



Member Guide: Create Account & Login

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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 EmployeePortal Navigation](#) page to familiarize yourself with the portal.

I. Log on to MemberPortal, Create an Account, & Manage Passwords

To access the ASCENDER MemberPortal, you must log on.

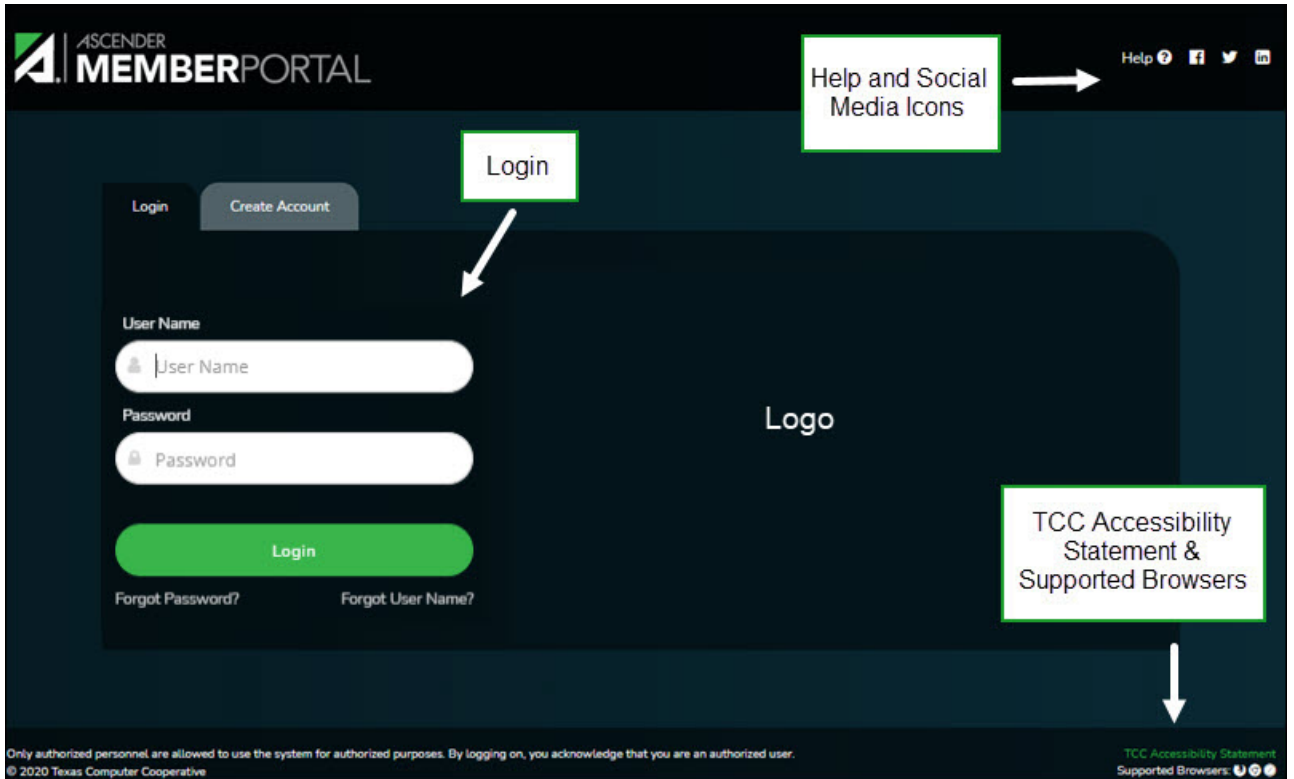
- If you are a new user and do not have an ASCENDER MemberPortal account, you must create an account.

</div>

1. [Log in as a new user.](#)
2. [Log in as an existing user.](#)

ASCENDER MemberPortal > Login

If you are an existing user, access the MemberPortal link provided by your fiscal agent. When you access MemberPortal, the Login page is displayed.



User Name	Type the user name you entered when you created your ASCENDER MemberPortal account. Your user name is not case-sensitive.
Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> ◦ Uppercase letters (A-Z) ◦ Lowercase letters (a-z) ◦ Numbers (0-9) ◦ At least one allowed special character Forbidden characters: space, !, ?, *, &, ^

Click **Login**. The ASCENDER MemberPortal opens and displays the Grant List page indicating that you have successfully logged on to the portal.

WARNING! Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your administrator.

3. [Change password.](#)

4. [Forgot password.](#)
5. [Forgot user name.](#)



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