

ASCENDER GUIDES





Table of Contents

2025/12/07 10:58 III

2025/12/07 10:58 IV

1	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

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.
Type a new password.
A show/hide toggle allows you to view or mask the characters you are typing.
Requirements:
 8-46 alphanumeric characters Three of the following: uppercase, lowercase, numeric, and special characters Case-sensitive
Retype the password that you typed in the Password field.
Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Retype the work email address that you typed in the Work E-mail field (if available for modification).
Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Retype the home email address that you typed in the Home E-mail field (if available for modification).

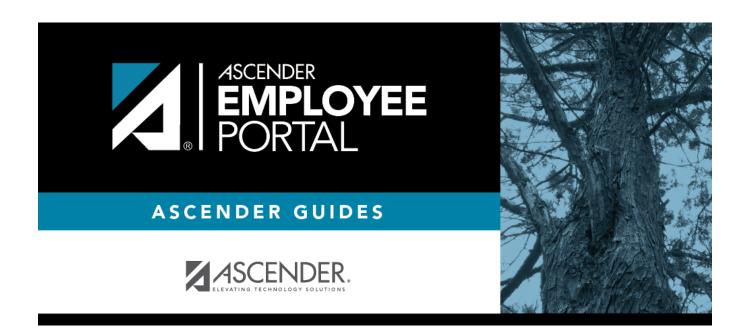
☐ Click **Next**.

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.

Complete

The EmployeePortal home page is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.



Back Cover