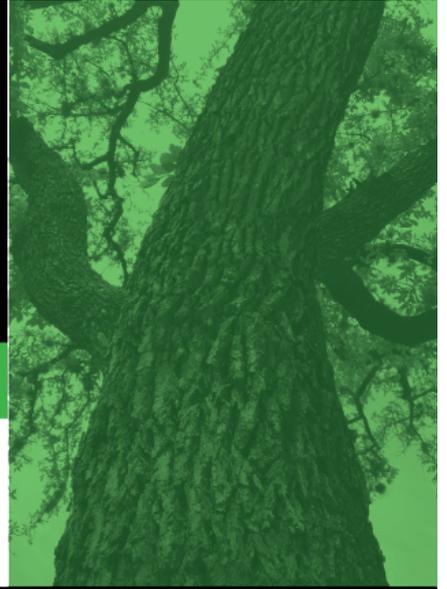




ASCENDER GUIDES



**ASCENDER Home**



# Table of Contents

<b>ASCENDER Home</b> .....	<b>i</b>
<b>ASCENDER Home</b> .....	<b>1</b>



# ASCENDER Home

## Welcome to ASCENDER

ASCENDER offers a full range of school management software to meet your needs:

- Business applications include: Accounts Receivable, Asset Management, Bank Reconciliation, Budget, Finance, Grants and Projects, Payroll, Personnel, Position Management (PMIS), Purchasing, and Warehouse
- Student applications include: Attendance, Discipline, Grade Reporting, Graduation Plan, Health, Registration, Scheduling, Special Education, and Test Scores
- State Reporting and Office of Civil Rights (OCR) Reporting complement the Business and Student systems
- Security Administration allows you to create user/password information and grant access to applications, menus, and tabs.
- District Administration allows you to maintain important LEA details and settings. This information complements the Business and Student systems.



**TIP:** Review the [ASCENDER Browser Settings document](#) for a list of supported browsers and recommended browser settings which will allow you to utilize the ASCENDER system at its fullest potential on any personal computer.

## Overview

When you successfully log on to ASCENDER, the ASCENDER homepage is displayed. The page displays various pieces of information:

- The **My Applications** list provides a personal list of applications to which you have access. The list is updated any time your access to an application is added or removed in Security Administration.
- The version and build number are displayed in the lower-left corner of the page under the main menu.
- The county-district number to which you are logged on is displayed in the lower-left corner of the page under the software version details.
- The **Change Password** and **Logout** buttons are displayed if you click the drop-down arrow next to your user name in the upper-right corner.
- The **Help** button is displayed in the lower-right corner of the page.

## Access an application:

- Under **My Applications**, a list of applications to which you have access is displayed. Click an application name to open the application homepage where you can select a page from the various menus.

- Under **Other Applications**, a list of all other applications to which you do not have access is listed. If you do not have access to an application, a link to information about the application is displayed.

## Dashboard

Depending on your user profile, ASCENDER may offer a dashboard used to display important information from multiple sources into one, easy-to-access place.

### Business users

Currently, there is only one dashboard element available for Business users:

#### Approval Summary

### Student users

Currently, there is only one dashboard element available for Student users:

#### Online Registration

If you have approval responsibilities in ASCENDER, the Online Registration is displayed on the ASCENDER homepage with a list of your approval types.

<b># Pending</b>	Displays the number of pending approval items for the corresponding approval type.
<b>Campus</b>	Displays the campus tied to the pending item, if applicable.
<b>Registration Type</b>	Displays a link to the page where you have pending approval items.

#### Pending Approvals

In this example, the user has Pending Approvals for campuses 001, 041, and 101.

Online Registration		
# Pending	Campus	Registration Type
2	001	<a href="#">Pending Approvals</a>
0	002	<a href="#">Pending Approvals</a>
0	004	<a href="#">Pending Approvals</a>
0	005	<a href="#">Pending Approvals</a>
0	006	<a href="#">Pending Approvals</a>
0	011	<a href="#">Pending Approvals</a>
1	041	<a href="#">Pending Approvals</a>
2	101	<a href="#">Pending Approvals</a>
0		<a href="#">New Student Enrollment</a>

Click the link. The selected page opens in a separate browser window.

Details	Stu ID	Last Name	First Name	Middle Name	Grade
	301078	BAILEY	MIA	JOSEPHINE	08

- Perform the necessary action to satisfy the pending item.
- Log out of ASCENDER and then log back in to refresh the homepage.

Notice the count under **# Pending** resets to 0 after the item is approved. In this example, the pending approval item for campus 041 has been approved.

Online Registration		
# Pending	Campus	Registration Type
2	001	<a href="#">Pending Approvals</a>
0	002	<a href="#">Pending Approvals</a>
0	004	<a href="#">Pending Approvals</a>
0	005	<a href="#">Pending Approvals</a>
0	006	<a href="#">Pending Approvals</a>
0	011	<a href="#">Pending Approvals</a>
0	041	<a href="#">Pending Approvals</a>
2	101	<a href="#">Pending Approvals</a>
0		<a href="#">New Student Enrollment</a>

**New Student Enrollment**

In this example, the user has items to review and complete for New Student Enrollment.

Online Registration		
# Pending	Campus	Registration Type
2	001	<a href="#">Pending Approvals</a>
0	002	<a href="#">Pending Approvals</a>
0	004	<a href="#">Pending Approvals</a>
0	005	<a href="#">Pending Approvals</a>
0	006	<a href="#">Pending Approvals</a>
0	011	<a href="#">Pending Approvals</a>
1	041	<a href="#">Pending Approvals</a>
2	101	<a href="#">Pending Approvals</a>
2		<a href="#">New Student Enrollment</a>

- Click the link. The selected page opens in a separate browser window.

Search By Name:		Search By Key:		Delete			
Delete	Details	Dt Registered	Student Name (Last, First Middle)	Gen	DOB	Student Key	Last Year Grade
		02/09/2021	Bailey, Buddy Tyler		12-01-2006	9hmpEwVosl1jvVzf	
		02/09/2021	Bailey, Daphne Rose		10-31-2014	k6c2Fv6SvJvuWVM	

- Verify the campus of enrollment. Perform the necessary actions to complete the student enrollment.
- Log out of ASCENDER and then log back in to refresh the homepage.

Notice the count under **# Pending** resets to 0 after the item is approved.

Online Registration		
# Pending	Campus	Registration Type
2	001	<a href="#">Pending Approvals</a>
0	002	<a href="#">Pending Approvals</a>
0	004	<a href="#">Pending Approvals</a>
0	005	<a href="#">Pending Approvals</a>
0	006	<a href="#">Pending Approvals</a>
0	011	<a href="#">Pending Approvals</a>
0	041	<a href="#">Pending Approvals</a>
2	101	<a href="#">Pending Approvals</a>
0		<a href="#">New Student Enrollment</a>

## ASCENDER Overview

Review the ASCENDER [Business](#) & [Student](#) Overview Guides in the online Help for additional information.