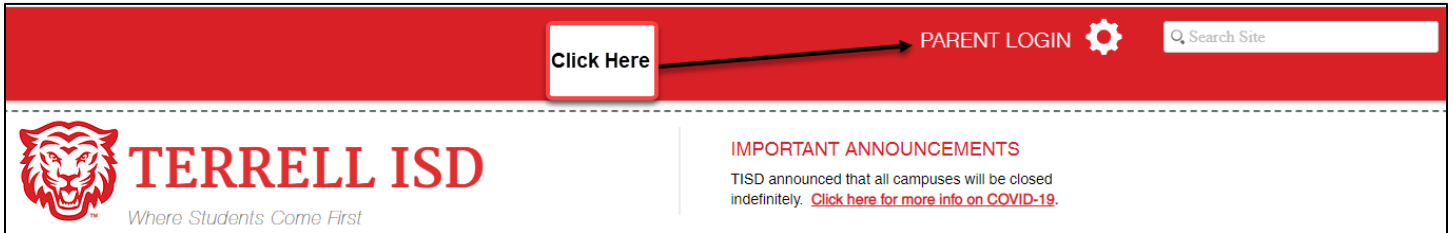


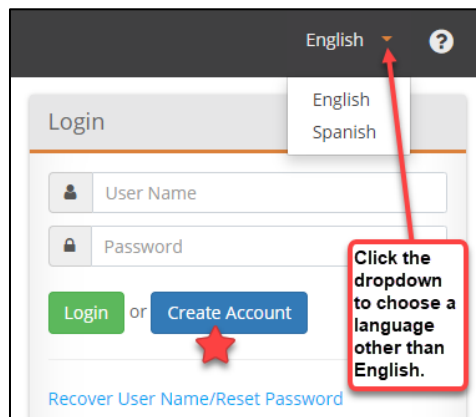
## Creating a Parent Portal Account and Enrolling a New Student

Follow these steps to enroll a NEW student in Parent Portal. *If your student has EVER 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.

## Creating a Parent Portal Account and Enrolling a New Student

- 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.

Return to Login

Create Account

User Information Security Question Complete

Security Question

This information will assist you in resetting a lost password.

Select Question: What was the name of your first pet?

Answer: What was your high school mascot?

What was your phone number growing up?

Who is your favorite musician or band?

Back Next Cancel

Return to Login

Create Account

User Information Security Question Complete

Security Question

This information will assist you in resetting a lost password.

Select Question: What was the name of your first pet?

Answer: Answer

Back Next Cancel

- Click Finish and you will be redirected to your account dashboard for email and phone number verification.

Return to Login

Create Account

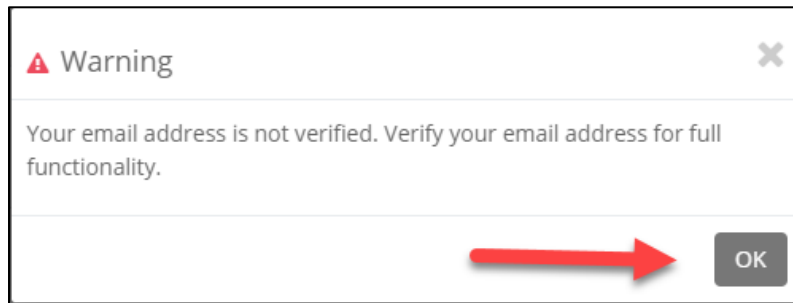
User Information Security Question Complete

✓ Your ASCENDER ParentPortal account has been created.

Finish Cancel

## Creating a Parent Portal Account and Enrolling a New Student

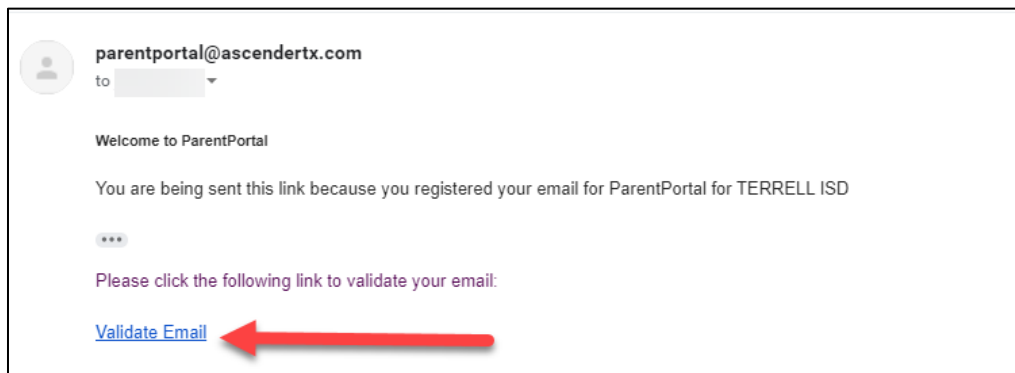
6. Once returned to your Dashboard, you will see the warning message below. Click OK.



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)

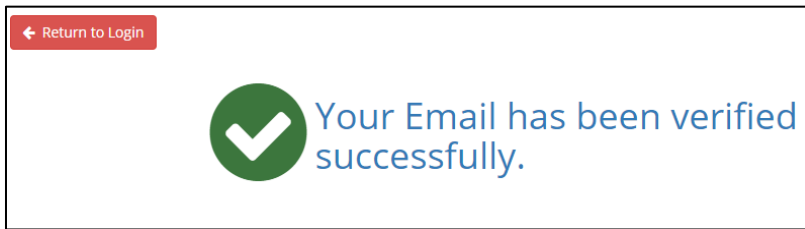
A form for verifying a ParentPortal account. It has two main sections: "Email Address:" and "Mobile Number:". Both sections show "Unverified" status with a red 'x' icon. The "Email Address:" section has a "Remove Email" button and a "Re-send" button. Below it, a yellow box contains the text: "A verification link was sent to [redacted]. To verify your email address, click the link contained in the email message." A red arrow points to this text. The "Mobile Number:" section has a "Remove Mobile" button and a "Re-send" button. Below it, a yellow box contains the text: "A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify." A red arrow points to the "Verification Code:" input field.

parentportal 3 **ParentPortal Email Verification** - Welcome to ParentPortal You are being sent this link because you registered your email for ParentPortal

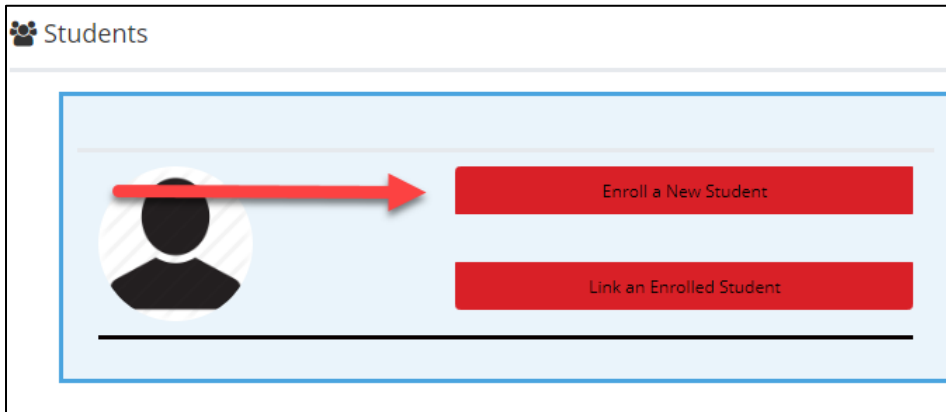


## Creating a Parent Portal Account and Enrolling a New Student

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



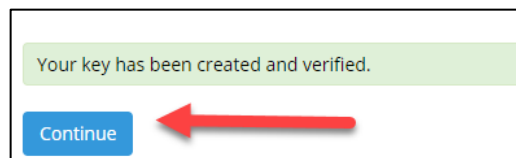
9. You are now ready to Enroll your new student(s). Click on Enroll a New Student.



10. STEP 1: Fill in all fields and follow the prompts for Step 1.

A screenshot of a web form titled "New Student Enrollment". At the top, it says "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." Below this is a progress bar with 6 steps, where step 1 is highlighted. The form fields include "Student Name" (with a sub-header "New Student Enrollment steps" and a list of 6 steps), "First Name", "Middle Name", "Last Name", and "Generation". Each field has a red star icon. A red arrow points to the "Continue" button at the bottom right.

11. STEP 2: Enter the CAPTCHA characters for Step 2. You will receive a message that your key has been created and verified.

A screenshot of a web form titled "New Student Enrollment". At the top, it says "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." Below this is a progress bar with 6 steps, where step 2 is highlighted. The form fields include "Enrollment Key" (with a sub-header "Type the characters displayed below and click Continue." and a CAPTCHA image showing "BVNNIX") and a "Continue" button. A red arrow points to the "Continue" button.

## Creating a Parent Portal Account and Enrolling a New Student

12. STEP 3: Family Addresses and Contact 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.

**New 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.

Student Name   Enrollment Day   **Addresses & Contacts**   Student Information   Enrollment Parents   School Status

1   2   3   4   5   6

Family Addresses

Address Information	Street Number	Street Name	City	Zip
No data				

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

[Add Address](#) ★

**Add Address**

Family Addresses

**Physical Address**

Street Number (Physical) ★

Street Name (Physical) ★

Apartment Number (Physical) ★

City (Physical) ★

State (Physical) ★

Zip (Physical) ★

**Mailing Address**

Street Number (Mailing)  [Copy](#)

Street Name (Mailing)

Once BOTH addresses are entered, click Save.

[Save](#)

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

**New 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.

Student Name   Enrollment Day   **Addresses & Contacts**   Student Information   Enrollment Parents   School Status

1   2   3   4   5   6

Family Addresses

Address Information	Street Number	Street Name	City	Zip
No data				

[Edit](#) [Add Address](#)

Family Contacts

Contacts Information	First Name	Last Name	Relation
No data			

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

[Add Contact](#) ★

**Add Contact**

Contact: Language  ★  
A language must be selected in order to be eligible to receive mailouts.

Contact: Cell Phone ★

Contact: Phone Preference ★

Contact: First Name ★

Contact: Middle Name ★

Contact: Last Name ★

Contact: Generation ★

Contact: Relation ★

Contact: Emergency Contact ☐ Yes ☐ No ★

Contact: Migrant ☐ Yes ☐ No ★

Use the slide bar to move the page and complete all information.

[Save](#)

# Creating a Parent Portal Account and Enrolling a New Student

Once all contacts have been added, click Continue.

**New 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 2 3 4 5 6

**Family Addresses**

Address Information	Street Number	Street Name	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Address](#)

**Family Contacts**

Contacts Information	First Name	Last Name	Relation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Contact](#)

[Continue](#)

13. STEP 4: Click Add/Edit Info.

**New 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 2 3 4 5 6

**Student Information**

Student Name	Edit Data	Remove	Enroll Student
<input type="text"/>	<a href="#">Add/Edit Info</a>	<a href="#">Remove</a>	2020-04-23 19:57:30.46

**Selected Student :** Student Name will appear here

Select a new student list above.

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 2 3 4 5 6

**Student Information**

**Selected Student :** Test Good Student [Choose Another Student](#)

**Address Information**

Select an address for this student: 1234 Happy Trail Terrell

[Return to Step 3](#) Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input checked="" type="checkbox"/>	Test Mom	<input checked="" type="checkbox"/>

[Return to Step 3](#) Click here if you need to add or edit a contact.

First Name:

Middle Name:

Last Name:

[Show all](#)

# Creating a Parent Portal Account and Enrolling a New Student

New 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

2

3

4

5

6

Student Information

Selected Student: Test Good Student

Address Information

Select an address for this student: 1234 Happy Trail Terrell

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="radio"/>	Test Mom	<input checked="" type="radio"/>

First Name

Test

Middle Name

Good

Last Name

Student

Generation

Nickname

Date of Birth

10/10/2003

Sex

☒ Male ☐ Female

Student Email Address

Student Cell Phone

SSN

554-87-9965

Hispanic/Latino

☒ Yes ☐ No

American Indian/Alaskan Native

☐ Yes ☒ No

Asian

☐ Yes ☒ No

Black/African American

☐ Yes ☒ No

Hispanic/Pacific Islander

☐ Yes ☒ No

White

☒ Yes ☐ No

Student Area Code

Student Phone

Special Programs Request

Gifted

☐ Yes ☒ No

Special Education

☐ Yes ☒ No

If yes, which one (see notes)

Bilingual/ESL

☐ Yes ☒ No

504 Program

☐ Yes ☒ No

Dyslexia

☐ Yes ☒ No

Migrant Program

☐ Yes ☒ No

Immigrant Program

☐ Yes ☒ No

Social Services

☐ Yes ☒ No

DAEP/IAEP

☐ Yes ☒ No

Alternative Program

☐ Yes ☒ No

Other Programs

Family members serving our country

Foster care

Is student homeless?

☐ Yes ☒ No

Prior student retention?

☐ Yes ☒ No

Last year's grade

TENTH

Previous District

Dallas

Form Uploads

Proof of Residency Document

Upload of your Proof of Residency information

Driver License Document

Upload of your Driver License information

Birth Certificate Document

Upload of your Birth Certificate information

Immunizations Document

Please bring a copy of your immunizations records to the school campus.

Cancel

Save and Continue Later

Save and Continue

Documents can be uploaded here.

Documents (0)

Documents (0)

Documents (0)

Documents (0)

You can save and continue later OR continue now.

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# Creating a Parent Portal Account and Enrolling a New Student

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

The screenshot shows the 'New Student Enrollment' page. At the top, a progress bar indicates six steps: 1. Student Basics, 2. Enrollment Info, 3. Address & Contacts, 4. Student Information Only, 5. Enrollment Forms (highlighted in red), and 6. Final Steps. Below the progress bar, the 'Selected Student' is 'Test' with a 'Choose Another Student' button. The page is divided into 'Downloadable Enrollment Forms' and 'Standard Enrollment Forms'. The 'Standard Enrollment Forms' section contains a list of 13 forms, each with a blue link to the form name and a red star icon to its right. The forms are: 1. Student Residency Questionnaire, 2. Ethnicity and Race Data Questionnaire, 3. Home Language Survey FORM (TEA), 4. Statement of Special Education Services, 5. Student Media Release, 6. Student Health Information Sheet, 7. Student Directory Information Release, 8. Military Connected Student Data, 9. Migrant Education Program - Family Survey, 10. History of School Attendance - Secondary, 11. Food Allergy Disclosure, 12. FERPA and Directory Information Notice, and 13. Falsification of Documents & Identity Verification. Annotations include: a red box pointing to the blue link 'Student Residency Questionnaire' with the text 'Complete ALL forms to the best of your ability by clicking on the name of the form. (in blue)'; a red box pointing to the red star next to the first form with the text 'Until a form is completed, the ! will be visible.'; a red box pointing to the blue link 'Student Residency Questionnaire' with the text 'Once the form has been completed and Saved, the ✓ will be visible.'; and a red box pointing to the 'Enroll Student' button at the bottom right with the text 'When all forms are completed, click Enroll Student.' The 'Enroll Student' button is a blue button with white text.

New 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 2 3 4 5 6

Selected Student: Test [Choose Another Student](#)

Downloadable Enrollment Forms

Standard Enrollment Forms

1. [Student Residency Questionnaire](#) Complete the form to the best of your knowledge.

2. [Ethnicity and Race Data Questionnaire](#) Complete the form to the best of your knowledge.

3. [Home Language Survey FORM \(TEA\)](#) Complete the form to the best of your knowledge.

4. [Statement of Special Education Services](#) Complete the form to the best of your knowledge.

5. [Student Media Release](#) Complete the form to the best of your knowledge.

6. [Student Health Information Sheet](#) Complete the form to the best of your knowledge.

7. [Student Directory Information Release](#) Complete the form to the best of your knowledge.

8. [Military Connected Student Data](#) Complete the form to the best of your knowledge.

9. [Migrant Education Program - Family Survey](#) Complete the form to the best of your knowledge.

10. [History of School Attendance - Secondary](#) Complete the form to the best of your knowledge.

11. [Food Allergy Disclosure](#) Complete the form to the best of your knowledge.

12. [FERPA and Directory Information Notice](#) Complete the form to the best of your knowledge.

13. [Falsification of Documents & Identity Verification](#) Complete the form to the best of your knowledge.

[Enroll Student](#)

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## Creating a Parent Portal Account and Enrolling a New Student

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.

?

My Account

Logout

## New 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.

Student Name

Enrollment Key

Addresses & Contacts

Student Information

Enrollment Period

Final Steps

1

2

3

4

5

6

Add Another Student

Enrollment Confirmation

Student Name	Print Enrollment Confirmation	Enrollment Date-Time
Test Good Student	<div>Print</div>	2020-04-23 19:57:30.46

Print Enrollment Confirmation

Print

Student Name :	Test Good Student
Student ID :	sgnRhuoCBaG20gYpK
Generation	
Nickname	
Date of Birth	10/19/2003
Sex	Female
Student Email Address	
Student Cell Phone	
SSN	354E79963
Hipano/Latino	Yes
American Indian/Native	No
Asian	No
Black/African American	No
Hawaiian/Pacific Islander	No
White	Yes
Student Area Code	
Student Phone	

### Special Programs Request

GT (Was student previously in Gifted and Talented?)	No
Special Education (Was student previously in Special Education?)	No
If yes, which one (see notes) (Only answer this if the previous answer was Yes. Options: Speech Only, Content Mastery, Resource)	
Bilingual/ESL (Was student previously in Bilingual/ESL?)	No
SOL Program (Was student previously in a SOL Program?)	No
Dyslexia (Was student previously Dyslexic?)	No
Migrant Program (Was student previously in a Migrant Program?)	No
Immigrants Program (Was student previously in an Immigrants Program?)	No
Social Services (Was student previously in a Social Services Program? If Yes, please provide form 2085 or letter of verification for pre-kindergarten.)	No
DAEP(gaEP) (Was student previously in DAEP(gaEP)?	No
Alternative Program (Was student previously in DAEP(gaEP)?	No
Other Programs: (Please indicate any other programs the student was in.)	
Family members serving our country: (Is anyone in your immediate family serving in the Armed Forces, National Guard or Reserves? If so, who and what is their relationship to the student?)	
Foster care	Student is not in the conservatorship of DIPS
Is student homeless?	No
Prior student retention?	No
Last year's grade:	TENTH
Previous Campus	
Previous District	Dallas

## Creating a Parent Portal Account and Enrolling a New Student

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

Enroll a New Student

Link an Enrolled Student

Link an Enrolled Student

Obtain the ParentPortal ID from the student's campus.

ParentPortal ID:

Birth Date (MM/DD/YYYY):

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

Cancel Add