



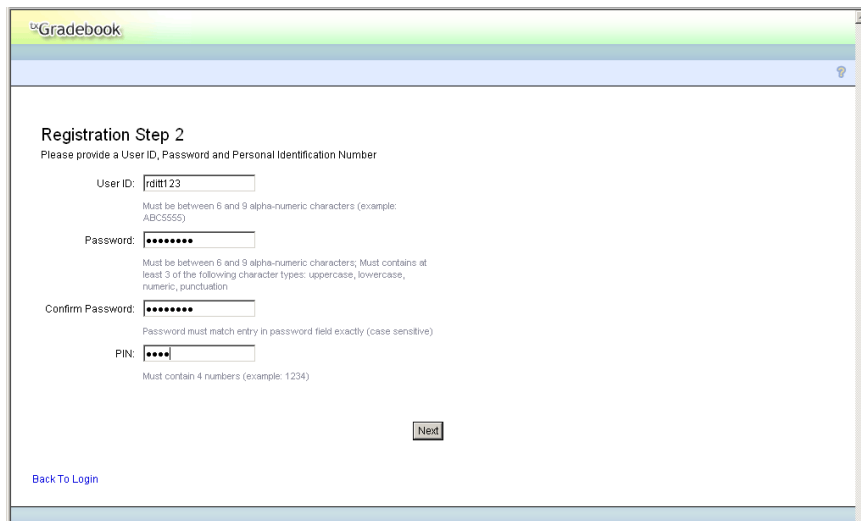
TxGradebook New Year / New User Instructions

At the beginning of each new school year or as a new user, you will need to click on the **New User?** link on the right hand side of the page and follow the Registration process.

After you have clicked on the **New User?** link, the following page will be displayed.

The **Registration Step 1** page is the beginning of the process to authenticate a *brand new* user or a user for the *brand new* school year.

- Staff ID: Enter a valid employee ID (assigned by your HR department)
- Last name
- First initial
- Click **Next**. The Registration Step 2 page will be displayed.



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Registration Step 2
Please provide a User ID, Password and Personal Identification Number

User ID:
Must be between 6 and 9 alpha-numeric characters (example: ABC5555)

Password:
Must be between 6 and 9 alpha-numeric characters; Must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:
Password must match entry in password field exactly (case sensitive)

PIN:
Must contain 4 numbers (example: 1234)

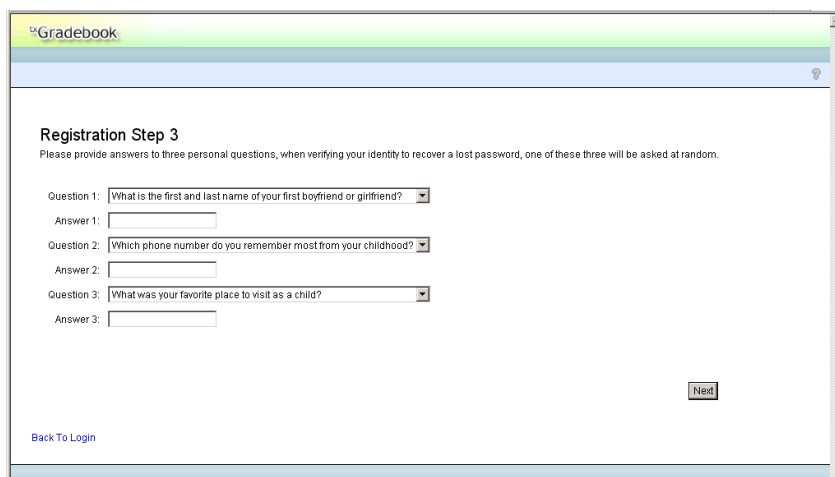
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New user will enter:

- User ID: (created by user—recommended to be first initial and last name) Just remember that this ID needs to be something easily remembered by you. Once you have created your User ID, it cannot be changed or deleted.
- Password: (between 6 and 8 alphanumeric case sensitive characters). Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive.
- PIN: (4 numeric characters) It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

Your User ID, Password, and PIN can be the same that you used last year 😊

Enter the required data, and click **Next**. The Registration Step 3 page will be displayed.



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Registration Step 3
Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1:
Answer 1:

Question 2:
Answer 2:

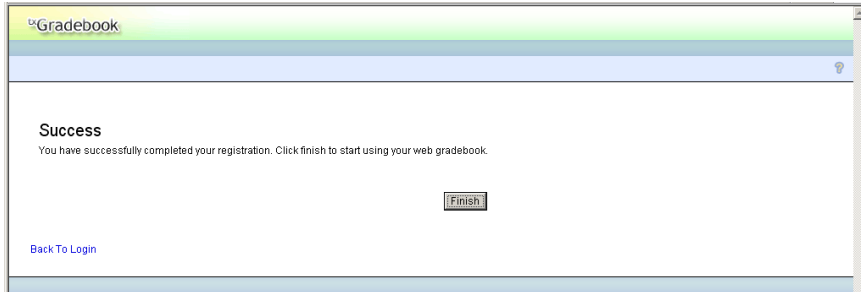
Question 3:
Answer 3:

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The **Registration Step 3** page requires that you select and answer a set of three hint questions. These questions will be asked in the event that you forget your password.

Note: You will be required to answer the questions correctly in order to recover your password information. Answers are case-sensitive.

Enter the required data, and click **Next**. The **Success** page will be displayed.



To recover a locked account:

If you have three consecutive unsuccessful attempts at signing in (three strikes—you're out), your account will be locked, and you must contact your TxGradebook administrator to have your password reset. Once the TxGradebook administrator resets your account, you can use the Reset Password (recover a lost password) procedure to reset your password.