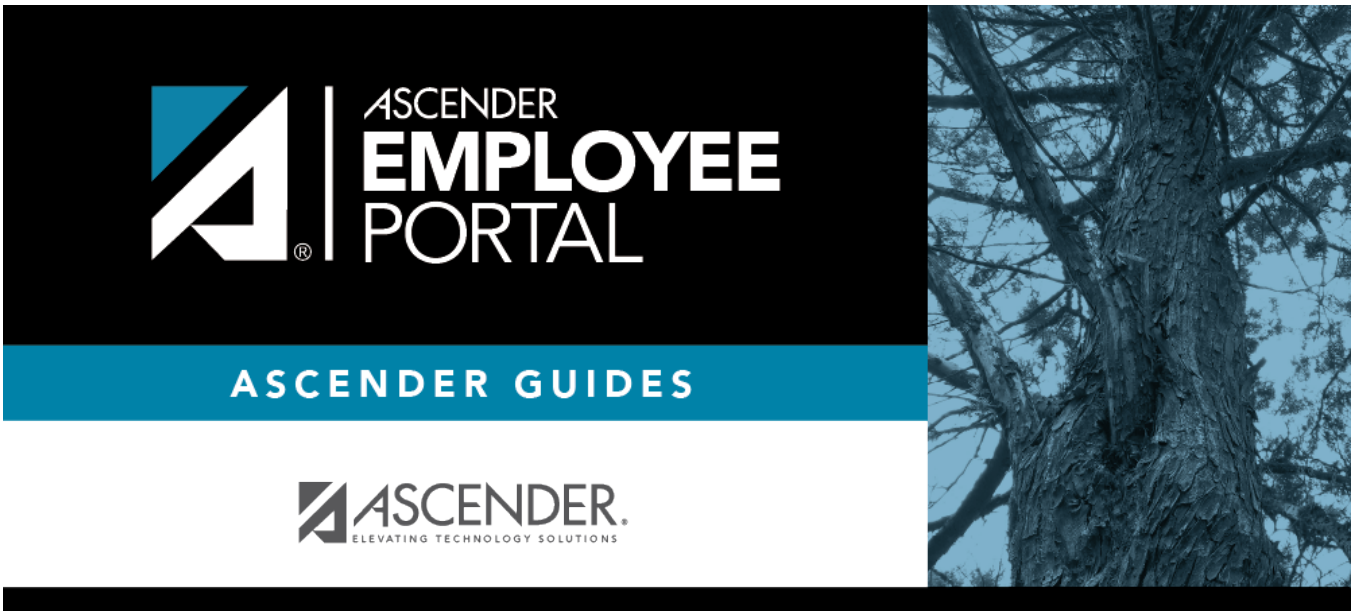


Helpful Tips

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Helpful Tips 1

Helpful Tips

Access Help

In the bottom-right corner of any page (in the gray section), click Help. The Help window opens.

- A Table of Contents is displayed on the left, and the selected Help topic is displayed on the right.
- The Help topic is specific to the application page. You can browse other Help topics using the Table of Contents.

Exit Application

Click **Logout** to log out of the application and return to the Employee Access login page.

Refresh/Reload Data

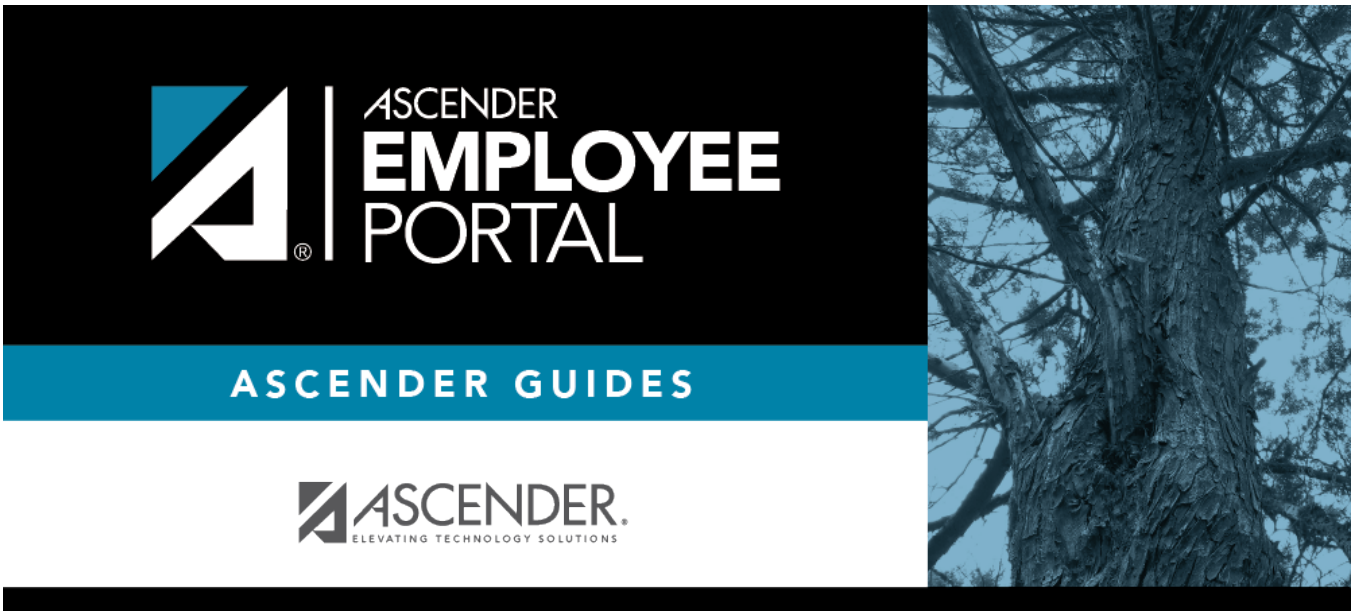
ASCENDER EmployeePortal allows you to retrieve, sort, filter, reset, and refresh data within the specific applications. To restore the data to its original view, click **Refresh** or **Reset** within the application.

Note: Avoid using the following methods in Internet Explorer, Mozilla Firefox, and Safari to refresh or reload data within the application as these methods may generate unpredictable results or cause you to lose unsaved work:

- Clicking on the address bar.
- Pressing F5.
- Pressing CTRL + R

Session Timer

View the Session Timers Help page in District Administration for more information.


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