# Attention Parents!

## Let Us Help You Get Connected...



**Ponder ISD offers various tools for parents to stay informed about their child's education.   One is to subscribe to E-Alerts via the school's website.  This will enable the school to communicate with parents regarding both emergency events and general information.  Another tool is txConnect (the parent portal) which allows parents to monitor their child's attendance and grades online.  Read below to find out how to put these tools to work for you!**

## How do I register on the school website to receive E-Alerts?

Follow these instructions in order to register with the Ponder ISD website:

1. Open a web browser such as Internet Explorer and go to **www.ponderisd.net**.
2. Click on the "**Register**" button in the black bar at the top of the website.
3. Enter your birth date to continue (required by COPPA to protect minors online).
4. Please fill out the form that is displayed. Required fields are First Name, Last Name, Email Address, Username, Password and Confirm Password.
5. Make sure that the box that says "**Please send me E-Alerts from this site**" is selected, and click **Submit**.
6. You will see a message that your registration has been accepted.  A confirmation email will also be sent to your email inbox.
7. Click on the "Sign In" button in the black bar at the top of the website.  Enter the Username and Password you just created.
8. Following registration, the next step is to subscribe to E-Alerts.  **See reverse side of page for instructions.**

## How do I access txConnect—the online parent portal?

The District has an online portal just for parents — txConnect.  This website allows parents to monitor their child's academic progress at any time via the Internet.  Since communication and parental involvement is vital to each student's success, our hope that this online tool will allow parents the opportunity to keep up with their student's progress on a more frequent basis.

txConnect provides both attendance and grade information. Attendance information is updated multiple times during the school day.  Grade information is current at the moment of login based upon the grade information that has been entered by the teacher.  Parents can configure txConnect to generate email alerts notifying them of low assignment grades, low grade averages, missing assignments, incomplete assignments, absences from school, tardies, etc.

Please note that PPCD, Pre-Kindergarten, Kindergarten, and 1st Grade classes do not utilize an electronic gradebook. Therefore parents of students in those grades will not be able to view academic grades online. However the attendance features are accessible for all students regardless of the grade level.

Due to privacy laws regarding student information, the District safeguards access to txConnect.  Therefore **to begin using txConnect, a parent or legal guardian must visit their child's campus in person to sign a waiver and obtain a parent portal letter** containing a unique alpha-numeric parent portal ID for their child along with specific directions for registering. The parent portal ID is not the same as the child's student ID number at school.  For more information contact your child's school office.
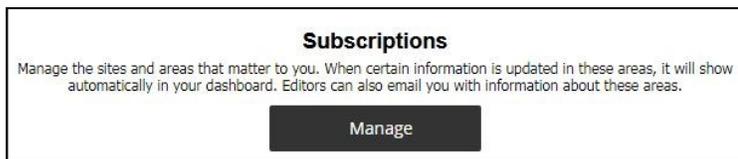
# How do I subscribe to receive E-Alerts via the school website?

To stay up to date about school information, users should sign up for E-Alerts from the school's main website. E-Alerts are messages sent by the school in the form of **emails.** To sign up for E-Alerts, do the following:
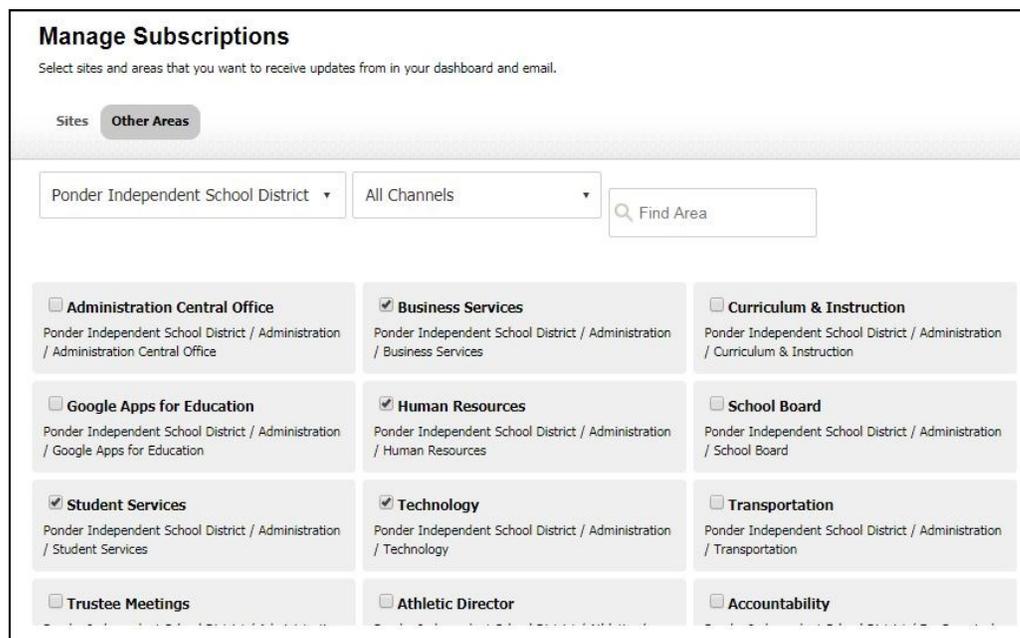
1.  Once registered, sign in to the website and click on the "**My Account**" button at the top of the page, then choose "**Edit Account Settings**". Here you can modify your password, personal information, contact information, and set up E-Alerts.



3.  All registred users will receive E-Alerts about school closings, delayed starts, etc. To subscribe to content E-Alerts for specific areas of the website, click the "**Subscriptions**" button on the left.
    *   Click on the "**Manage**" button. Place a check box next to any campus from which you wish to receive general E-Alerts related to the campus in general.



    *   Click on the "Other Areas" button. Here you can subscribe to general E-Alerts from individual sections of the website such as specific teachers, etc.
    *   From the first drop-down menu, choose a desired campus website (the district will be listed by default). All the sections for that selected website will be listed below.
    *   Place a check mark in the box to the left of the sections from which you want to E-Alerts to be sent.
    *   Repeat as necessary for other campuses, then click the "I'm Done" button at the bottom of the window.



    *   All the areas that you have chosen to receive E-Alerts from will be listed on the "Subscriptions" page.
    *   To stop receiving E-Alerts from particular sections of the Ponder ISD website, click the "Remove" button that corresponds to that area of the website. This maintenance should be done at the beginning of each school year.

**If you sign up for E-Alerts, please keep your email address and subscriptions updated. Each subscriber is responsible for maintaining their own account.**