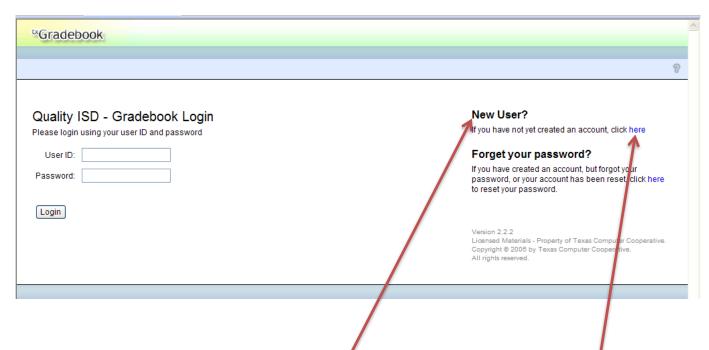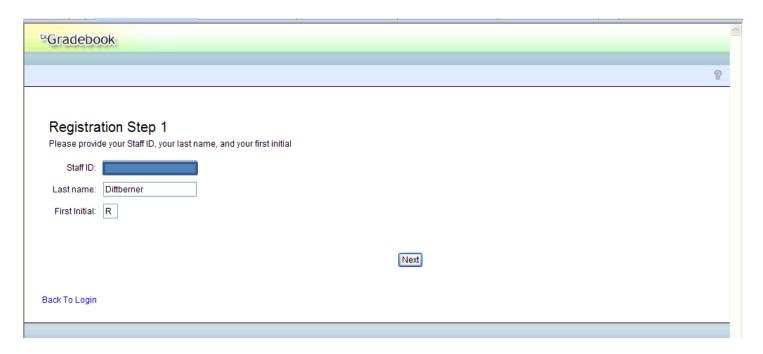# txGradeBook

Creating your Login

Access the internet and key in the URL district's txGradeBook. The following screen is displayed:

To the right side of the screen, under **New User**, click on the word **"here".**

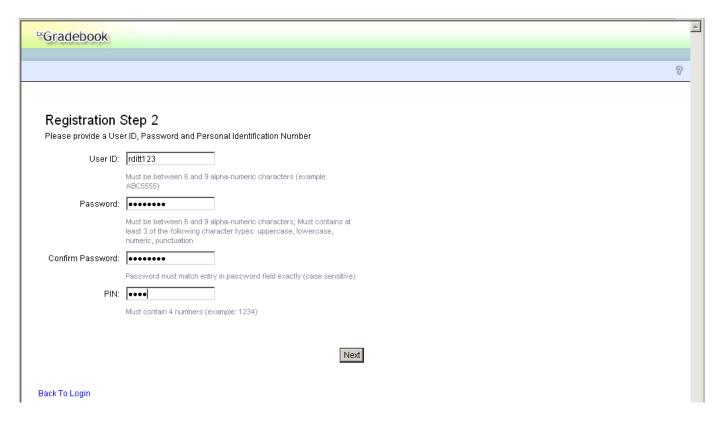This should take you to the Registration Step 1 screen, shown below:

For the **Staff ID**, you must enter **6 digit employee id number**, and it must match the number stored in your district's TxEIS database. **IF** you are **a teacher** the staff ID must match the one on the instructor tab in Grade Reporting. **IF** you are **an administrator** the staff ID must match the one entered in Registration> Maintenance>Campus Profile>Campus Information Maintenance>Principal/Counselor tab.

Then enter your **Last name** and **First Initial** and **click** on the **Next** button.

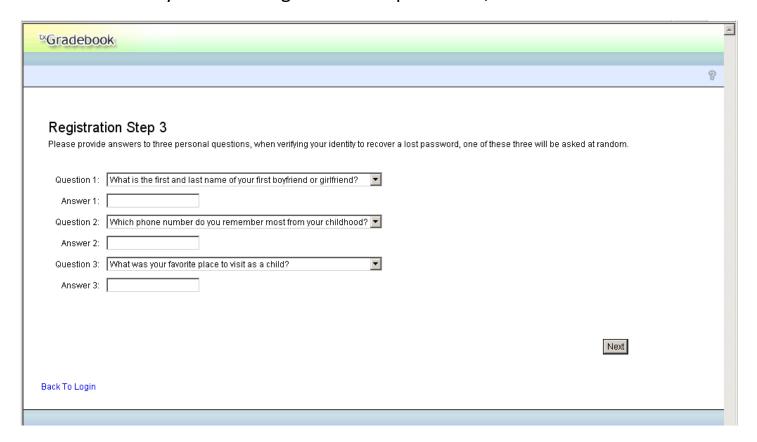This should take you to the Registration Step 2 screen, shown below:

TEACHER'S- In the **User ID field**, enter an id that is between 6 and 8 alpha and/or numeric characters. This ID is NOT case sensitive.

ADMINISTRATOR'S- In the **User ID field**, enter the user id that was assigned to you by the txGradebook administrator. This ID is NOT case sensitive.

In the **Password field**, enter a 6 to 9 character password. The password **MUST** contain at least three of the following kinds of characters: numeric, lowercase, uppercase, and punctuation. The **password IS case sensitive**, and you must remember your password, as your district administrator will not be able to tell you what your password is. Also, your password will expire after some predetermined number of days, and you will be required to pick a new password at that time.

In the **PIN field**, enter four numeric digits. (You will be required to enter this PIN number when you makes changes and do a SAVE in gradebook.) Then **click** the **Next** button.

This should take you to the Registration Step 3 screen, shown below:

Enter your answers to the three questions on this screen. **Answers are CASE SENSITIVE,** you will have to know the answers if you forget your password, AND, you will have to answer the questions exactly the way you first answer them on this screen. For example, if your answer to the question about your first car is Camero, then if you are asked this same question when you have forgotten your password, you must enter Camero, and not camero.

Click **Next** to go to the last screen, shown below.

Click the **FINISH** button to complete your registration, which should take you to the District and Campus Announcement page.

You are now a registered user of txGradeBook.