



ASCENDER GUIDES



## **Parent: Enroll a New Student in the District**



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# 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:

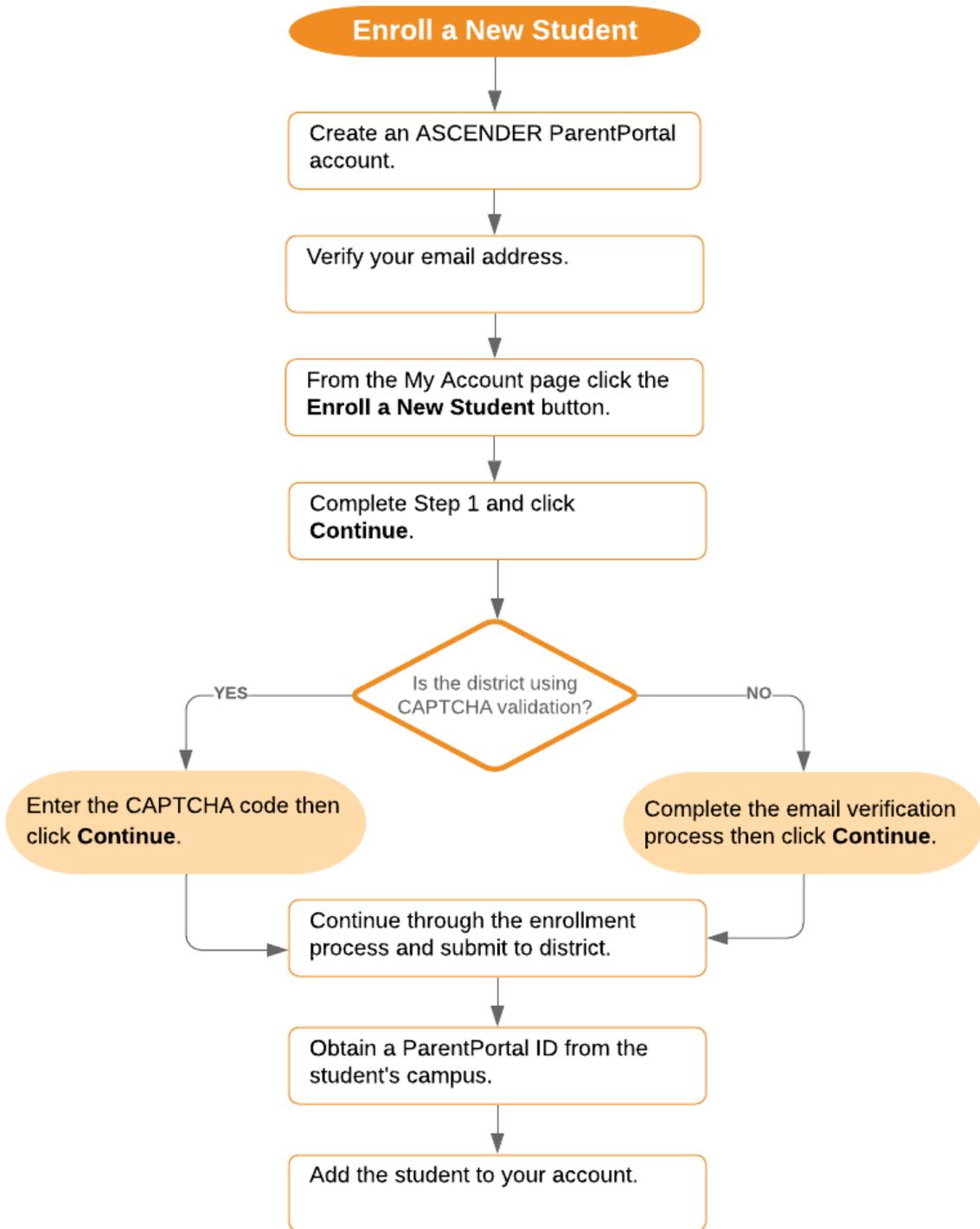
This guide assumes that several required steps have already been completed by the district to enable online enrollment.

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

### Enrollment Flow Chart:

## ASCENDER ParentPortal - New Student Enrollment

### Parent Steps

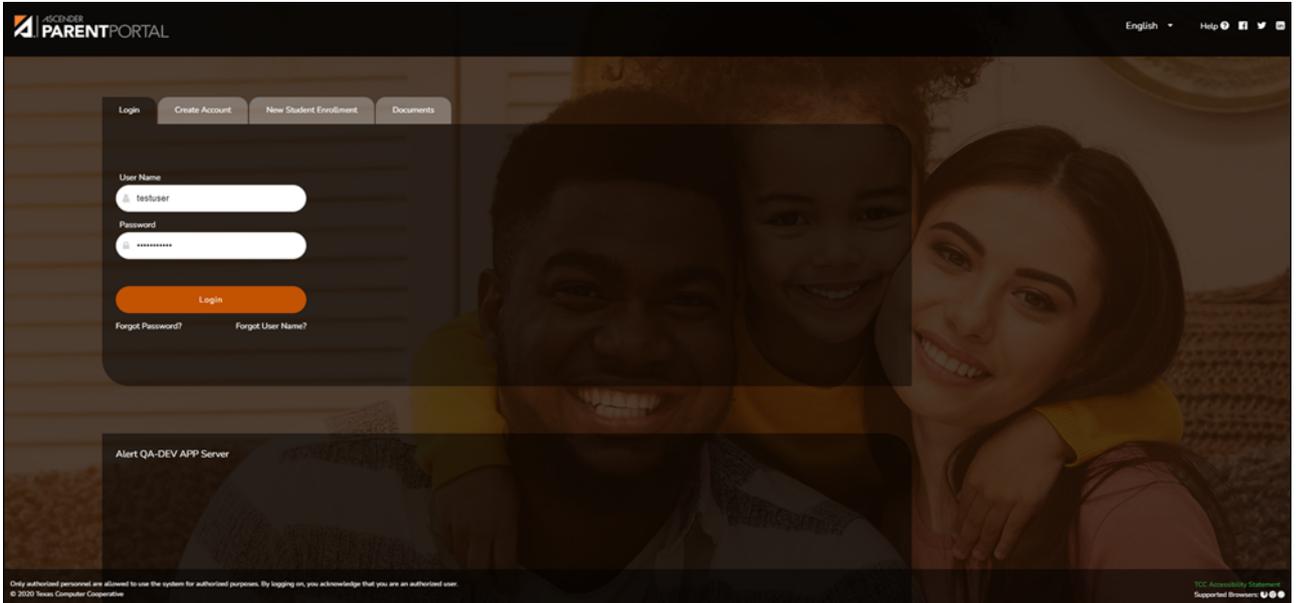


1. [Create an ASCENDER ParentPortal account and log on.](#)

### **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

<b>User Name</b>	<p>Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 6-25 alphanumeric characters</li> <li>• Unique (no one else in the district is using it)</li> <li>• Not case-sensitive</li> </ul>
<b>Password</b>	<p>Type a password that you will use when you log on to ASCENDER ParentPortal.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>◦ 16-46 alphanumeric characters</li> <li>◦ Three of the following: uppercase, lowercase, numeric and special characters</li> </ul> <p><b>Not allowed:</b> [space] ! ? * &amp; ^</p> <p><b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; &lt; = &gt; @ [ \ ] _ ` {   } ~</p> <ul style="list-style-type: none"> <li>◦ Case-sensitive</li> </ul>
<b>Password Verification</b>	<p>Re-enter your password to verify that you typed it as intended.</p>

<b>Email Address</b>	<p>(Required) Type your email address. You cannot enter an address that is already in use.</p> <p><b>NOTE:</b> 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.</p>
<b>Mobile Number</b>	<p>Type your ten-digit mobile number. You cannot enter a number that is in use.</p>

Click **Next**.

### Security Question

The screenshot shows the 'Security Question' step of the account creation process. At the top, there are navigation tabs: 'Login', 'Create Account', 'New Student Enrollment', and 'TEXAS ISDDocuments'. Below these is a progress bar with three stages: 'User Information', 'Security Question' (the current stage, indicated by an orange dot), and 'Complete'. The text below the progress bar reads: 'This information will assist you in resetting a lost password.' There are two input fields: 'Select Question:' with a dropdown menu showing 'What was the name of your first pet?' and 'Answer:' with a text input field containing 'Answer'. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

<b>Select Question</b>	Select a question. If you need to reset your password, you will be asked this question.
<b>Answer</b>	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.  <b>IMPORTANT:</b> The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).

Click **Next**.

The screenshot shows the 'Complete' step of the account creation process. The progress bar at the top now has three stages: 'User Information', 'Security Question', and 'Complete' (the current stage, indicated by an orange dot). The text in the center of the screen reads: 'Your ASCENDER ParentPortal account has been created.' At the bottom right, there is a green 'Finish' button.

## Complete

Click **Finish**.

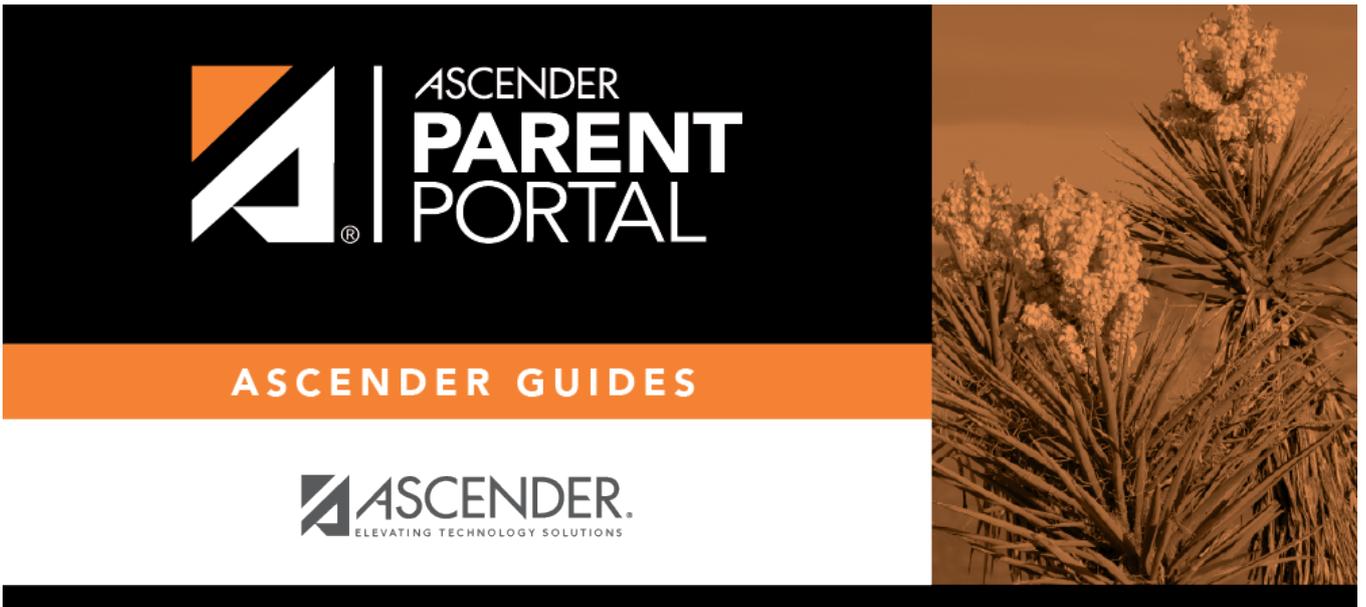
- The [My Account](#) page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**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.](#)



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