



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



☐ Under **Legal Name:**

Field	Description
<b>Title</b>	Click ▼ to select your legal title. If this field is not required by the LEA, you can leave it blank.
<b>Last</b>	Type your 25-character maximum last name. This field is required.
<b>First</b>	Type your 17-character maximum first name. This field is required.
<b>Middle</b>	Type your 14-character maximum middle name.
<b>Generation</b>	Click ▼ to select your generation code.

☐ Under **Marital Status:**

<b>Local</b>	Click ▼ to select your marital status.
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☐ Under **Driver's License:**

<b>Number</b>	Type your driver's license number. The field can be a maximum of 19 characters.
<b>State</b>	Click ▼ to select the two-character abbreviation of the state in which you hold a driver's license.

☐ Under **Restriction Codes:**

<b>Local</b>	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from local distribution.
<b>Public</b>	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from public distribution.

☐ Under **Email:**

When an email address is updated, email messages are sent to both the old and new email addresses notifying you of the change.

<b>Work E-mail Address</b>	Type your work email address. The field can be a maximum of 45 characters.
<b>Verify E-mail Address</b>	Type the same address that you entered in the previous <b>Work E-mail Address</b> field.
<b>Home E-mail Address</b>	Type your home email address. The field can be a maximum of 45 characters.
<b>Verify E-mail Address</b>	Type the same address that you entered in the previous <b>Home E-mail Address</b> field.

☐ Under **Emergency Contact Information:**

<b>Name</b>	Type the name of the person to contact in case of an emergency. The field can be a maximum of 26 characters.
<b>Phone Number</b>	Type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact.

<b>Relationship</b>	Type the relationship with your emergency contact. The field can be a maximum of 25 characters.
<b>Emergency Notes</b>	Type any important notes that may be pertinent about you in an emergency situation. The field can be a maximum of 25 characters.

☐ Under **Mailing Address:**

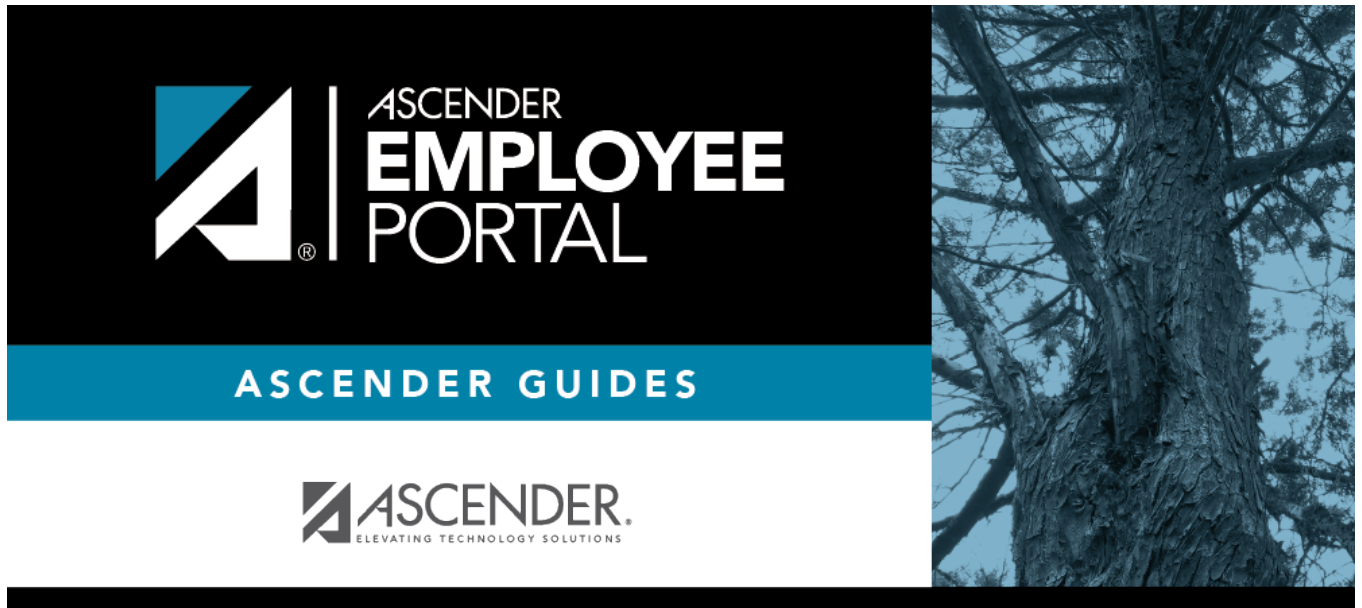
<b>Number</b>	Type the street number for your mailing address. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
<b>Apt</b>	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
<b>City</b>	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
<b>State</b>	Click ▼ to select the two-character abbreviation of your state for your mailing address.
<b>Zip</b>	Type the five-digit zip code for your mailing address.
<b>Zip+4</b>	Type the additional four digits of your zip code.

☐ Under **Alternate Address:**

<b>Number</b>	Type the street number for your mailing address. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
<b>Apt</b>	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
<b>City</b>	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
<b>State</b>	Click ▼ to select the two-character abbreviation of your state for your mailing address.
<b>Zip</b>	Type the five-digit zip code for your mailing address.
<b>Zip+4</b>	Type the additional four digits of your zip code.

☐ Under **Phone Numbers:**

<b>Home</b>	Type the three-digit area code and seven-digit phone number of your home phone.
<b>Cell</b>	Type the three-digit area code and seven-digit phone number of your cell phone.
<b>Business</b>	Type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone.



## Back Cover