


To set up your parent access to the Milford Parent Portal, please follow the steps below.

- 1.) Visit this web address - <https://txgradebook.milfordisd.org/txconnect/> (the address must be typed exactly as is shown here). You will be taken to the login screen shown below.



**txConnect**

## Welcome to txConnect for Milford ISD

### Login

Please enter your user name and password.

User Name:

Password:

### District Message

Welcome to Milford Independent School District's Parent Portal.

### New txConnect User?

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

### Forgot your User Name/Password?

If you need help recovering your user name/password, click [here](#)

### Browser Requirements

The minimum browser requirements for the txSuite applications are as follows:

- Internet Explorer 8.0 or later
- Mozilla Firefox 7.0 or later
- Safari 5.0 or later
- Chrome (the latest version)

Version 2.8.2  
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Available languages: [English](#) [Español](#)

- 2.) Under “New TxConnect User?” click on the word “here” in the sentence “If you need to create an account, click [here](#)”

3.) You will be taken to the registration screen below. Complete the required information paying close attention to the requirements for username, password and email address.

**Connect**

## Registration

### User Info - Step 1 of 3

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

User Name:   
Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

Password:   
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

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)

**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.

Available languages: [English](#) [Español](#)

4.) Click “Next” after entering the required information.

**Registration**

**User Info - Step 1 of 3**  
Please provide a user name, password, and e-mail.

User Name:   
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Password:   
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

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)

**Your email address is required if:**

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Available languages: [English](#) [Español](#)

5.) As seen below, click the “Question” arrow on the right side of the box and select a question to answer to aid in recovery of a lost or forgotten password. Enter the answer to the selected question and enter the answer in the “Answer” box and click “Next”.

**Connect**

## 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:  You must choose a question.

Answer:

Available languages: [English](#) [Español](#)

6.) The next screen allows you to access to your student’s information. This information is supplied by the school and is unique to each student in the district. You will receive notification of your student’s “Student Portal ID” in the mail. Keep this information handy to complete the addition of the student to your Parent Portal account. (If you do not have the information available at this time, you may click “Complete” and add the student access at a later time.)

**Connect**

## Registration

### Add Students (optional) - Step 3 of 3

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. 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.

Added Students
(none)

Available languages: [English](#) [Español](#)

7.) You may add access to multiple students at one time by simply clicking on the “Add” button after entering their “Student Portal ID” and birth date. After adding the student(s) information and clicking “Complete”, you will see the following “Summary” screen. Student names will appear on the left hand side of the screen (omitted here for privacy). You may click on any student name to see their summary information.

The screenshot shows the 'Connect' system interface. At the top, there is a navigation bar with 'Summary' selected, and other options like 'Attendance', 'Grades', 'Assignments', 'Alerts', and 'My Account'. A red arrow points to the 'Summary' tab. On the left, a sidebar lists students: 'John Doe' and 'Jan Doe'. The main content area is titled 'Summary for: John Doe at Milford School'. Below this, there are sections for 'Campus Notes' and 'Class Schedule'. The 'Class Schedule' section contains a table with the following data:

Period	Course	Instructor	Last Updated	Current Average as of 12:32AM 4/2/14	Today's Attendance as of 2:59PM 4/2/14
1	MUSIC I BAND	MARK A. LUCUS	3/24/2014	100	
2	ENGLISH I	WILLIAM J. STEPHENS	3/17/2014	85	
3	INTG. PHYS & CH	<a href="#">JOSHUA P. PERRY</a>	3/23/2014	73	
4	AG MECH MET YR	MARK T. JACKSON	3/18/2014	84	
5	WORLD GEOGRAPHY	RONNY R. CRUMPTON	3/27/2014	89	
6	ALGEBRA I	DOROTHY L. MULLICAN	3/24/2014	83	
7	PSYCHOLOGY	OTIS E. CARTER	3/21/2014	82	
8	PE ATH 1	RONNY R. CRUMPTON	3/6/2014	95	

At the bottom right of the page, it says 'Available languages: [English](#) [Español](#)'.

8.) By clicking on “Attendance” at the top of the screen, you may access your student’s information showing all absence and tardy information.

Connect

Summary Attendance Grades Assignments Alerts My Account

Students [settings](#)

**John Doe**

**Jan Doe**

## Attendance

for: **John Doe** at Milford School on 4/2/2014 2:59:00 PM

Detailed Attendance Calendar View

Semester:

**Key**  
 E: SCHOOL RELATED ABSENCE (UIL) F: SCHOOL RELATED (Non - UIL) M: MEDICAL NOTE (PART DAY ATTEN) T: TARDY

Period	Class	Teacher	1/23	2/5	2/11	2/17	2/20	2/27	3/6	3/18	3/19	3/26
1	MUSIC I BAND	MARK A. LUCUS						E			E	E
2	ENGLISH I	WILLIAM J. STEPHENS		T				E			E	E
3	INTG. PHYS & CH	<a href="#">JOSHUA P. PERRY</a>						E			E	E
4	AG MECH MET YR	MARK T. JACKSON	M			T		E	F		E	E
5	WORLD GEOGRAPHY	RONNY R. CRUMPTON	M					E	F		E	E
6	ALGEBRA I	DOROTHY L. MULLICAN					F		F	F	E	E
7	PSYCHOLOGY	OTIS E. CARTER			T		F		F	F	E	E
8	PE ATH 1	RONNY R. CRUMPTON					F		F	F	E	E

Available languages: [English](#) [Español](#)

9.) By clicking on “Grades” at the top of the screen, you may access current student grade information by class.

Connect Summary Attendance **Grades** Assignments Alerts My Account

Students [settings](#)

**John Doe**

**Jan Doe**

### Grades

for: **John Doe** at Milford School on 4/2/2014 12:32:00 AM

Cycle Grades Semester Grades

Semester: **2**

[Show All](#) [Hide All](#)  Show Blank Grades

Period	Class	Teacher	Previous Cycles 1	Current Cycle 2
1	MUSIC I BAND	MARK A. LUCUS	<a href="#">100</a>	<a href="#">100</a>
2	ENGLISH I	WILLIAM J. STEPHENS	<a href="#">095</a>	<a href="#">85</a>
3	INTG. PHYS & CH	<a href="#">JOSHUA P. PERRY</a>	<a href="#">083</a>	<a href="#">73</a>
4	AG MECH MET YR	MARK T. JACKSON	<a href="#">087</a>	<a href="#">84</a>
5	WORLD GEOGRAPHY	RONNY R. CRUMPTON	<a href="#">091</a>	<a href="#">89</a>
6	ALGEBRA I	DOROTHY L. MULLICAN	<a href="#">084</a>	<a href="#">83</a>
7	PSYCHOLOGY	OTIS E. CARTER	<a href="#">082</a>	<a href="#">82</a>
8	PE ATH 1	RONNY R. CRUMPTON	<a href="#">095</a>	<a href="#">95</a>

Available languages: [English](#) [Español](#)

10.)By clicking on “Assignments” at the top of the screen, you may access current information on assignment grades by course.

Connect Summary Attendance Grades **Assignments** Alerts My Account

Students [settings](#)

**John Doe**

**Jan Doe**

### Assignments

for: **John Doe** at Milford School on 4/2/2014 12:32:00 AM

Course:

Cycle:

View:  All Assignments  
 Only Graded Assignments  
 Only Pending Assignments

View only assignments due before:

Course	Assignment	Category	Due Date	Grade
PSYCHOLOGY	Ch. 3-1 Vocabulary	Teacher's Choice	2/25/14	84
PSYCHOLOGY	Ch. 3-1 Guided Reading Activity	6-12 Daily Assignment	2/26/14	70
PSYCHOLOGY	Ch. 3-1 Quiz	Teacher's Choice	2/27/14	70
PSYCHOLOGY	Ch. 3-2 Vocabulary	Teacher's Choice	3/3/14	89
PSYCHOLOGY	Ch. 3-2 Guided Reading Activity	6-12 Daily Assignment	3/4/14	91
PSYCHOLOGY	Ch. 3-2 Quiz	Teacher's Choice	3/5/14	90
PSYCHOLOGY	Ch. 3-3 Vocabulary	Teacher's Choice	3/7/14	92
PSYCHOLOGY	Ch. 3-3 Guided Reading Activity	6-12 Daily Assignment	3/17/14	86
PSYCHOLOGY	Ch. 3-3 Quiz	Teacher's Choice	3/18/14	80
PSYCHOLOGY	Ch. 3 Test	6-12 Test	3/20/14	80

Available languages: [English](#) [Español](#)

11.)The “Alerts” link is not currently regularly used. You may disregard this item.

12.)The “My Account” link will allow you to:

- a. Edit email information
- b. Change system password
- c. Change security question
- d. Change/add student access



**My Account**  
This page allows you to review and change your account settings.

**Email Address** [Change](#)  
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)  
Email Address: **myemail@gmail.com**

**Password** [Change](#)  
Password: \*\*\*\*\*

**Hint Question** [Change](#)  
Question: What was your high school mascot?  
Answer: **myemail@gmail.com**

**Students** [Change](#) [Edit Settings](#)  
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

Student Name	Associated Users	Last Login
John Doe	marydoe	4/4/14 1:18 PM
Jan Doe	marydoe	4/4/14 1:18 PM

Available languages: [English](#) [Español](#)

13.)In addition, you may click the “Help” button in the upper right hand corner of the screen at any time for more instructions.

