



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS





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**ASCENDER EmployeePortal > New User**

If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.

The screenshot shows the ASCENDER EmployeePortal Login page. The page has a dark header with the ASCENDER logo and 'EMPLOYEEPORTAL' text. In the top right corner, there are links for 'Language, Help, & Social Media' and 'English'. The main content area features a 'Login' button and a 'Create Account' button. Below these are input fields for 'User Name' and 'Password', followed by a 'Login' button. There are also links for 'Forgot Password?' and 'Forgot User Name?'. A large 'LEA Logo' placeholder is in the center. On the right side, there is a link for 'TCC Accessibility Statement & Supported Browsers'. At the bottom, there is a small disclaimer: 'Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user. © 2020 Texas Computer Cooperative.'

❑ Click **New User**. The New User page is displayed.


The screenshot shows the 'New User' page. It has a dark blue background. The main content area is a dark blue rounded rectangle with white text. The text reads: 'Please enter your social security number, date of birth, and zip and click Retrieve.' Below this are three input fields: 'Social Security Number (no dashes)', 'Date of Birth (mm dd yyyy)' (with sub-fields for 'month', 'day', and 'year'), and 'Zip Code'. At the bottom is a large blue 'Retrieve' button.

Field	Description
<b>Employee Number or Social Security Number</b>	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
<b>Date of Birth</b>	Type your birth date in the mm/dd/yyyy format.
<b>Zip Code</b>	Type your five-digit zip code.

☐ Click **Next**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

### Basic Information

<b>User Name</b>	Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
<b>Password</b>	<p>Type a new password.</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>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.
<b>Work E-mail</b>	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
<b>Work E-mail Verification</b>	Retype the work email address that you typed in the <b>Work E-mail</b> field (if available for modification).
<b>Home E-mail</b>	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
<b>Home E-mail Verification</b>	Retype the home email address that you typed in the <b>Home E-mail</b> field (if available for modification).

☐ Click **Next**.

### Security Question

<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

☐ Click **Next**.

### License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

☐ Select **Accept**.

☐ Click **Next**.

### **Complete**

☐ Click **Finish**.

The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.



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