



ASCENDER GUIDES



**Login**

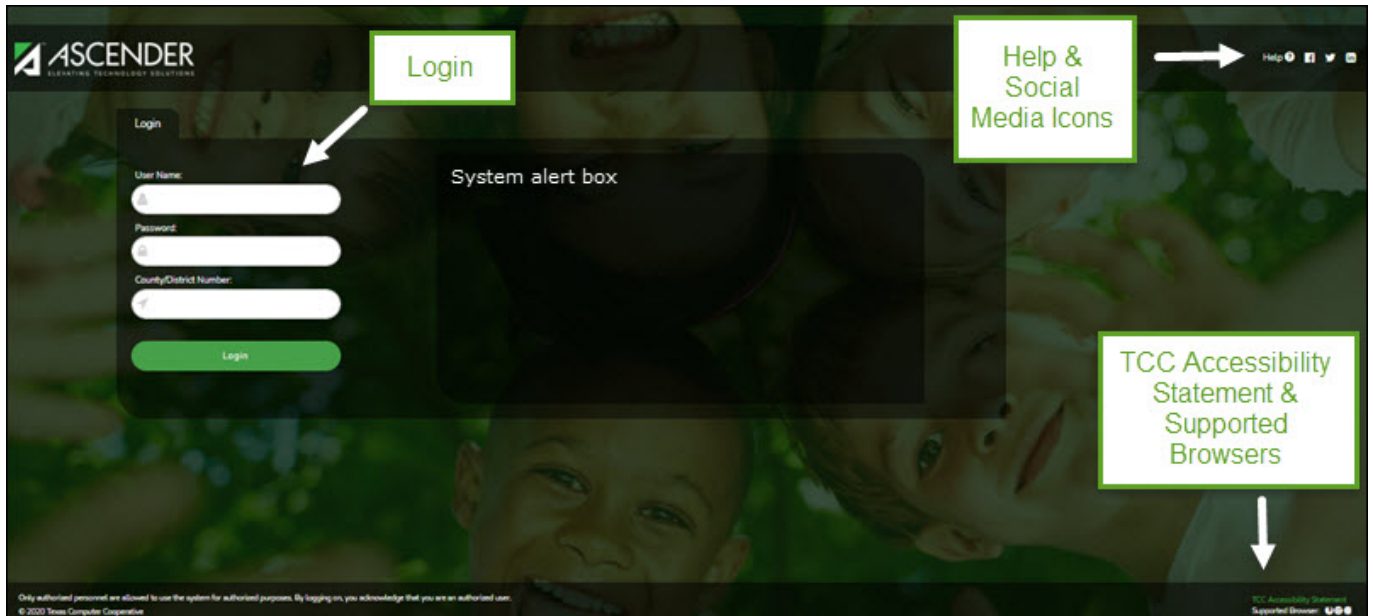


# Table of Contents

**Login** ..... i



## Login



Field	Description
<b>User Name</b>	Type your user ID or name provided by your local education agency (LEA).
<b>Password</b>	Type your password. The text is displayed as black dots for privacy.  Requirements: <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters (Spaces and the following characters are not allowed: ! ? * &amp; ^)</li> <li>• Case-sensitive</li> </ul> Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your district administrator.
<b>County/District Number</b>	Type your six-digit county-district number.
<b>Browser Requirements</b>	The currently supported browsers are listed.
<b>Social Media Icons</b>	Click to access various social media sites for ASCENDER.

Click **Login** or press ENTER to complete the login process. The ASCENDER Homepage is displayed.

# Pending	ID/Freq	Approval Type
0	C	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	7	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/5	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/6	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0		<a href="#">Payroll &gt; Self-Service Payroll Approval</a>
0		<a href="#">Personnel &gt; Self-Service Demographic Approval</a>
0	C/4	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/5	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/6	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0		<a href="#">Purchasing &gt; Approve Bundle Requisitions</a>
0		<a href="#">Purchasing &gt; Approve Requisitions</a>
0		<a href="#">Purchasing &gt; Next Year Approve Requisitions</a>
0	1	<a href="#">Warehouse &gt; Approve Inventory Restock Requisitions</a>
0	1	<a href="#">Warehouse &gt; Approve Warehouse Requisitions</a>