

# Parent Portal Instructions

We are very excited to launch our Parent Portal for AIM Athletics. You will be able to review and accept our policies, add student and insurance information and update your payment information via this self-service portal. Please follow the instructions below to access your account.

- Go to [www.aimathleticstexas.com](http://www.aimathleticstexas.com)
- Go to the tab Texans Teams then scroll under it to find the Parent Portal (or the direct link is <http://aimathleticstexas.com/texansteams/parentportal.html>)
- Select Parent Login and enter your email address, leave the password blank and click ***forgot password?***
- A new password will be sent to your email address

If your email does not work – then STOP by the front desk and we will correct your email address OR send an email to [Stacey@gymtexans.com](mailto:Stacey@gymtexans.com) so that your account email address can be corrected. We do not want to create duplicate records in our systems. Once your email address is corrected in iClass Pro repeat the steps above.

- Once you have your password -- then login to your account
- You will be prompted to read and accept the AIM Athletics policies. Scroll to the bottom. Click the button **I AGREE TO ALL POLICIES.**
- On the left hand side you will see FAMILY, STUDENTS, ENROLLMENTS, PAYMENTS, RULES & POLICIES.

Select **FAMILY**. Make sure all data is correct and add any data missing. For example, I added a grandparent's information.

Select **STUDENTS**. Your athlete should be listed. Select edit in the box next to your athlete's name and add their health insurance information. NOTE: To add insurance information select the edit button to the right of the student name. Once your edits are complete then select UPDATE STUDENT.

Select **ENROLLMENTS**. Please review **Enrollments** to make sure that your athletes are in the correct classes. If not, then send an email to [Stacey@gymtexans.com](mailto:Stacey@gymtexans.com) for correction.

Select **PAYMENTS** then select **MANAGE PAYMENT OPTIONS**.

You should see **Saved Payment Information of File** if you have a credit card on file.

Method = Credit Card Not Present

Issuer = VISA

Last Four = 1234

If you want to change your credit card:

Select **FORM OF PAYMENT** and choose CREDIT/DEBIT CARD

Enter your credit card information then select **SUBMIT PAYMENT INFORMATION** (button at bottom)

Now you should see your payment information at the top under **Saved Payment Information on File** at the top of the screen once your update is completed.