

Transferring to a new school or district level position (outside of your current district) is a two-step process. You must first transfer your account to the new location AND then update your log in information. You do NOT need to create a new account when you transfer districts. This creates multiple accounts and does not transfer your CCP records to your new district.

If you are transferring to a new school district.

Transfer to a new school (coach) or new ISD (administrator):

- Log in
- Click Go To Portal
- On your homepage, under “account options”, click “transfer account to another district/school
- Select Texas
- Type the school (if you are a coach) or district (if you are an administrator) that you are transferring to
- Once you select the school, select your role at the new school
 - Coordinator and above roles will require approval from the new district
- Hit Submit

Update contact information:

- Log in
- Click Go To Portal
- On your homepage, under “account options”, click “Update Account Details”
- Update any information that needs to be updated (i.e. your new email address)
 - Once updated, your new email address will become your new log in
- Click “I’m not a robot”
- Click Save

By completing these two steps, you will effectively transfer your records to your new district, and update your contact email to continue receiving communication from our office.

If you are a coach transferring to a new school within the SAME district.

Your district administration will need to transfer your account to your new school if it is within the same school district.

District administrator:

- Log in
- Click Go to Portal
- Click Navigation on the Left Side
- Click District Settings
- Click School Home
- Click “Show Assigned Users” on the School you want to transfer the account TO
- Click Assign Users to this School
- Find the name of the account and click Assign user to this school
- To remove the account from the previous school, you can reverse the process
 - Click “Show Assigned Users” on the school you want to remove
 - Find the name of the account and click “remove user”