Online Registration
I have my student's unique ID number. Now what?

navigate to the Parent Portal site

https://txeis09.txeis.net/ParentPortal/login?distid=039902

You need the following three things to be able to successfully setup your account:

1. **Your student's unique ID - you can request this number at this link:**

   http://www.henrietta-isd.net/for_parents/open_a_parent_portal_account

2. **Your student's date of birth.**

3. **A working email address that is on file for one of the student contacts.**

If you think you may already have an account, please use the Recover Username/Reset Password wizard to search. You can search by username/email address.

If you find that you have an existing user account, you can try to recover the username and/or password using the wizard.

Recover User Name

Email Address:

✉ Example_01@exp.com

Recover User Name

Reset Password

User Name:

👤 User Name

Next

Email Address:

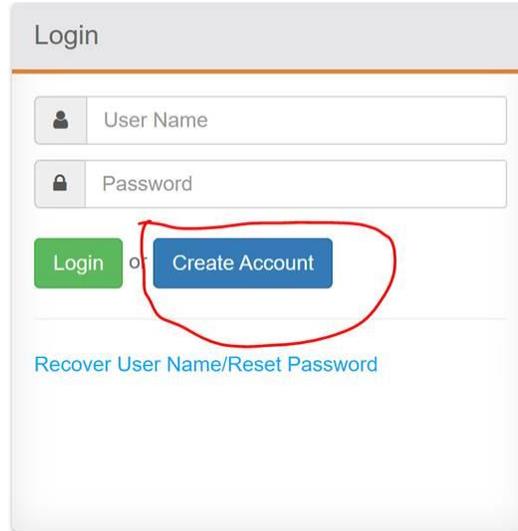✉ Example_01@exp.com

Reset Password

If you are unable to recover your username/password, please use this link to request that the account be deleted.
This will allow you to start over with a new account.
http://www.henrietta-isd.net/for_parents/parent_portal_deletion

You can only have one account per email address.

# To create a new user account, select the blue Create Account button.

Login

User Name

Password

Login or Create Account

Recover User Name/Reset Password

The next screen will be to set the account up.

The most important thing to remember is to use contact email on file. If you get an error when adding the student, please reach out to your campus secretary for confirmation/correction of the email address on file.

There are parameters for each answer on the right- when you have acceptable answers in each blank, it turns green to indicate it will accept those answers. When they are all green, select next.

User Information
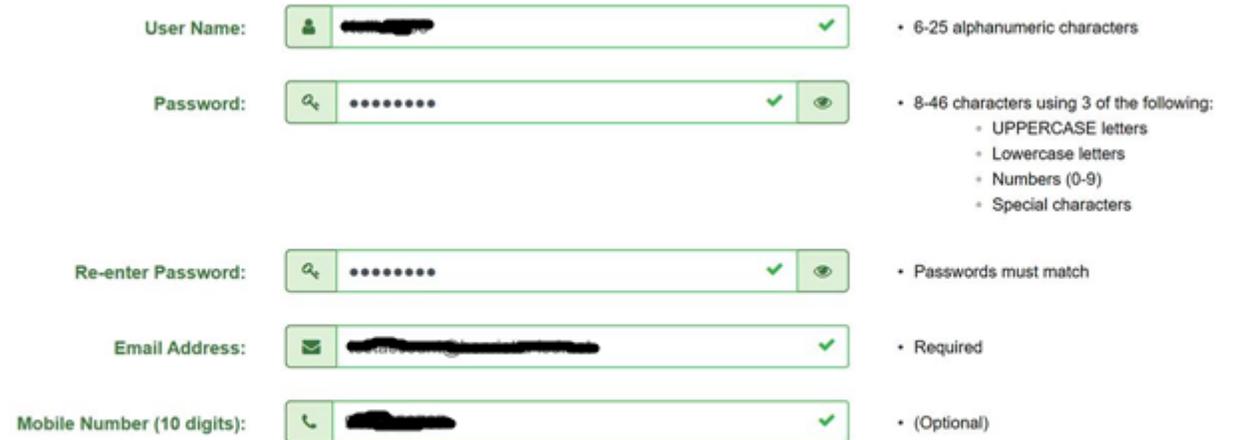
User Name:		✓	• 6-25 alphanumeric characters
Password:	••••••••	✓ ⊚	• 8-46 characters using 3 of the following:
			• UPPERCASE letters
			• Lowercase letters
			• Numbers (0-9)
			• Special characters
Re-enter Password:	••••••••	✓ ⊚	• Passwords must match
Email Address:		✓	• Required
Mobile Number (10 digits):		✓	• (Optional)

Next Cancel

The next screen will require you to answer a security question. Please be aware, we have no ability to recover this answer. We can only delete accounts. You may want to make note of your answer. The answer is case sensitive.

This information will assist you in resetting a lost password.

Select Question: | What was your high school mascot? |

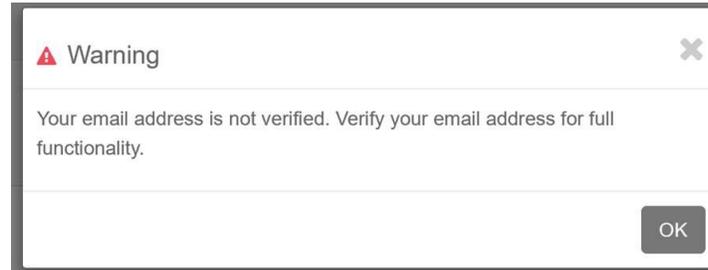Answer: | •••• |

Back | Next | Cancel

After you select next, you should see the confirmation that your account has been successfully created. Select finish.

Your ASCENDER ParentPortal
account has been created.

Finish

The first message you will see will be to prompt you to verify your email address. This is important for several reasons. **The registration process will not be available to you until the email has been verified.** This is also one of the ways that the system will send you alerts for tardiness, absences as well as assignments and grades. It also gives the secretaries a way to contact you about questions about the forms you submit. We will verify the email in the next step. Please select OK on the message. It will hide at that point.

⚠ Warning   ✕

Your email address is not verified. Verify your email address for full
functionality.

                                                            OK

You will also see the option to link an enrolled student.

Enter the alphanumeric code you received (it is case sensitive) and the birthdate and select add.
You can add any additional students tied to your email account here in the same account.
If you will be registering a new student during new student registration, this is where you will add them to your existing account.
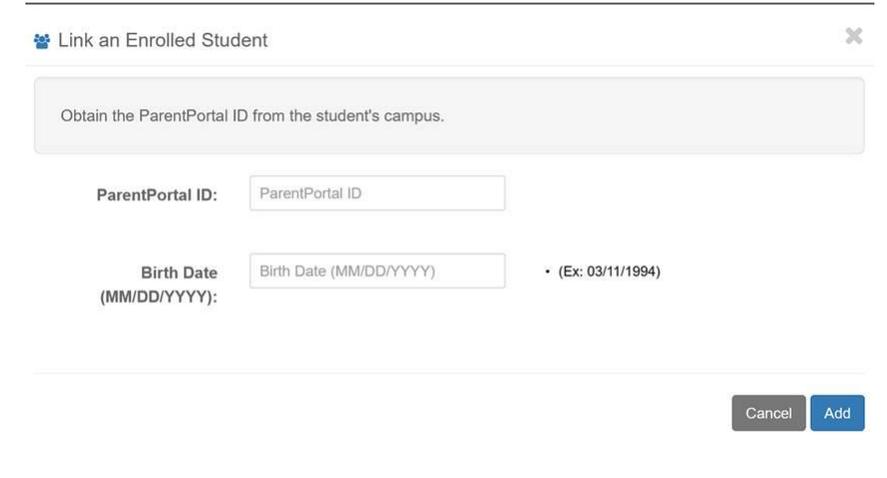
Enroll a New Student ?

Link an Enrolled Student

👥 Link an Enrolled Student   ✕

Obtain the ParentPortal ID from the student's campus.

ParentPortal ID: ParentPortal ID

Birth Date   Birth Date (MM/DD/YYYY)   • (Ex: 03/11/1994)
(MM/DD/YYYY):

                                            Cancel   Add

Next, you must verify the email account. It must be done before registration will be an option.
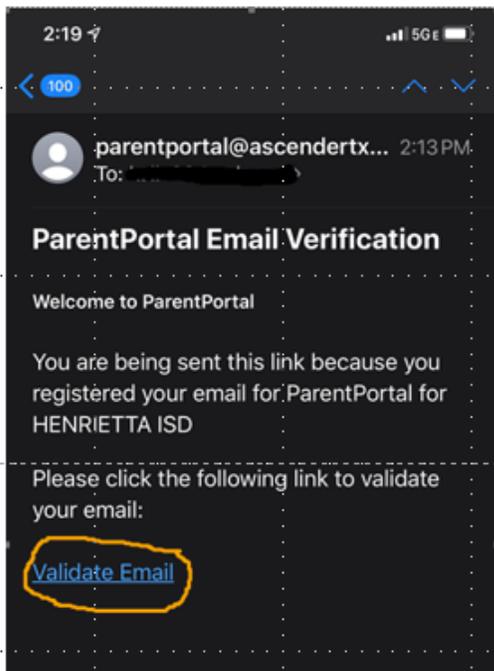When you opened the account, it should have automatically sent you a code via text message (if you provided a cell phone number) and an email for verification purposes.

You will need to open the email that they sent. Click on the link provided. It should then show you a screen that it has been verified. Next take the code that they sent you in the text and enter it into the blank by verify under the text and select verify.
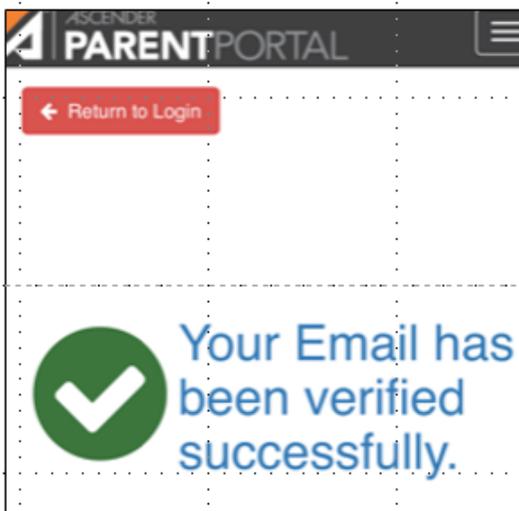
If you did not get the email or text message for verification purposes, select the Resend button. The registration process will not begin until there is a successful email verification.

Contact Information

Email Address: Unverified ✕ testaccount@henrietta.isd.net   🗑 Remove Email

A verification link was sent to testaccount@henrietta-isd.net
To verify your email address, click the link contained in the email message.   Re-send

Mobile Number: Unverified ✕ 9405556767   🗑 Remove Mobile

A verification code was sent to 9405556767
To verify your mobile number, type the code below and click Verify.

Verification Code: [   ]   Verify   Re-send

Select the link in the email that you receive to validate the email.

2:19
< 100
parentportal@ascendertx... 2:13 PM
To:

ParentPortal Email Verification

Welcome to ParentPortal

You are being sent this link because you registered your email for ParentPortal for HENRIETTA ISD

Please click the following link to validate your email:

Validate Email

You should see a message letting you know that it has been verified.

ASCENDER PARENTPORTAL

← Return to Login

✓ Your Email has been verified successfully.

Take the code you receive in the text message and type it into the blank.

Today 2:13 PM

FRM:parentportal@ascendertx.com

SUBJ:Parent Portal Mobile Verification

MSG:your verification code is 402761
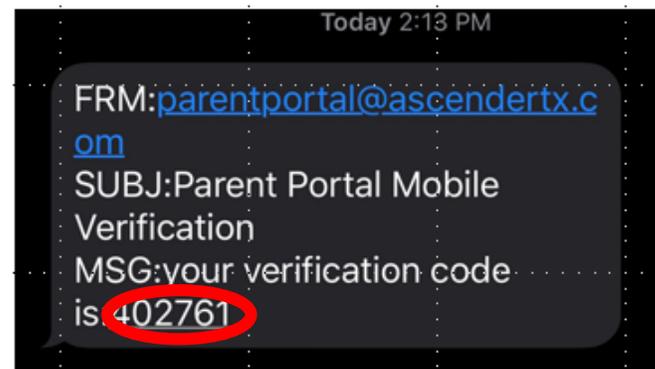
Then select verify for the text messaging piece.

Unverified ✕

A verification link was sent to kelle28@aol.com
To verify your email address, click the link contained in the email message.

Unverified ✕

A verification code was sent to 9406368450
To verify your mobile number, type the code below and click Verify.

Verification Code: 402761   Verify

You will see a green message showing you a successful verification of text messaging.
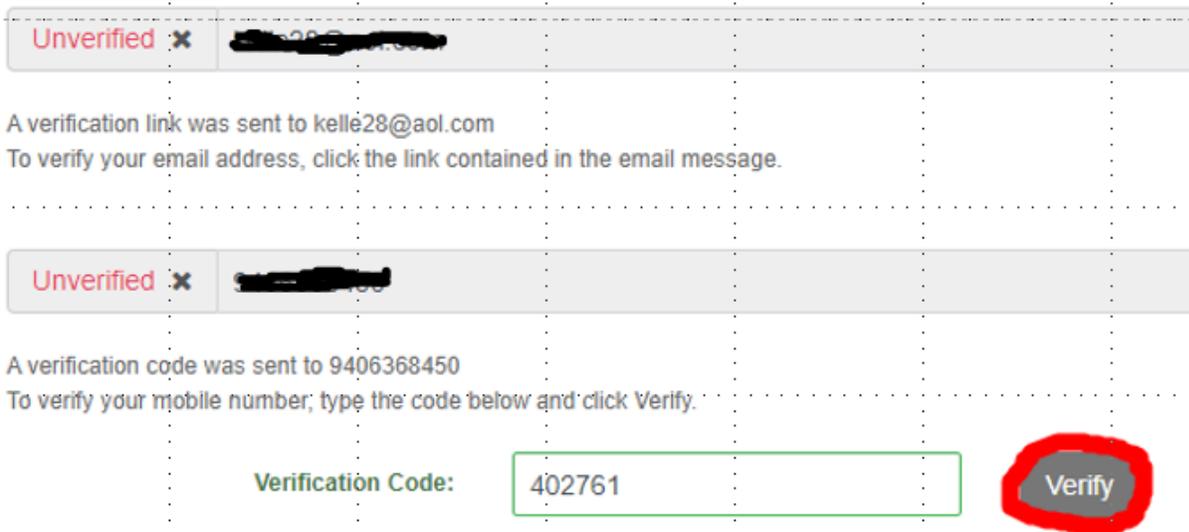
You will not be able to move forward with registration until the email has been successfully verified.

You will likely have to log out and wait a few minutes before logging back in after the email verification process to move forward.
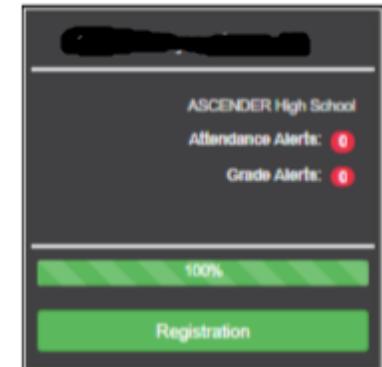
After the verification is complete, you will log out and back into your account. It will automatically pop up the notification to begin the registration process. There could be a slight delay in time before the email verification is recognized by the system. Once the registration process is complete, you will no longer see this pop up when you login to your account.

Online Registration in Progress

Resume Registration ➡

ASCENDER Middle School
Attendance Alerts: 0
Grade Alerts: 0
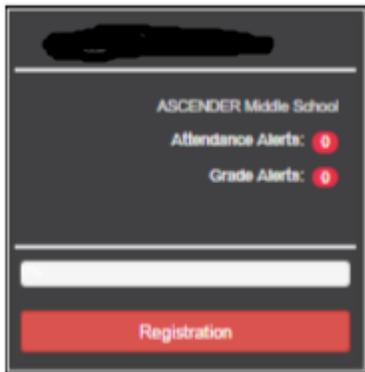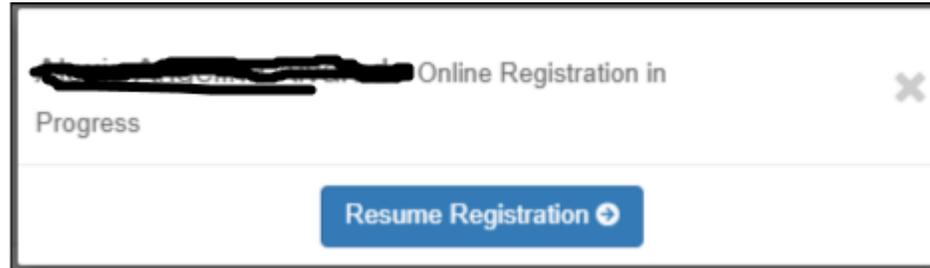
Registration

A red line indicates registration has not started for this student.

105 School
Attendance Alerts: 0
Grade Alerts: 0

67%
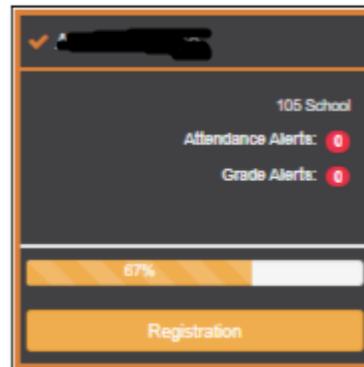
Registration

A yellow line indicates registration is in progress for this student.

ASCENDER High School
Attendance Alerts: 0
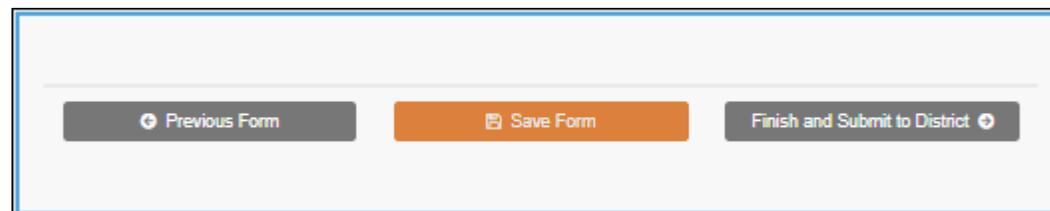Grade Alerts: 0

100%

Registration

A green line indicates registration is complete for this student.

The registration form list is on the left that you need to go through all of the forms. Make sure to scroll down and read all the way to the bottom before selecting to move to the next one.

The menu on the left will mark each piece complete as you finish it.

REGISTRATION

1 Registration (Complete)

2 Contacts (Complete)

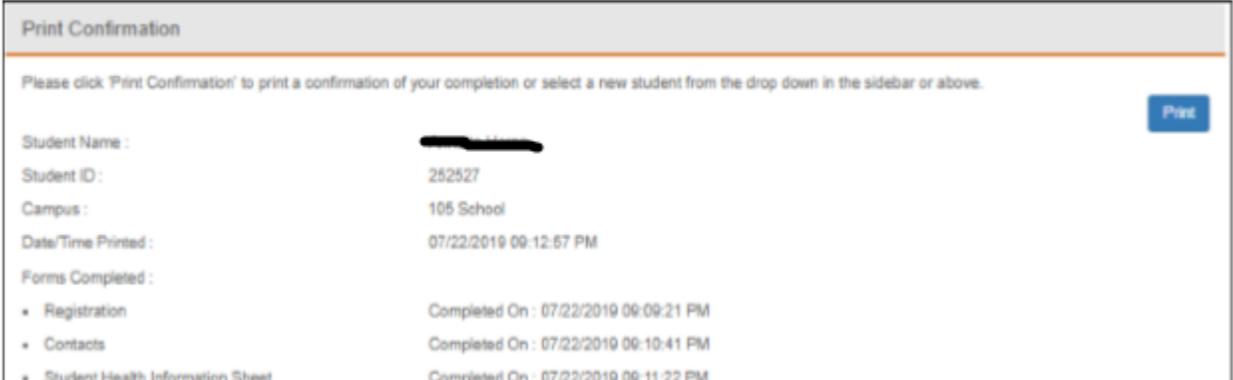3 Student Health Information Sheet (Pending)

When you have viewed and entered all required data on all required forms, the Finish and Submit to District button is displayed at the bottom of the page.

⊙ Previous Form   💾 Save Form   Finish and Submit to District ⊙

When complete, you will be given the option to print a confirmation for your records.

tration-complete.png

⊖ Return to Summary

You have completed online registration for ~~Athlete Home~~

Print Confirmation ➡

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.
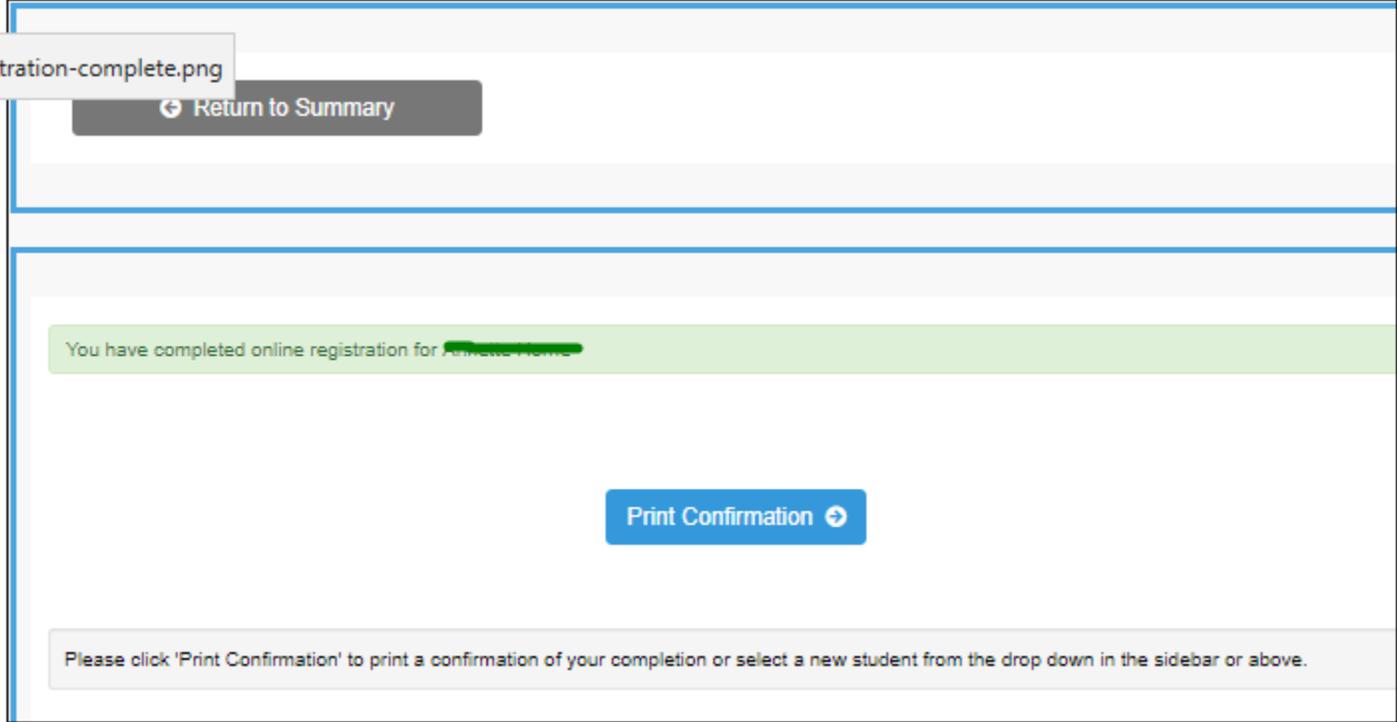
A page opens in a new window which lists the dates on which each form was completed.

Print Confirmation

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.

Print

Student Name :   ~~~~

Student ID :   252527

Campus :   105 School

Date/Time Printed :   07/22/2019 09:12:57 PM

Forms Completed :

- Registration   Completed On : 07/22/2019 09:09:21 PM
- Contacts   Completed On : 07/22/2019 09:10:41 PM
- Student Health Information Sheet   Completed On : 07/22/2019 09:11:22 PM

What happens next?

All data changes submitted via Parent Portal must be reviewed by the campus secretary before the student's record is updated.

For most forms, each request is approved or rejected individually. For example, if you update your phone and address, the campus may approve the phone number change, but may require proof of residence before an address change is approved.
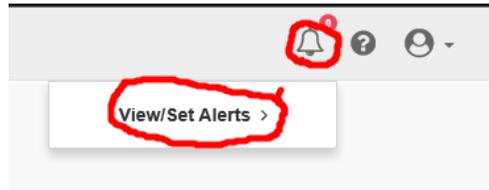
For a Texas standard form, the form is accepted or rejected as a whole.

If campus staff rejects a submitted change, you will be notified by email. The email message should inform you why a particular change was rejected and what to do. Contact the student's campus for more information.
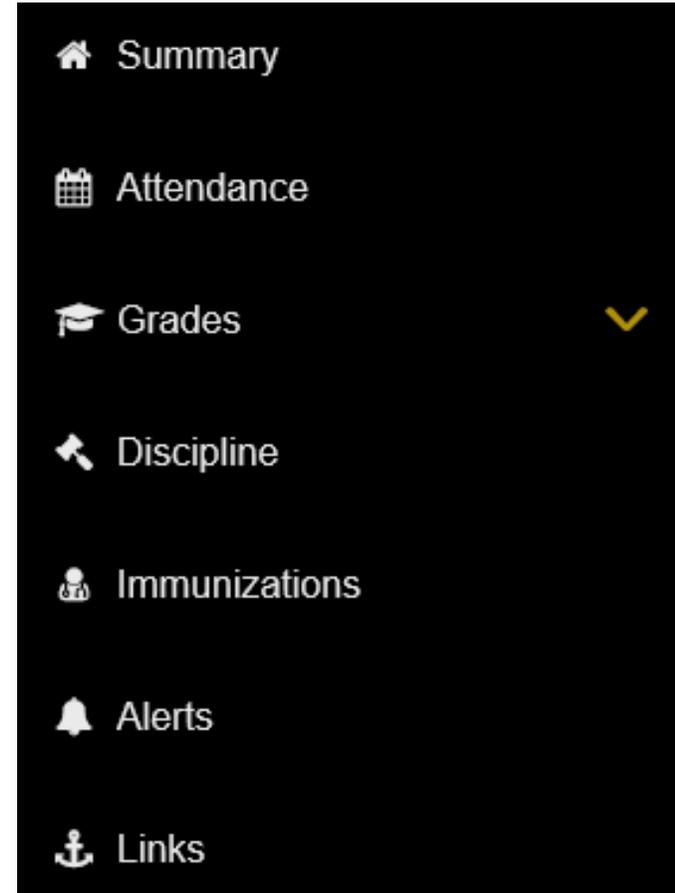
As a bonus to online registration you will now have an active Parent Portal account. This will offer you some features that many of our parents enjoy. You will be able to view your child's immunization record, any discipline issues that the office handles as well as track their tardiness, absences and types of absences as well as assignment and grade information. To set up alerts for your student(s).

After the alert parameters are set, you can use the navigation on the left to navigate through the portal account.

In the upper right-hand corner select the bell icon and select View/Set Alerts

View/Set Alerts >

On the alert page, look to the left and select Set Alerts.

View Alerts 0
Set Alerts

View Alerts

View Read Alerts: No

Summary

Attendance

Grades

Discipline

Immunizations

Alerts

Links

You can select the notification type you wish to receive.
Email or Text

Your attendance alerts can be set for excused or unexcused.
**As a note, all absences are coded as unexcused until the office receives a note to explain the absence.

You can select to be notified if the student's class average falls below the threshold that you set.

You can select to be notified if an assignment grade is below the threshold that you set.

You can also select to be notified of missing or incomplete assignments.

All of those settings
are made on this page and will apply to all of the students on the account.

Notification Type:

Your email address or mobile number must already be verified on the My Account page.

How would you like to receive alerts:
No alert ▾

Attendance Alerts

Allow up to one hour for changes to take effect.

Unexcused Absences:
First occurrence only ▾

Excused Absences:
No alert ▾

Tardies:
No alert ▾

Class Average Alerts

An alert will be sent each time the student's average in any class falls below the threshold.

Set Class Average Threshold:
No

Current Selection:OFF

Assignment Grade Alerts

An alert will be sent each time the student receives an assignment grade that falls below the threshold.

Set Assignment Grade Threshold:
No

Current Selection:OFF

If you need additional help, please reach out to your current campus secretary.

HES - debra.burge@henrietta-isd.net
HJH - kayla.Garcia@henrietta-isd.net
HHS - kim.tyler@henrietta-isd.net

We are here to help you.