



# Admin Guide: Manage Users



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Welcome to ASCENDER MemberPortal. This portal allows you to view grant details and create/submit budget revision and reimbursement requests to your fiscal agent.

## Before You Begin

Review the [ASCENDER MemberPortal Navigation](#) page to familiarize yourself with the portal.

## Create a MemberPortal Account & Log on

To access the ASCENDER MemberPortal, you must log on.

- If you are a new user and do not have an ASCENDER MemberPortal account, you must create an account.
- In some cases, your fiscal agent will create your account and provide you with a user name and password. In this scenario, use the information provided to log on. Upon initial logon, you will be prompted to reset your password and set up a security question.

At any point in the wizard, you can click **Back** to return to the previous page or click **Cancel** to cancel the process and return to the Login page.

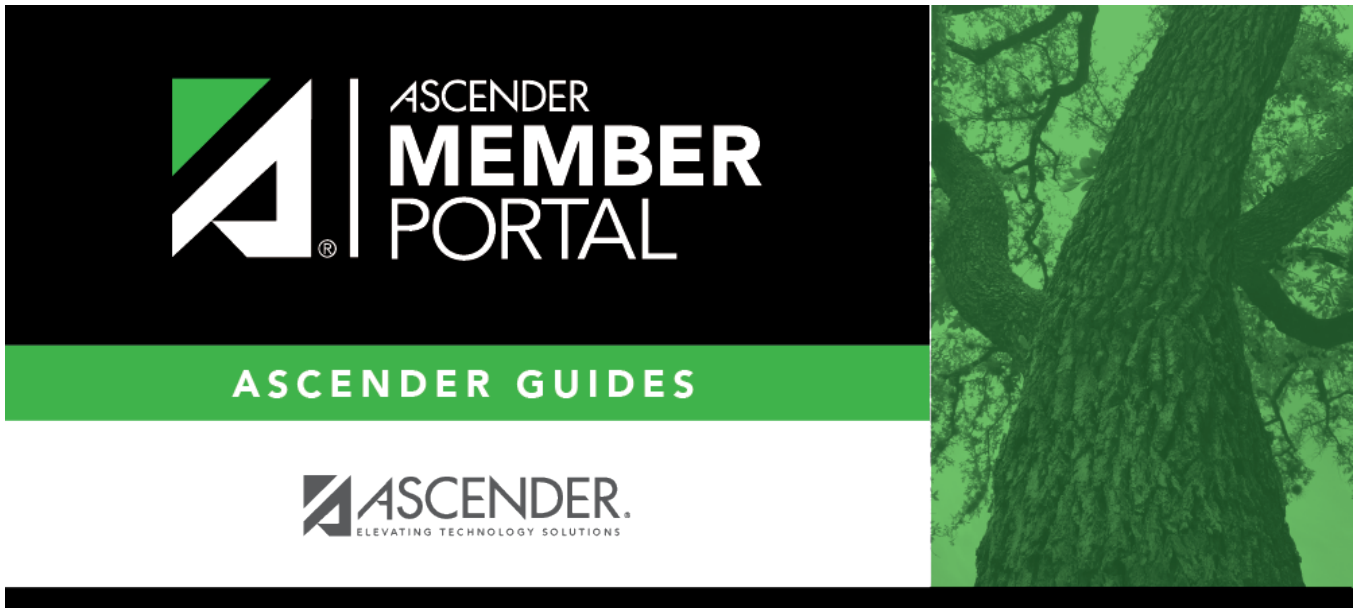
**It is recommended** that fiscal agents create at least one MemberPortal user with admin permission for each member LEA. If you are an Admin user, you will have access to the Manage Users page in MemberPortal where you can manage all MemberPortal user accounts for your member LEA.

In order for users to have the appropriate access to a grant, user profiles must be completed by linking the user to a specific member and grant type, and assigning the level of access the user has to a grant type. Fiscal agents can use this page to add, change, and delete user accounts in both Grants and Projects and MemberPortal.

## Set up & Manage Users

The following steps allow fiscal agents to create and manage Grants and Projects and MemberPortal user profiles.

1. [Create and maintain user profiles.](#)



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