



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



| Field             | Description                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------|
| <b>Title</b>      | Click ▼ to select your legal title. If this field is not required by the district, 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.                                                                    |



## Back Cover