

ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo is the text 'ASCENDER EMPLOYEE PORTAL'. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left is the 'ASCENDER.' logo with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint.

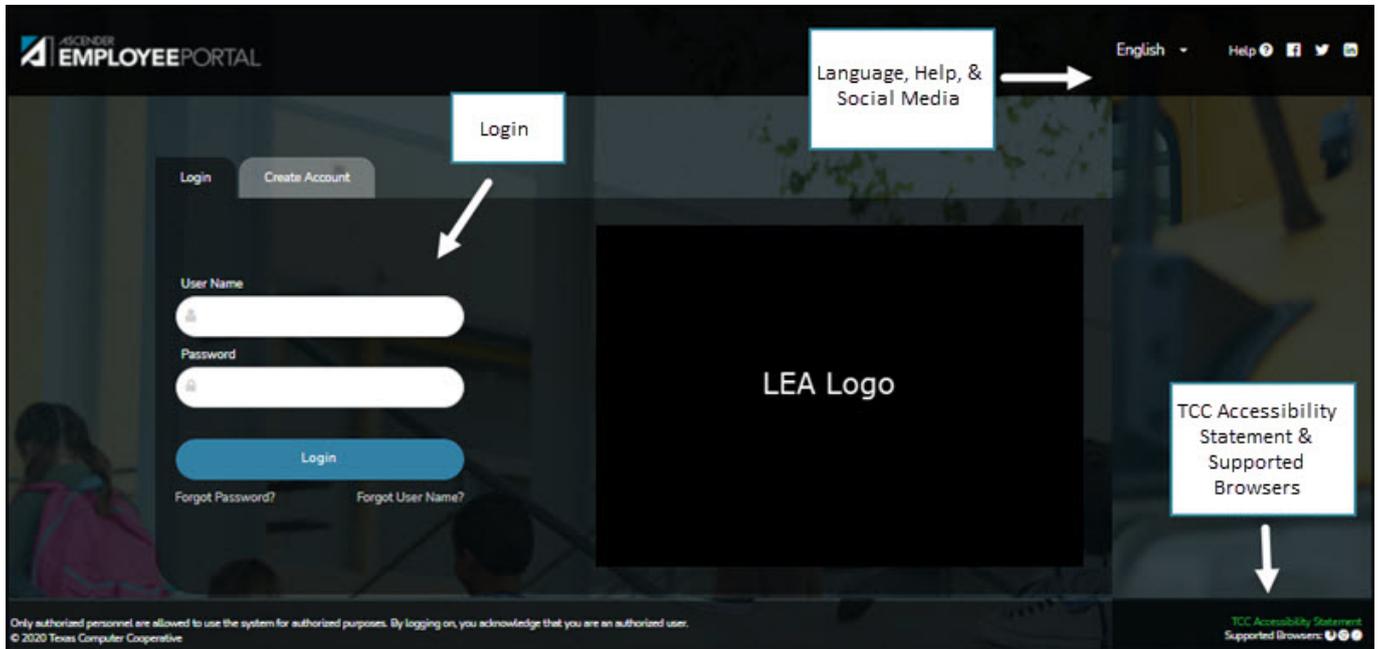


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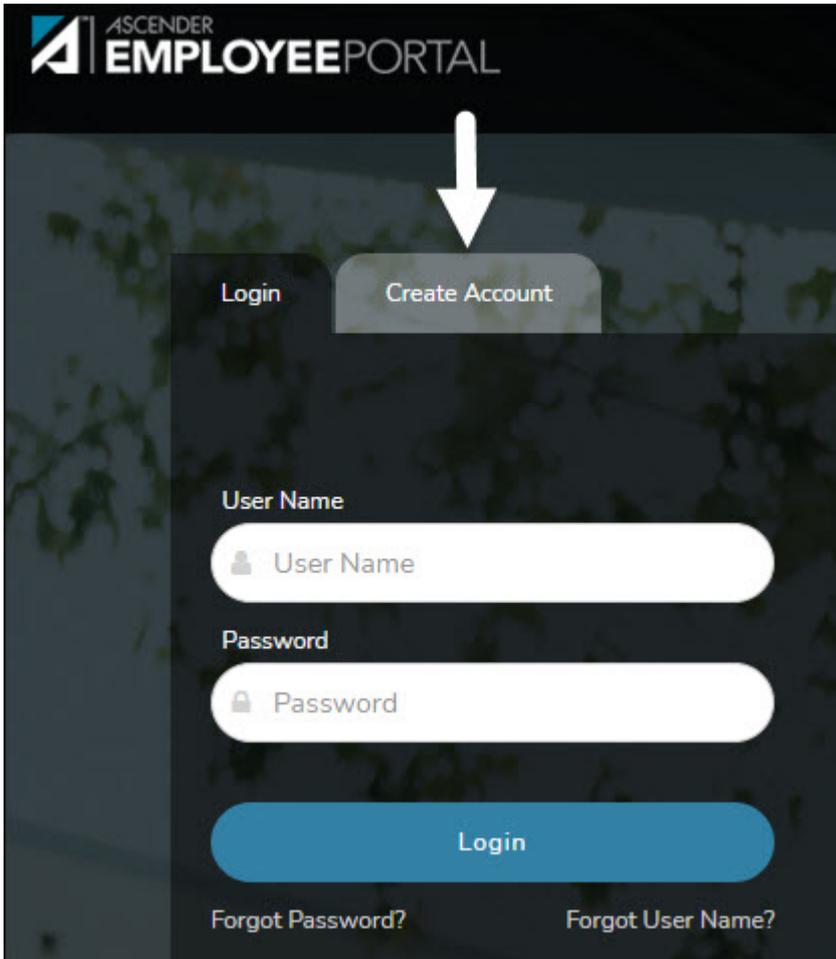


## ASCENDER EmployeePortal > Create Account

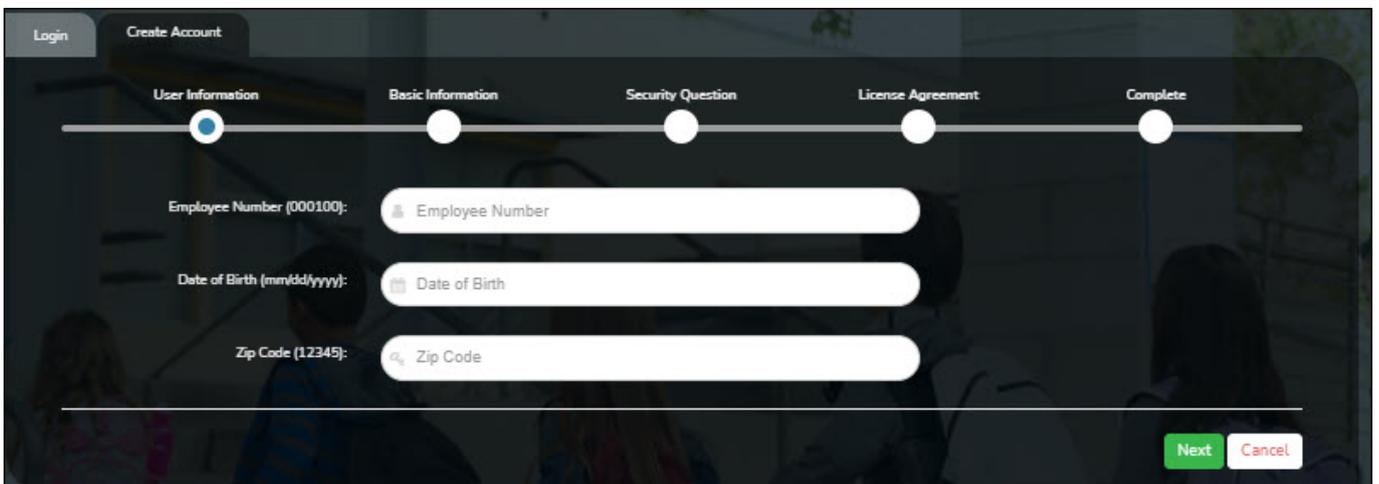
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



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



### User Information



<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>	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"> <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

The screenshot shows the 'Security Question' step of the account creation process. At the top, there are two tabs: 'Login' and 'Create Account'. Below the tabs 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'.

<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.

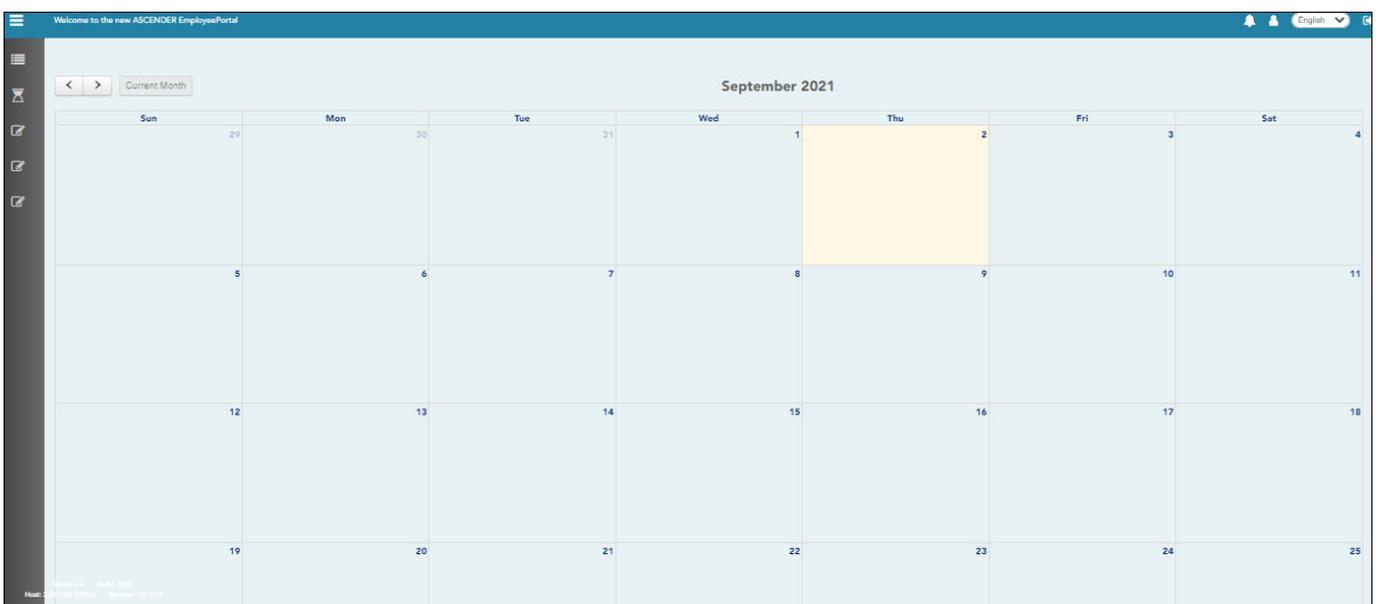
Click **Next**.

### Complete

Click **Finish**.

The screenshot shows the completion screen of the account creation process. At the top, there are two tabs: 'Login' and 'Create Account'. Below the tabs 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 green button labeled 'Finish'.

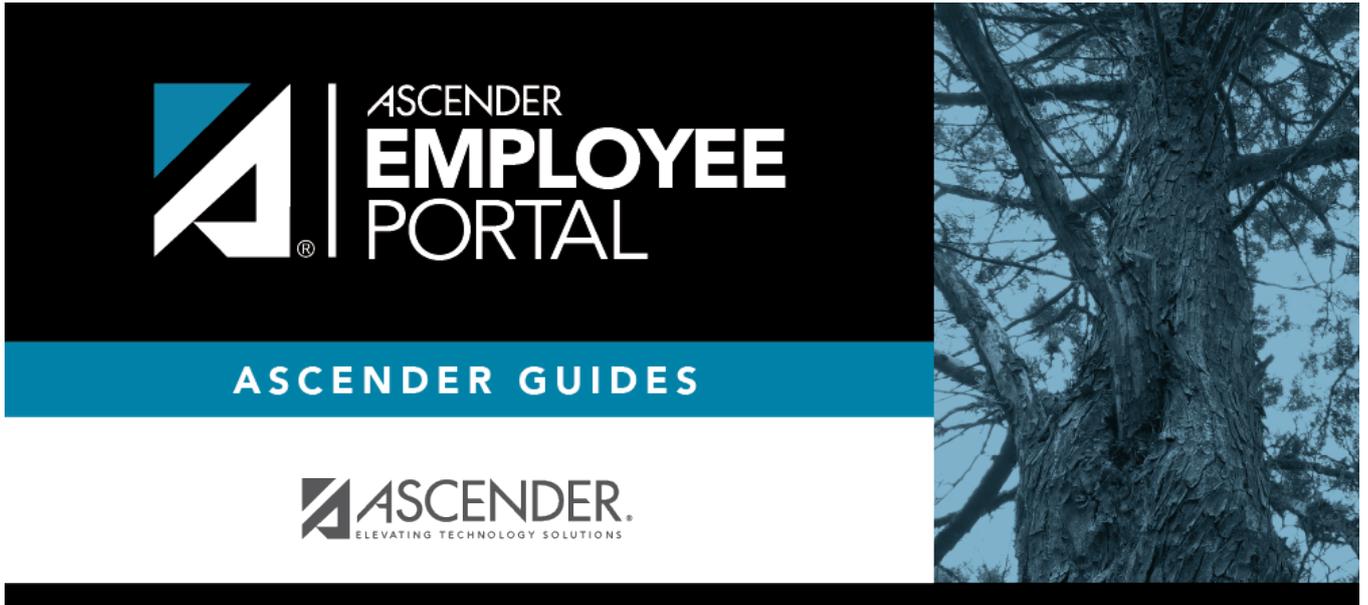
The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal. A calendar is displayed allowing you to quickly access various functions in the applications such as leave and travel requests. You will notice that the current day is highlighted in yellow.



You will receive a confirmation email message containing your user name.

Thank you for Registering for Employee Portal. Your User ID is:

**\*\*\*\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY\*\*\*\*\***



## Back Cover