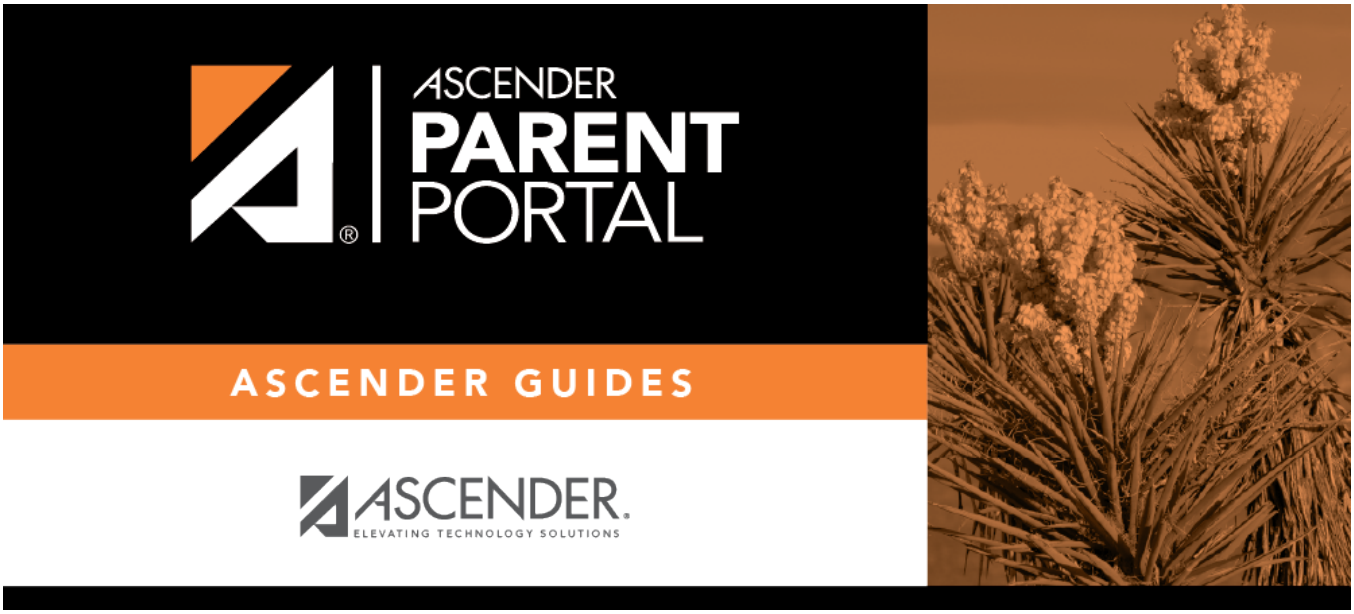


Parent: Enroll a New Student in the District

Table of Contents

Parent: Enroll a New Student in the District 1

ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

Parent: Enroll a New Student in the District

Parents should follow these steps to enroll a student in the district using the New Student Enrollment wizard.

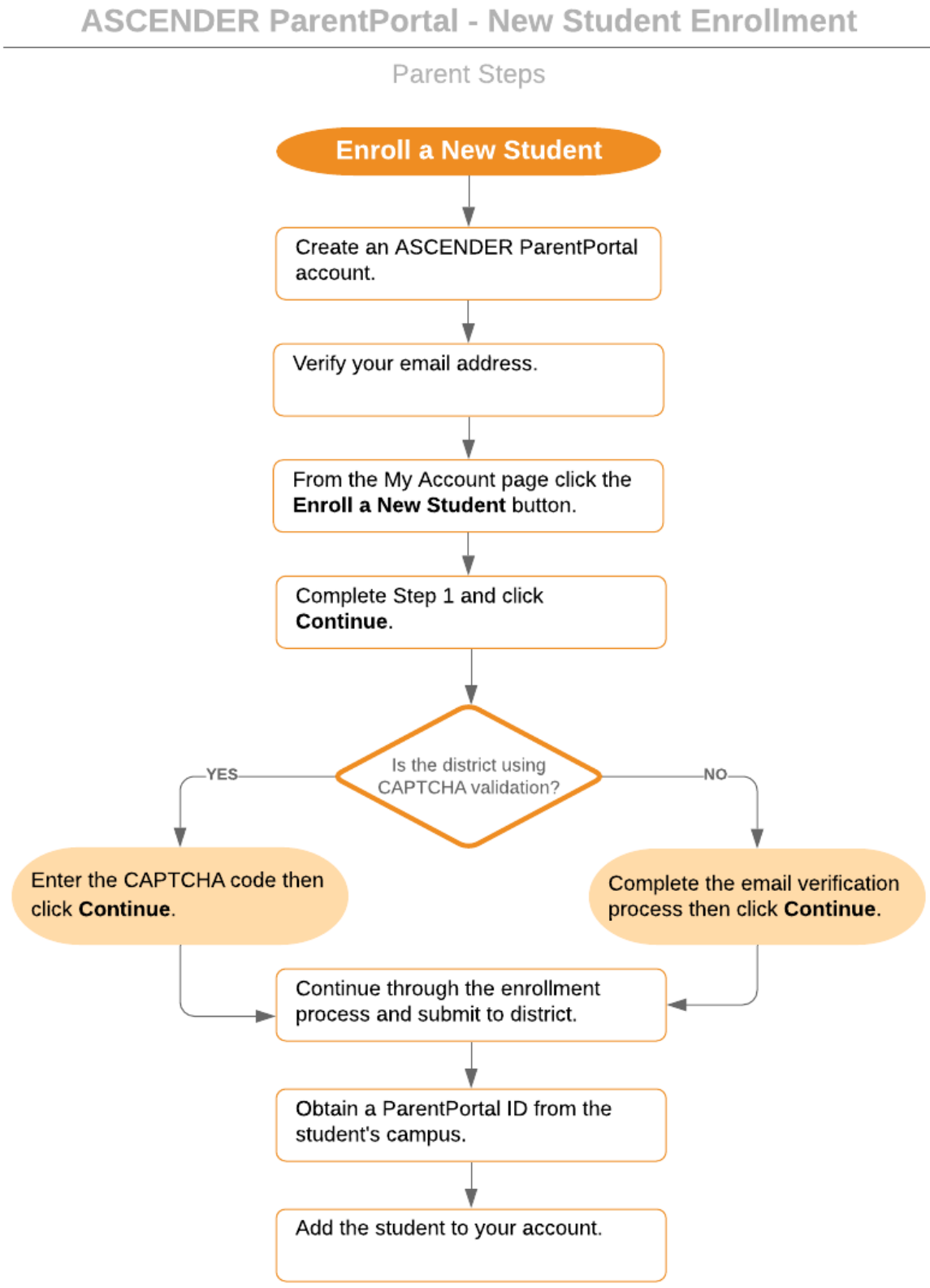
Parent: Enroll a New Student in the District (PDF) (prints separately) (IS THIS NEEDED FOR PARENTS?)

Prerequisites:

This guide assumes that several required steps have already been completed by the district to enable online enrollment.

- See District: Set Up & Enable Forms.
- The **Enable New Student Enrollment** field must be set to Yes.

Enrollment Flow Chart:

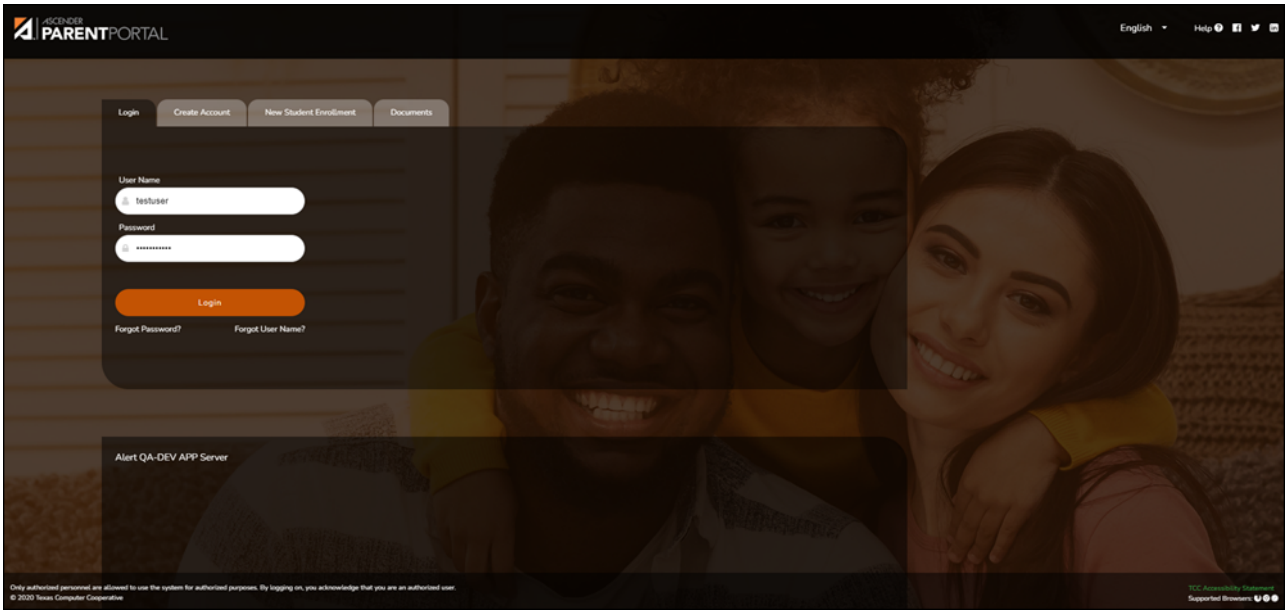


1. Create an ASCENDER ParentPortal account and log on.

   ASCENDER ParentPortal > Login

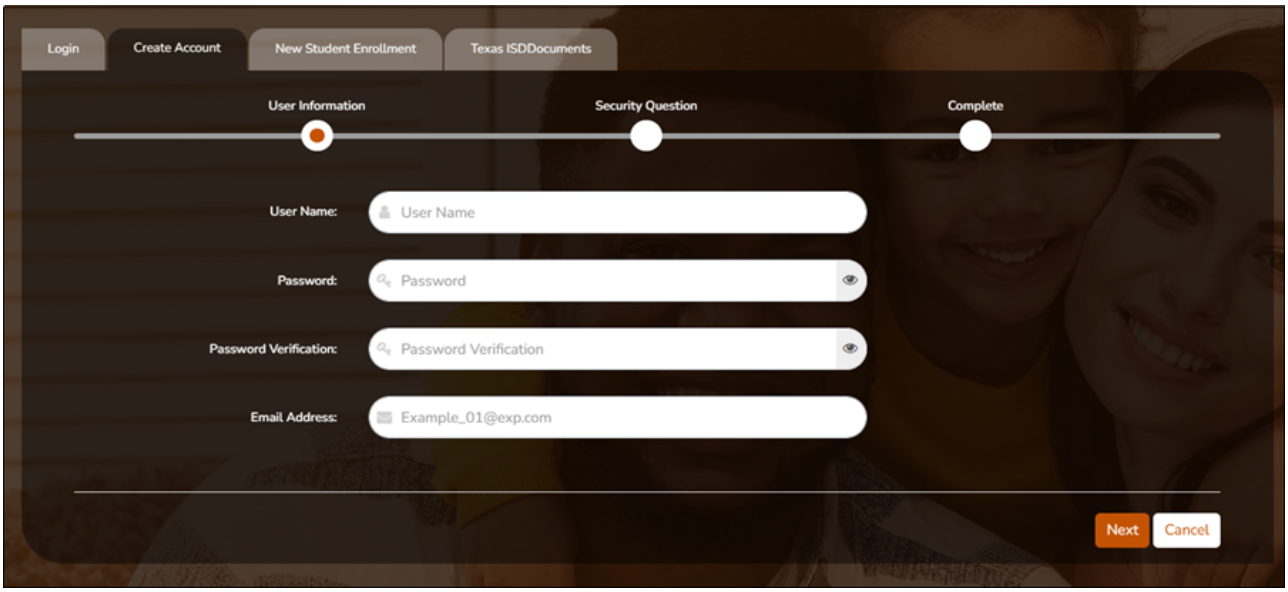
Before enrolling a student, the parent must create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.

Click **Create New Account**.



The Create Account - User Info page opens.

User Information

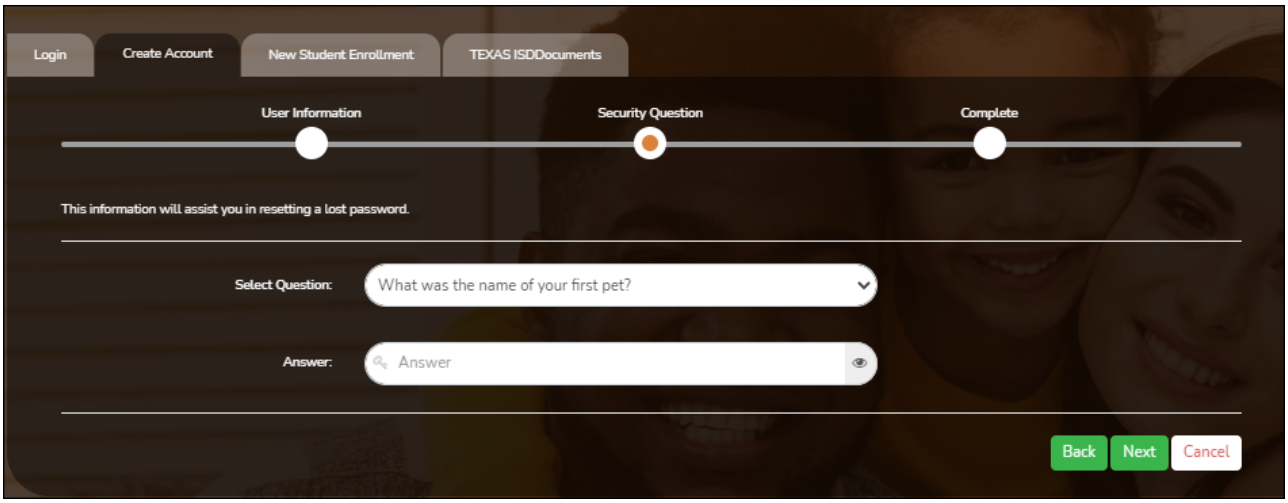


User Name	Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name. Requirements: • 6-25 alphanumeric characters • Unique (no one else in the district is using it) • Not case-sensitive
Password	Type a password that you will use when you log on to ASCENDER ParentPortal. A show/hide toggle allows you to view or mask the characters you are typing. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ◦ Uppercase letters (A–Z) ◦ Lowercase letters (a–z) ◦ Numbers (0–9) ◦ At least one allowed special character
Password Verification	Re-enter your password to verify that you typed it as intended.

Email Address	(Required) Type your email address. You cannot enter an address that is already in use. **NOTE:** If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.

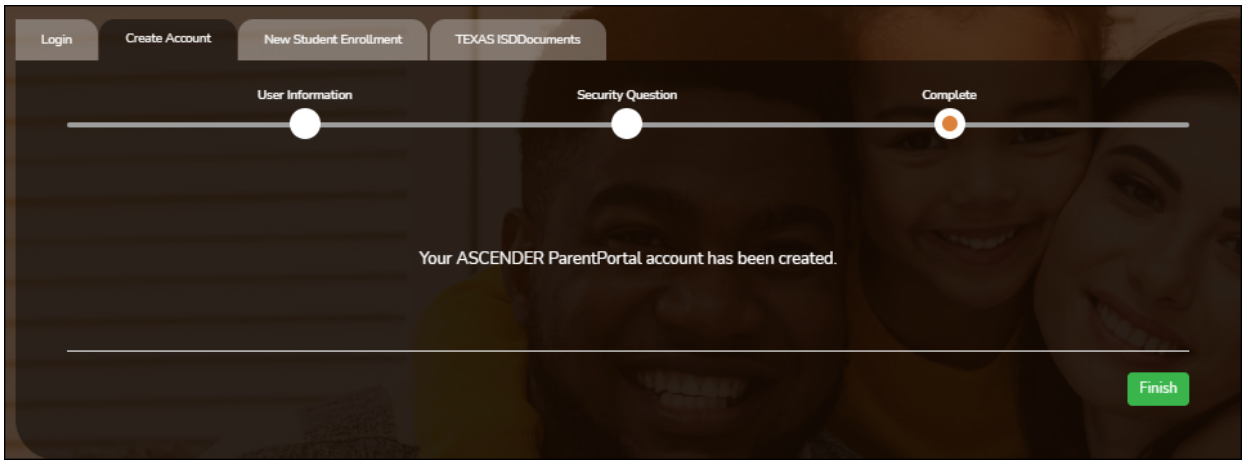
❑ Click **Next**.

Security Question



Select Question	Select a question. If you need to reset your password, you will be asked this question.
Answer	Type the answer to the question. You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily. **IMPORTANT**: The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).

❑ Click **Next**.



Complete

❑ Click **Finish**.

- The My Account page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

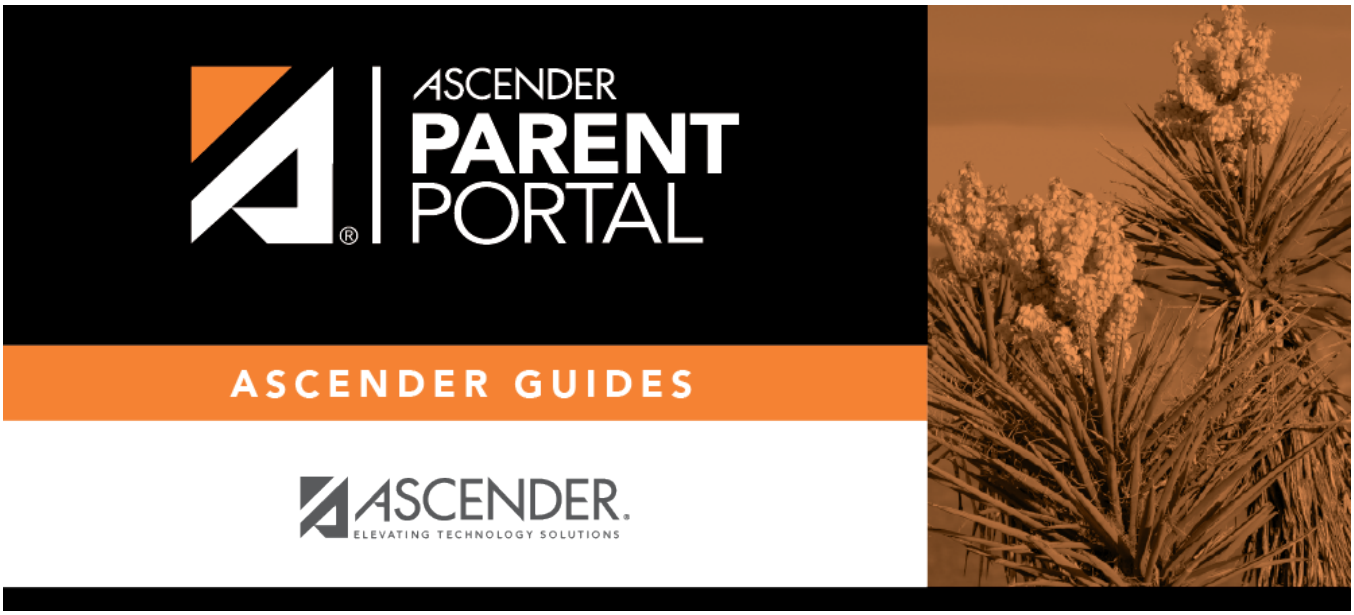
NOTE: If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

2. Enroll the student.

3. Add the student to your ParentPortal account.

What Happens Next?

- Once the campus has accepted the enrollment of your student, the campus will issue you a unique ParentPortal ID for each student allowing you to add to student to your ParentPortal account.
- See Parent: Add/Register Student.


ASCENDER
PARENT
PORTAL
ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

Back Cover