



ASCENDER GUIDES



## Administrator Login



# Table of Contents

<b>Administrator Login .....</b>	<b>1</b>
----------------------------------	----------



# Administrator Login

Welcome to ASCENDER ParentPortal Admin. The administrator access site provides web access to features and options that are only available to district- and campus-level administrators.

Your user name and password are created by district administrative staff.

## Log on to ASCENDER ParentPortal Admin:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

<b>User Name</b>	
<b>Password</b>	Type the most recent password entered for this account. Your password is case-sensitive.

☐ Click **Log In**.

The Admin > User Maintenance page is displayed.

**WARNING!** If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system will lock out your account for 5 minutes. Try logging on again after 5 minutes.

## Change Language:

By default, ASCENDER ParentPortal is displayed in English. To access ParentPortal in Spanish, select *Spanish* from the drop-down field in the top-right corner. Your language selection will be retained for the current session.

Some content will only be displayed in Spanish if the district has provided Spanish content; otherwise, English content is displayed.

**MOBILE DEVICE USERS:** On a mobile device, tap the menu in the top-right corner to access the language field.



## Back Cover