How to Add or Delete a student to a txConnect Account
https://txconnpa.esc20.net:444/PAMD/Login.aspx

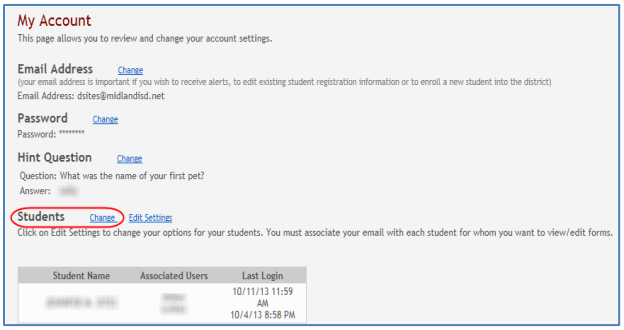
Add a student to my account

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

Login into your current txConnect account.

Next, click on the tab My Account.

1. Next to **Students**, click **Change**.

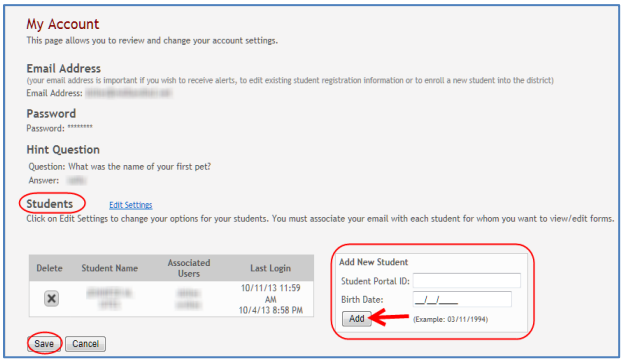


2. Under **Add New Student** in the **Student Portal ID** field, type your student's portal ID. **If you do not have this ID, you must contact your student's campus to get the ID. You cannot add a student without entering a valid student portal ID.**

3. In the **Birth Date** field, type your student's complete birth date in the MMDDYYYY 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.**

4. Click **Add**.

5. Click **Save**.



If your 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.

Delete a student from my account

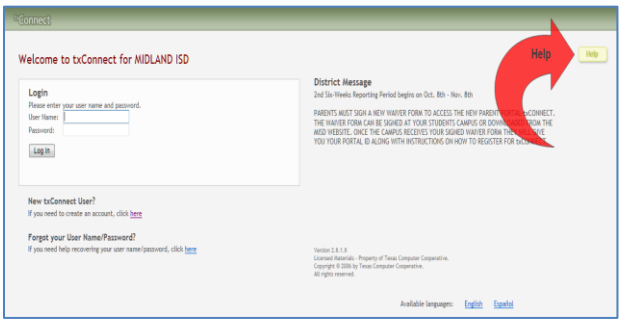
You can delete a student from your account, if necessary; however, you will need to have a valid student portal ID issued by the student's campus if you wish to re-add the student at a later time.

1. Next to **Students**, click **Change**.
2. Click ✖ next to the student you want to delete.
3. Click **Save**.

If the student was successfully deleted from your account, his name will no longer appear in the **Students** list on the left side of every page.

Save changes to my account

Be sure to click **Save** before leaving the page. Otherwise, your changes will not be saved.

- If you have entered data incorrectly, a red message will appear to the right of each field that has incorrect data. You must provide that information to continue.
- If you have entered the data correctly, the new data will be displayed on the My Account page.
- If you clicked **Change** to change some data, but decided not to change it, click **Cancel**.

For more detailed information on txConnect, click on the Help link located on every page of txConnect.