Parents Registering New Students

Welcome to Tahoka ISD! We are excited to present online registration for your convenience. Please follow the steps below to register your child for the current year!

You will need a working email address. If you do not have an email address, please go to www.google.com and create an email for free.

Once you have an email address, go to http://txsuite.esc17.net/tc153904/Login.aspx. You will see the home page.

If you already have a Parent Portal account, please enter your username and password and log into your account. If you do not have a Parent Portal account, please click on New User

If you have an account already, please skip ahead to Enrolling a New Student.

If you are creating a new account, start by filling out your registration

Registration

User Info - Step 1 of 3
Please provide a user name, password, and e-mail.

User Name: [ ]
Must be between 6 and 25 alpha-numeric characters. (example: ABC5555)

Password: [ ]
Must be between 8 and 25 characters; must contain at least 3 of the following charac

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

E-mail: [ ]
Must be a valid e-mail address format. (example: name@name.com)

Confirm E-mail: [ ]
A verification email will be sent to the address provided here. Please supply the give

Registration

Hint Question - Step 2 of 3
Select a question and enter an answer to help you retrieve your password if it is lost.

Question: [Choose a question... ▼]
Answer: [ ]

Once you get to this stage click Complete. You cannot add a student until you have completed New Student Registration

Registration

Add Students (optional) - Step 3 of 3
Please provide a Student Portal ID and birth date for each student you wish to add.
If you do not add a student at this time, you may add one in your profile later.
If you are new to the district, please skip this step by clicking the Complete button below. Your Portal ID will be given to you by your students' campus.

Student Portal ID: [ ]
Student Birth Date: [ ]
Enter date in MM/DD/YYYY format.
[Add]

	Added Students
	(none)

[Previous] [Complete]

Once you have your account set up, you must have your email verified. Go to My Account

Manage My txConnect Students:

Add Student to (or Remove from) txConnect

Edit Settings for My txConnect Students

View/Edit Forms	Student Name	Associated Users	Last Login
	▓▓▓▓	▓▓▓▓	3/31/17 8:58 AM

(Click the edit button above to manage that student's information.)

My New Students:

To Enroll a New Student, Please Enter Your Email Address Below

Student Name	Submitted to District?

Email Address

(Your email address is required if you wish to receive alerts, edit existing student registration information, or, to enrol

Email Address: [   ]

Confirm Email Address: [   ] [Verify Email Address]

Enter your email here to verify. Once you have entered in the email, click on Verify Email Address. You will receive an email with your code.

Mobile Number / Text Messages

If you would like to receive text messages on your mobile phone, you may enter that cell phone number I
If you do NOT wish to receive text messages, please leave this blank.

Mobile Number: [   ] No hyphens.

Confirm Mobile Number: [   ] [Verify Mobile Number]

Once you have entered in your email address and clicked on Verify Email Address, you will receive an email from Parent Portal with a code to confirm your email address.

parentportal@esc17.net

to me ▾

· · ·

This is the address that the code will come from

Please verify that this is your email address by following these steps:

1. Log in to txConnect, and go to the 'My Account' page.
2. In the 'Email Address' section, enter the following verification key:

C3tfcg9RMFk4RwZK

Your code should look something like this

(You can copy the key from this email message and paste it into the appropriate box in txConnect.)

3. Click 'Verify Code' after entering the key to complete the email verification process.

To log into txConnect, click on the link below:
txsuite.esc17.net/tc153904/

Once you have received the email with the code in it, you need to copy and paste that code back over to your Parent Portal account.

Manage My txConnect Students:

Add Student to (or Remove from) txConnect

Edit Settings for My txConnect Students

View/Edit Forms	Student Name	Associated Users	Last Login
	████	████	3/31/17 8:58 AM

(Click the edit button above to manage that student's information.)

My New Students:

To Enroll a New Student, Please Enter Your Email Address Below

Student Name	Submitted to District?

Email Address

You should receive an email message containing a verification code. Please enter that code here:

Verification Code [   ] Verify Code   Resend Code   Cancel

> Enter your verification code here

Once you have clicked on Verify Code, you will see your email address. Please make sure that this is the correct address and that it is the same one on your child's file.

Manage My txConnect Students:

Add Student to (or Remove from) txConnect

Edit Settings for My txConnect Students

View/Edit Forms	Student Name	Associated Users	Last Login
	████	████	3/31/17 8:58 AM

(Click the edit button above to manage that student's information.)

My New Students:

Click here to Enroll a New Student for School

Student Name	Submitted to District?

Email Address

Email Address: ████████
Change or Remove

> Your email address will appear here.

Once you have veriified your email, you will see Click Here to Enroll a New Student. Please click on that link.

Click here to enroll a brand new student to Tahoka ISD. You will click here even if you have other children enrolled.

Once you click on the link, you will need to go through all five steps. On step two, you will need a registration key. Click on Request Registration Key and check your email for the key. Once you have that key, you will need to enter it to verify your email address.

The email you should receive, should look like this.

parentportal@esc17.net   1:10 PM (0 minutes ago)
to me

Thank you for using txConnect online enrollment to enroll your child,

Your child's Enrollment Key is: RrNQY6dWMxrHztSb ◄───

Please keep this email through the enrollment process in the event that you need to provide the enrollment key to the school.

If you have exited from txConnect, click the link below to sign back in:
txsuite.esc17.net/tc153904/Thank you.

Your code should look like this

Once you have completed all five steps and have submitted the registration to the district, you will see this page;

Final Steps

You're almost done!
Your final step is to deliver all necessary paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section then you must contact the district to see what they wish you to do next.

Additionally, you may begin the process of adding another student by clicking on the Step 1 tab or on the Add Another Student button below:

[Add Another Student]

Print Registration Confirmation

Student Name	Print Registration Confirmation	Submitted to District?
	[Print Registration Confirmation]	✔ 3/31/2017

Downloadable Enrollment Forms

1. [W] New Student Questionare This form is not currently available. ◄

2. [PDF] Pre-K Eligibility Certification From This form is not currently available. ◄

Please print these out and fill them out and sign them and give them to the Elementary Campus.

The New Student Questionnare is for new students to the district, other than new Pre-K enrollees. Pre-K enrollees need to fill out the Pre-K Eligibility Certificate Form and turn it into the elementary campus. Once you have completed this step, please contact the elementary office (Ashley) so that she may pull your information so that you may complete the rest of registration.

You will then have to contact Keiva Garcia at 806-561-5146 for your Parent Portal ID. You will then go back to your parent portal and click on My Account. You will then click on Add Student to (or Remove from) txConnect. Once you click there, you will use your child's ID and birthdate to add them to your account

Manage My txConnect Students:

Add Student to (or Remove from) txConnect

Edit Settings for My txConnect Students

View/Edit Forms	Student Name	Associated Users	Last Login
	■■■■	■■■■	3/31/17 8:58 AM

(Click the edit button above to manage that student's information.)

Once you have added them, you will see their name and Edit under View/Edit forms. Please click on Edit to finish your child's registration paperwork.

My Account - Welcome User: ■■■■

This page allows you to review and change your account settings.

Students

To see an already enrolled student's grades, attendance and other information, click th email address, you can click the "Edit Settings for My txConnect Students" button to cha information.

Manage My txConnect Students:

Add Student to (or Remove from) txConnect

Edit Settings for My txConnect Students

View/Edit Forms	Student Name	Associated Users	Last Login
Edit	■■■■	■■■■	3/30/17 9:59 PM
Edit	■■■■	■■■■	3/30/17 9:59 PM
Edit	■■■■	■■■■	3/30/17 9:59 PM

(Click the edit button above to manage that student's information.)

You can also see this on the summary page of your account.

Account Settings
Edit Student Settings

View/Edit Forms
24 form(s) need review !

Registration
• ! Registration
• ! Contacts
• ! Home Language Survey
• ! Student Media Release
• ! Food Allergy Disclosure
• ! Military Connected
Student Data
• ! Ethnicity and Race Data
Questionnaire
• ! Student Directory
Information Release
• ! FERPA and Directory
Information Notice
• ! Statement of Special
Education Services
• ! History of School
Attendance - Secondary
• ! Migrant Education Program
- Family Survey
• ! Falsification of Documents
& Identity Verification
• ! Attendance Letter
• ! Code of Conduct-Parent
• ! Code of Conduct-Student
• ! Electronic Communication-
Parent
• ! Electronic Communications-
Student

You will click on each document and sign it electronically. Please note there are four documents that you will need to print out and fill out yourself for middle school/high school and there are two documents for elementary. For Pre-K there are three documents that you need to print out and fill out yourself. You will see it pull up different when you click on it.

Student Emergency Form

W Student Emergency Form

Submit Electronic Signature   ⬅   Please do not click submit electronic signature. You must print these documents out and fill them out and sign them and bring them to your campus.

Once you have completed all documents, please contact your child(ren)'s campus so that they can finalize your child(ren)'s registration.

Thank you very much for Registering online with Tahoka ISD!

Elementary Campus-Ashley Witt (806)561-4350

HS/MS Campus-Keiva Garcia (806)561-5146

Elementary School Principal-Christa Ritchey

Middle School Principal-Kelly Kieth

High School Principal-Don Worth