



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS



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- The fields that you are allowed to update and view are determined by a district setting.
- Your current demographic information is displayed in the **Current** and **New** column.
 - The **Current** column is display only.
 - The **New** column is only enabled if the district allows updates to the data. If the **New** column fields are enabled, you can enter your changes.
- To delete information, delete the data in the **New** column.
- If the requests are pending an approval you can continue to change your request until it has been approved, and the database has been updated. Pending requests are highlighted yellow after the changes are submitted.
- Direct deposit bank accounts to be deleted are highlighted red.
- If a change is made more than once for the same field, the last change overrides the previous one.
- To remove a requested change, you should enter the original data in the **New** column.
- The number of direct deposit accounts displayed on the page is determined by the number set by the district.
- Some fields may require you to produce documentation for your employer. If documentation is required, the fields are identified in the automatic reply email message that is automatic reply email message.



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