



ASCENDER GUIDES

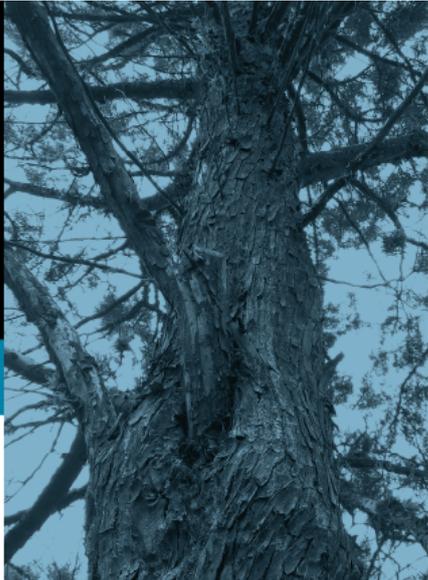


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Field	Description
Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the mm/dd/yyyy format.
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. A show/hide toggle  allows you to view or mask the characters you are typing. Requirements: <ul style="list-style-type: none"> • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters Not allowed: [space] ! ? * & ^ Allowed: " # \$ % ' () + , - . / : ; < = > @ [\] _ ` { } ~ <ul style="list-style-type: none"> • 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

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.

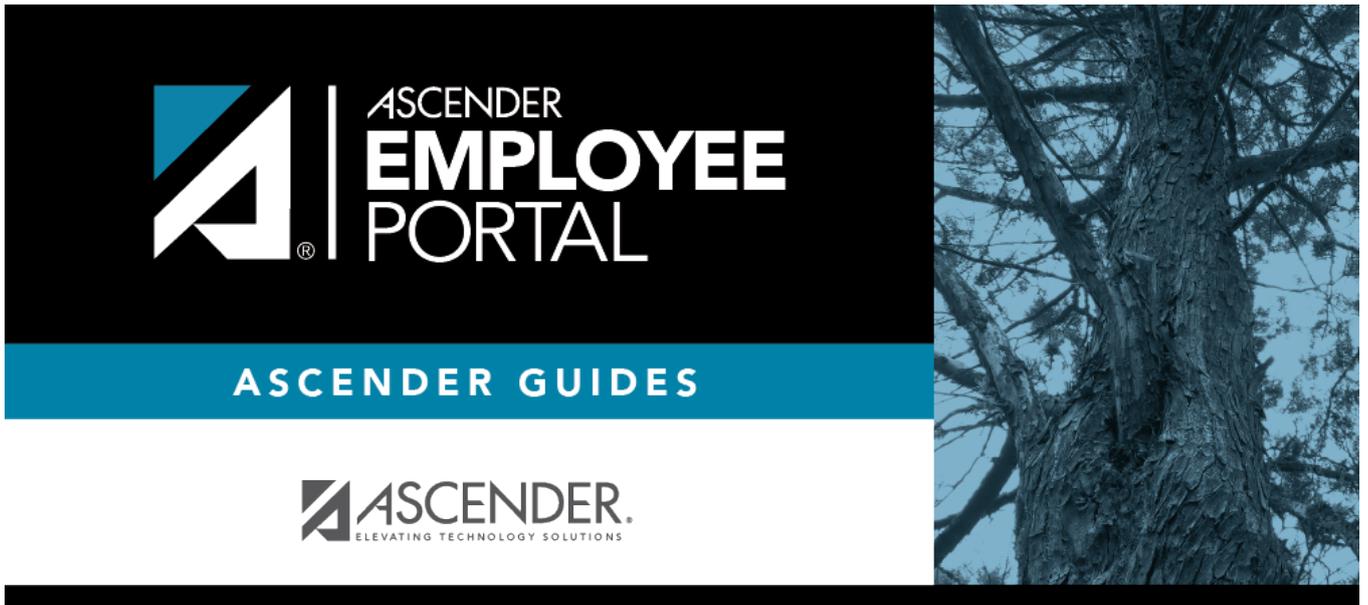
Select **Accept**.

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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