txGradebook TEACHER Login Account Setup

New and returning teachers need to register as a New User in the txGradebook at the beginning of each school year. The Registration process requires that a teacher setup their Login Account information.

Step 1:

- ➢ Go to the txGradebook website.
- ➢ From the **Login** page, under **New User**, click **here**.
- ➢ In the **Staff ID** field, type your six-digit Staff ID (Employee Number). If you do not know your employee number, contact your campus clerk.
- ➢ In the **Last Name** field, type your last name.
- ➢ In the **First Initial** field, type the first letter of your first name.
- ➢ Click **Next**.

    - o If the system detects that you have already registered, the system notifies you that your staff ID was found in the system and provides a link to the Login page.
    - o If you did not enter all required data, a red asterisk is displayed next to the fields that are missing data. You must provide the information to continue.
    - o If you entered the data correctly, the Registration Step 2 page is displayed.

Step 2:

- ➢ In the **User ID** field, **DO NOT ENTER YOUR STAFF ID/EMPLOYEE NUMBER**, type a user ID that will identify you when you log on to the system, such as a combination
of your first and last name. It is recommended you use your first initial and up to the first 7 letters of your last name. **Ex: Karen Johnmeyer – KJohnmey**
Using your staff ID or social security number is **not** recommended.

    - o Your user ID must be six to eight characters and must be unique within the district.
    - o Your user ID is NOT case-sensitive.
    - o If you type an ID that is already used, the system suggests an available alternative you can use.

- ➢ In the **Password** field, type a password that you will use when you log on to the system.

    - o The password must be six to nine alphanumeric characters.
    - o At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation.
    - o Your password is case-sensitive so it is recommended to write it down and keep in a secure location.

- ➢ In the **Confirm Password** field, retype the password exactly as it was typed above. The step confirms that you typed your password as you intended.
- ➢ In the **PIN** field, type a four-digit numeric personal identification number (PIN) that you will use when you post data. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.
- ➢ Click **Next**.

    - o If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct data to continue.
    - o If you entered all required data correctly, the Registration Step 3 page is displayed.

Step 3:

- ➢ In the **Question 1** field, select a question to which you will provide an answer. The questions are asked in the event that you lose your registration information.
- ➢ In the **Answer** field, type the answer to Question 1. You will be required to answer the question correctly in order to recover your registration information. Be sure to select questions for which you will easily remember your answer. **Answers are case-sensitive**. It is recommended that you write down the answers to the hint questions and keep in a secure location.
- ➢ Repeat the process for **Question 2** and **Question 3**.

  Note: You must select three different questions. You cannot repeat any questions on the page.

- ➢ Click **Next**.

  - o If you entered any data incorrectly, a red asterisk is displayed next to the fields with incorrect data. You must provide the correct data to continue.
  - o If you entered all required data, a "Success" message is displayed.

- ➢ Click **Finish**. You are redirected to the Announcements page.

To reset your account:

Your account can be set to **Reset** under the following circumstances:

- o If your account is locked due to multiple login attempts using invalid data (user ID/password), you must contact the campus administrator to have your account reset. You are not allowed to register for another account, because you can have only one user ID associated with your employee ID.

  If you forgot your password and user ID, the campus administrator as they will provide you with your user ID but they do not have access to your password.

- o **If you aren't able to successfully login after two attempts STOP as a third attempt will lock you out**. Click the link under "**Forget your password?"** to go to the Reset Password page. Proceed through the process for resetting your password using your original user ID in the **User ID** field. Once you log on to ᵗˣGradebook, you can use the Update Profile page to change your PIN and hint questions if necessary.