

ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

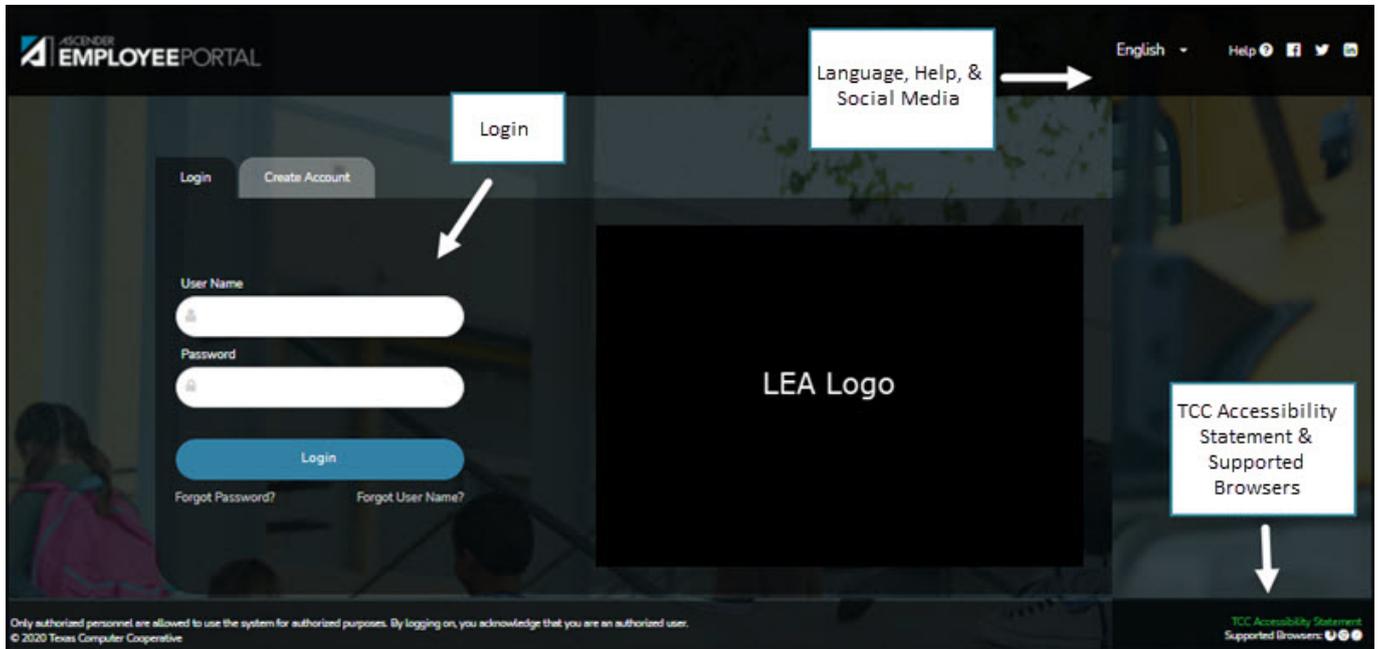
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right is a vertical photograph of a tree trunk with a blue tint. The text is arranged in three horizontal sections: the top section contains the 'ASCENDER EMPLOYEE PORTAL' logo, the middle section is a blue bar with 'ASCENDER GUIDES' in white, and the bottom section is white with the 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS' logo.

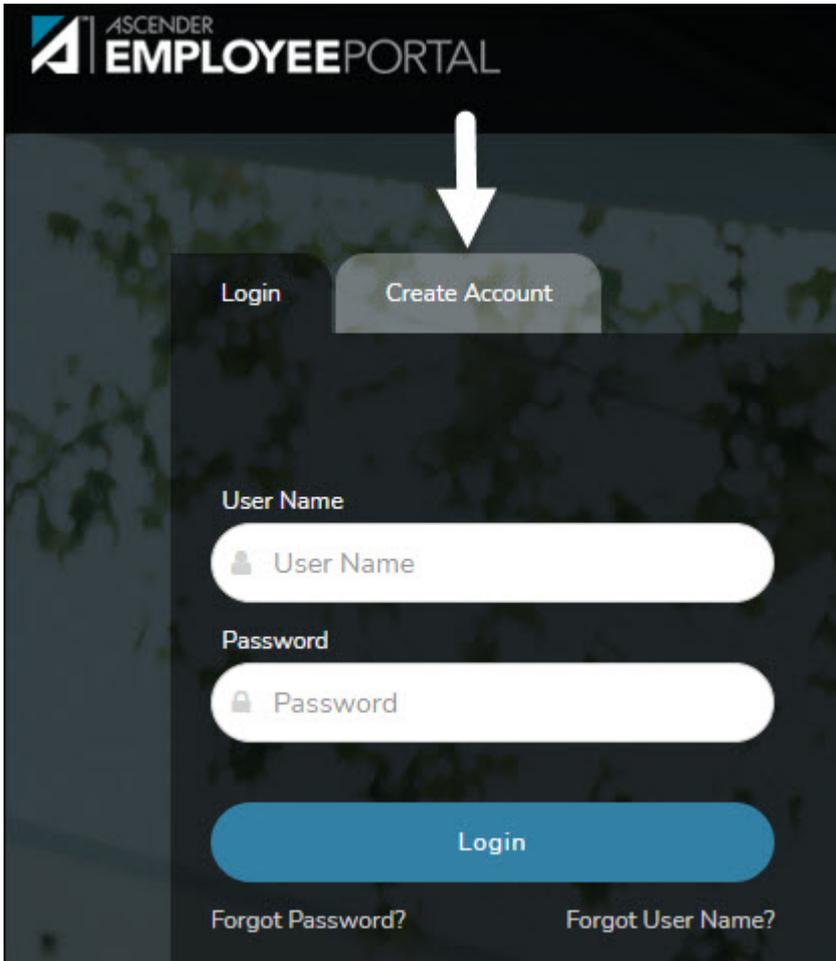
Table of Contents

ASCENDER EmployeePortal > Create Account

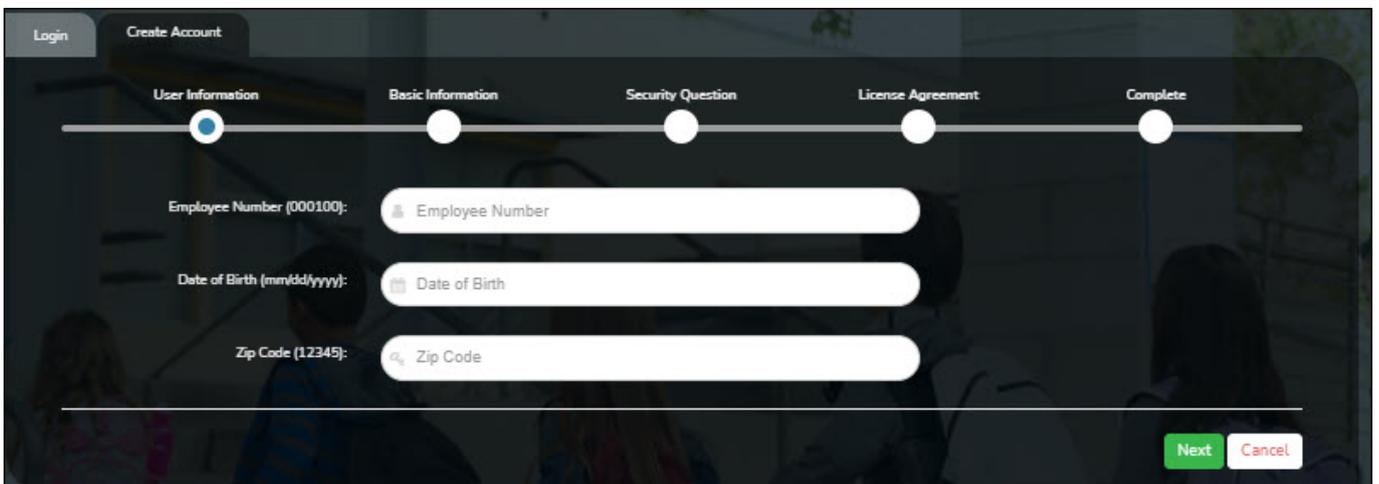
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



From the Login page, click **Create Account**.



User Information



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

User Name	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.
Password	Type a new password. A show/hide toggle  allows you to view or mask the characters you are typing. Requirements: <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Password Verification	Retype the password that you typed in the Password field.
Work E-mail	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Work E-mail Verification	Retype the work email address that you typed in the Work E-mail field (if available for modification).
Home E-mail	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Home E-mail Verification	Retype the home email address that you typed in the Home E-mail field (if available for modification).

Click **Next**.

Security Question

The screenshot shows the 'Security Question' step of the account creation process. At the top, there are two tabs: 'Login' and 'Create Account'. Below them is a progress bar with five steps: 'User Information', 'Basic Information', 'Security Question', 'License Agreement', and 'Complete'. The 'Security Question' step is currently active, indicated by a blue dot. Below the progress bar, there is a message: 'The information will assist you in resetting your password.' Underneath this message are two input fields: 'Security Question:' and 'Security Answer:'. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

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

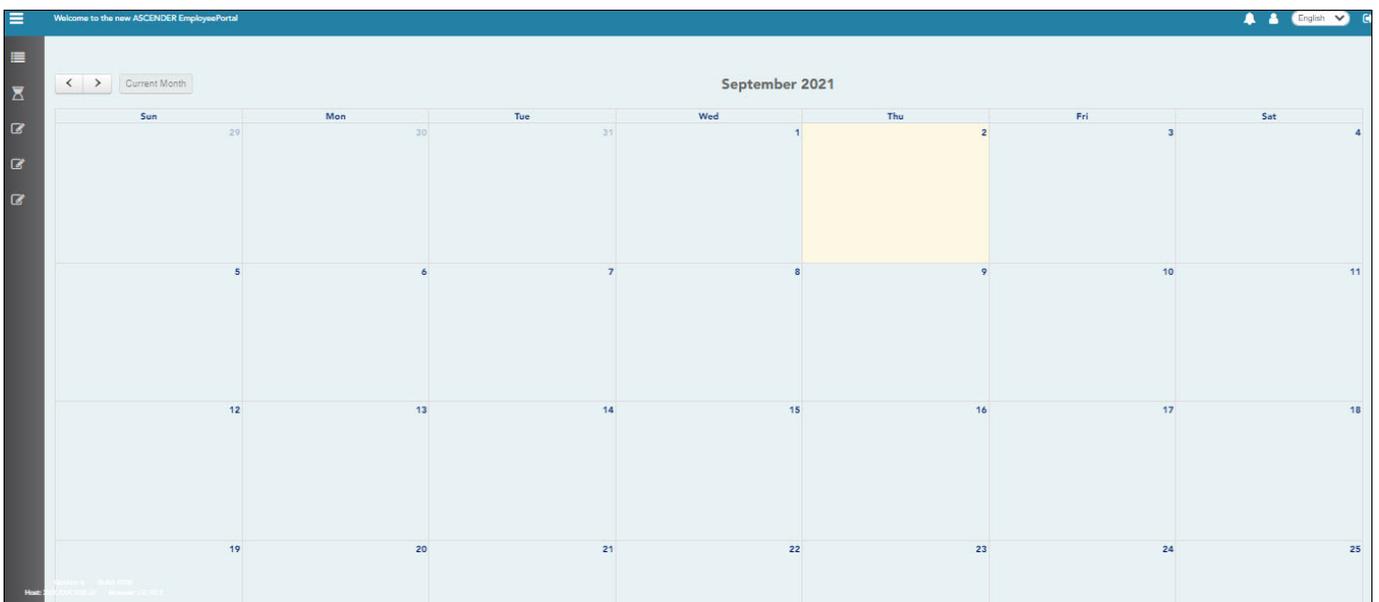
Click **Next**.

Complete

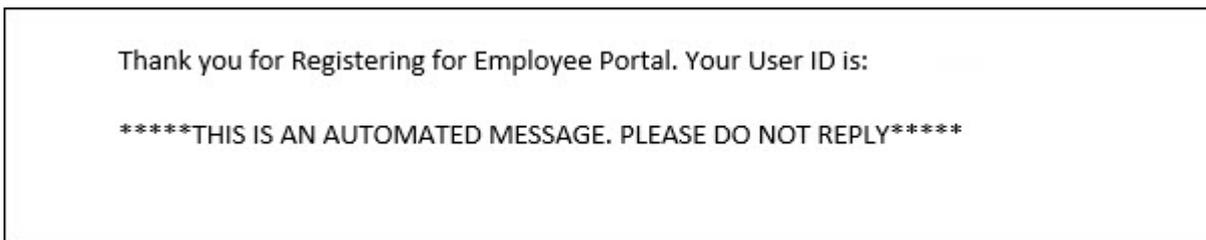
Click **Finish**.

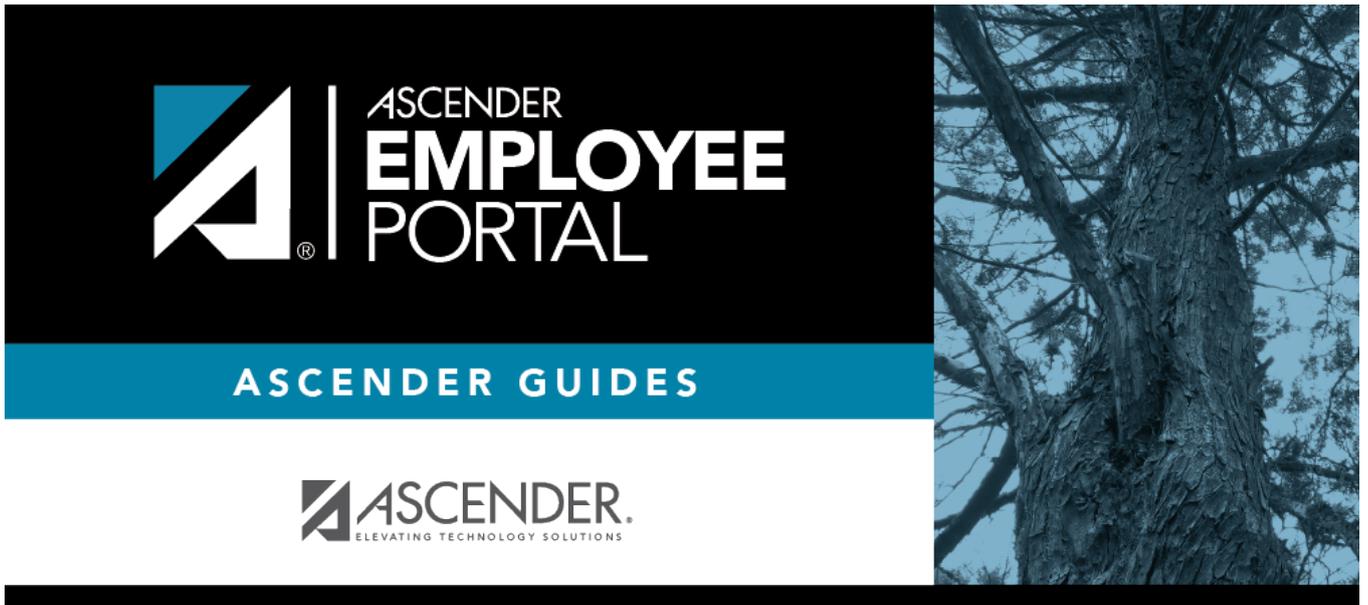
The screenshot shows the 'Complete' step of the account creation process. At the top, there are two tabs: 'Login' and 'Create Account'. Below them is a progress bar with five steps: 'User Information', 'Basic Information', 'Security Question', 'License Agreement', and 'Complete'. The 'Complete' step is currently active, indicated by a blue dot. Below the progress bar, there is a message: 'Your ASCENDER EmployeePortal account has been created.' At the bottom right, there is a single button: '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.





Back Cover