



ASCENDER GUIDES



**registration\_step1**



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Help

## 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 character types: uppercase, lowercase, numeric, punctuation.

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 given code in that email, in the MyAccount page under the Email Address section, to access the features listed below.

**Your email address is required if:**

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.

Next

|                         |                                                                                                                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>User Name</b>        | Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.<br><br>Requirements: <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>         | Type a password that you will use when you log on to ASCENDER ParentPortal.<br><br>A show/hide toggle  allows you to view or mask the characters you are typing.                                                                     |
| <b>Confirm Password</b> | Retype the password to confirm that you typed it as intended.                                                                                                                                                                                                                                                           |

The following two email fields are only displayed if email support has been set up by the district.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>E-mail</b>         | (Required) Type your email address. You cannot enter an address that is already in use.<br><br><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. |
| <b>Confirm E-mail</b> | Retype the email address to confirm that you typed it as intended.                                                                                                                                                                                                                                                                                                                                            |

Click **Next**. If you entered the data correctly, the Step 2 page is displayed.

Also, if you entered your email address, you will receive an email message at that address containing a verification code. Later, you will need to type (or copy/paste) that verification code in order to verify your email address.



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