

Creating a txGradebook Account

Each year teachers have to create a new Gradebook account. The username and password is not stored from year to year, but a teacher can retype the information for the new year's account.

1. Go to <https://txsuite03.region16.net/tg090904/>

2. On the right side you will see a New User? Section. Click the word **here** on the site at the end of the sentence to begin setup.

New User?

If you have not yet created an account, [click here](#)

3. Enter your new **6 digit staff Id number, Last Name, and First Initial**. Click **Next** to Continue. If you get an error message, contact your campus to ensure your name and ID were entered correctly.

Registration Step 1

Please provide your Staff ID, your last name, and your first initial

Staff ID:

Last name:

First Initial:

Next

4. Enter a **username** (6-8 characters, not case sensitive) – if the username you entered is not unique in the district, alternative options will appear or you can type in a different username
5. Enter a **password** (6-9 alpha numeric characters; use three of the following options: uppercase, lowercase, numeric, or punctuation; and it is case sensitive)
6. Enter the **password** again to confirm
7. Type a **4 digit PIN** that will be used every time you post grades
8. *May have to enter your district email address
9. Click **Next** to continue
10. In case you forget your login information, you will be asked security questions to retrieve the information. **Select three questions and provide the answers to each**. Answers are case sensitive.
11. Click **Next** to continue
12. Click **Finish**