

## How to add another student to my account

To add another student to your txConnect account, you must have a valid Student Portal ID issued by your student's campus.

1. To access the My Account page, click **My Account** on the menu at the top of any page.
2. Next to **Students**, click **Change**.
3. Under **Add New Student** in the **Student Portal ID** field, type your student's Student Portal ID. If you do not have this ID, you must contact your student's campus to get the ID. **You cannot add a student without entering a valid Student Portal ID.**
4. In the **Birth Date** field, type your student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in your student's record at the campus. **You cannot continue without entering the correct birth date.**
5. Click **Add**. Your student's name will appear in the **Students** box.
6. Click **Save** to save your changes.
7. If you clicked **Change** to add a student, but decided not to add a student, click **Cancel**.

If the student was successfully added to your account, his name will appear in the **Students** list on the left side of every page. Your students will be listed in alphabetical order. You can click the student's name to see his attendance and grades information.