

# My Account

The parent can change his account settings through the My Account page. To access the My Account page, click My Account on the menu at the top of any page.

**My Account**

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

**Hint Question** [Change](#)  
 Question: What was the name of your first pet?  
 Answer: Cole

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

**Students** [Change](#)

Student Name	Associated Users	Last Login
Kevin L. Bacon	smelley cwolsch1	8/15/08 11:54 AM 8/14/08 9:14 AM
Shaken L. Bacon	smelley	8/15/08 11:54 AM

**Email Address** [Change](#)  
 Email Address:

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

## How to Change a Hint Question/Answer

The hint question/answer is used to verify the parent's identity if he has forgotten his password. The parent's current hint question and answer are displayed under **Hint Question**. He can change the question, the answer, or both.

- Next to **Hint Question**, click **Change**.

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**Hint Question**

Question: What was the name of your first pet?

Answer:

- The parent makes changes to the question and/or answer and clicks **Save**.
- If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the hint question/answer.
- If the data was entered correctly, the new hint question will be displayed under **Hint Question**.

## How to Change a Password

The parent can change his password any time. For security purposes, it is recommended that the password be changed periodically.


- Next to **Password**, click **Change**.
- In the **Old Password** field, the parent enters his current password.
- In the **New Password** field, the parent enters a new password.
- In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.
- Click **Save**.
- If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the password.
- If the data was entered correctly, the new password will be saved. Next time the parent logs on to txConnect, he must use the new password.

## How to Add another Student to an Account

If the parent wishes to add another student to his txConnect account, he must have a valid Student Portal ID issued by the student's campus.

- Next to **Students**, click **Change**.
- Under **Add New Student** in the **Student Portal ID** field, the parent types his student's portal ID.
- In the **Birth Date** field, the parent types the 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 the student's record at the campus.
- Click **Add**. The student's name will appear in the Students box.
- Click **Save** to save the changes.

If the student was successfully added to the account, his name will appear in the **Students** list on the left side of every page. The students will be listed in alphabetical order.

- To delete a student from an account, click  next to the student to delete.
  - Click **Save** to save the changes.
- If the student was successfully deleted from the account, his name will no longer appear in the **Students** list on the left side of every page.

## How to Add or Update an email Address

If the parent wishes to receive alert notices by email, he must provide an email address. His current email address is displayed under **email Address**, if he previously entered it. The parent can add or update his email address at any time.

- Next to **email Address**, click **Change**.
- In the **email Address** field, the parent enters a current e-mail address and clicks **Save**.
- If the data was entered incorrectly, a red message will appear to the right of the field. The email address must be in a valid format to continue.
- If the data was entered correctly, the new email address will be displayed under **email Address**.