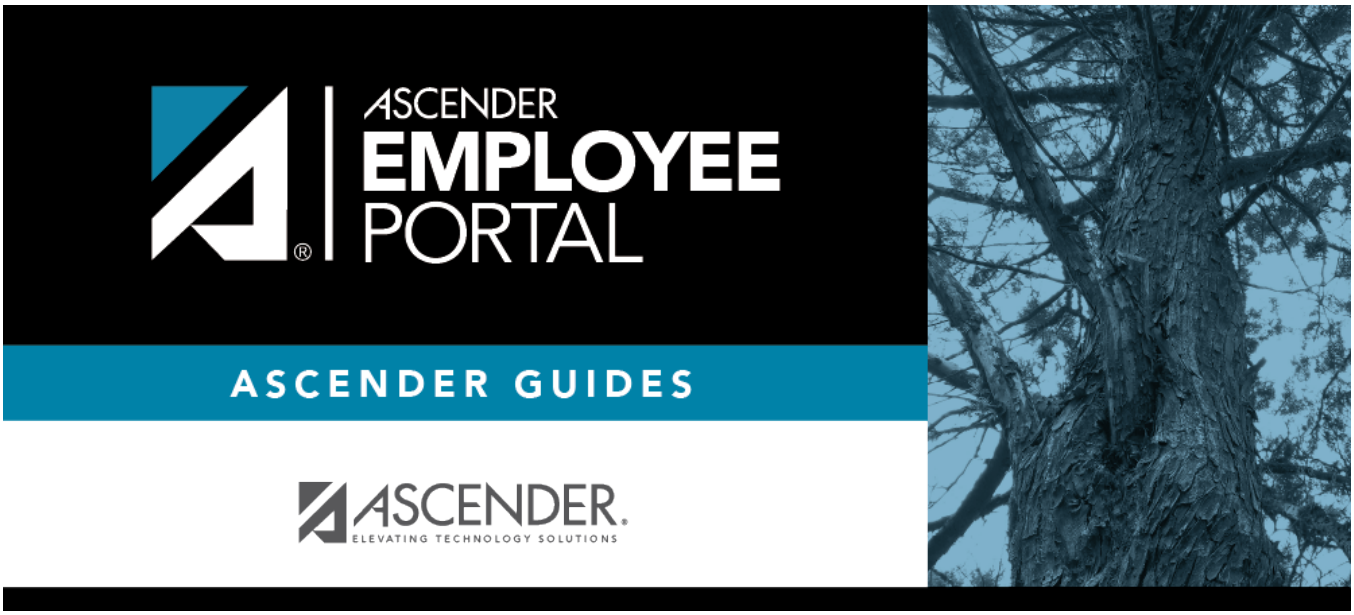

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Usuario nuevo 1

Usuario nuevo

Esta página se usa para crear una nueva cuenta de usuario de EmployeePortal. Si es un usuario nuevo, acceda al enlace de EmployeePortal que le proporcionó su LEA. Cuando acceda a EmployeePortal verá la página de Inicio de sesión.

Inicie sesión como usuario nuevo:

Field	Description
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 your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
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

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**.

License Agreement

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

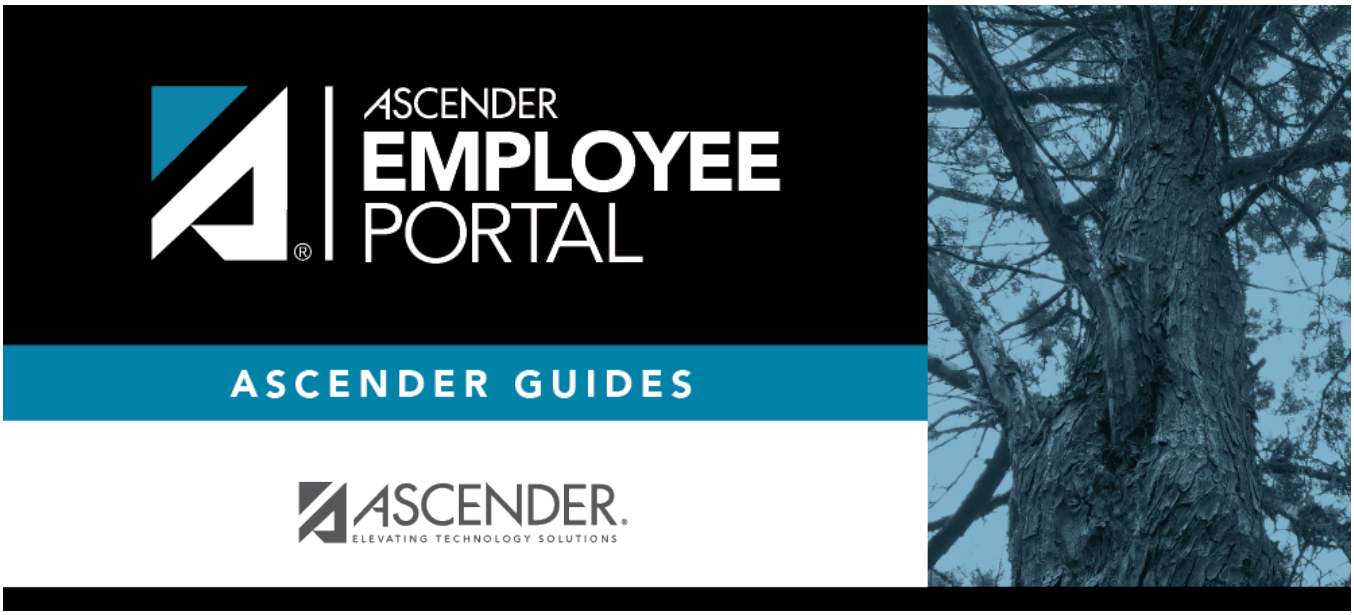
❑ Select **Accept**.

❑ 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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