



## Member Guide: Create Account & Login



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# Member Guide: Create Account & Login

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

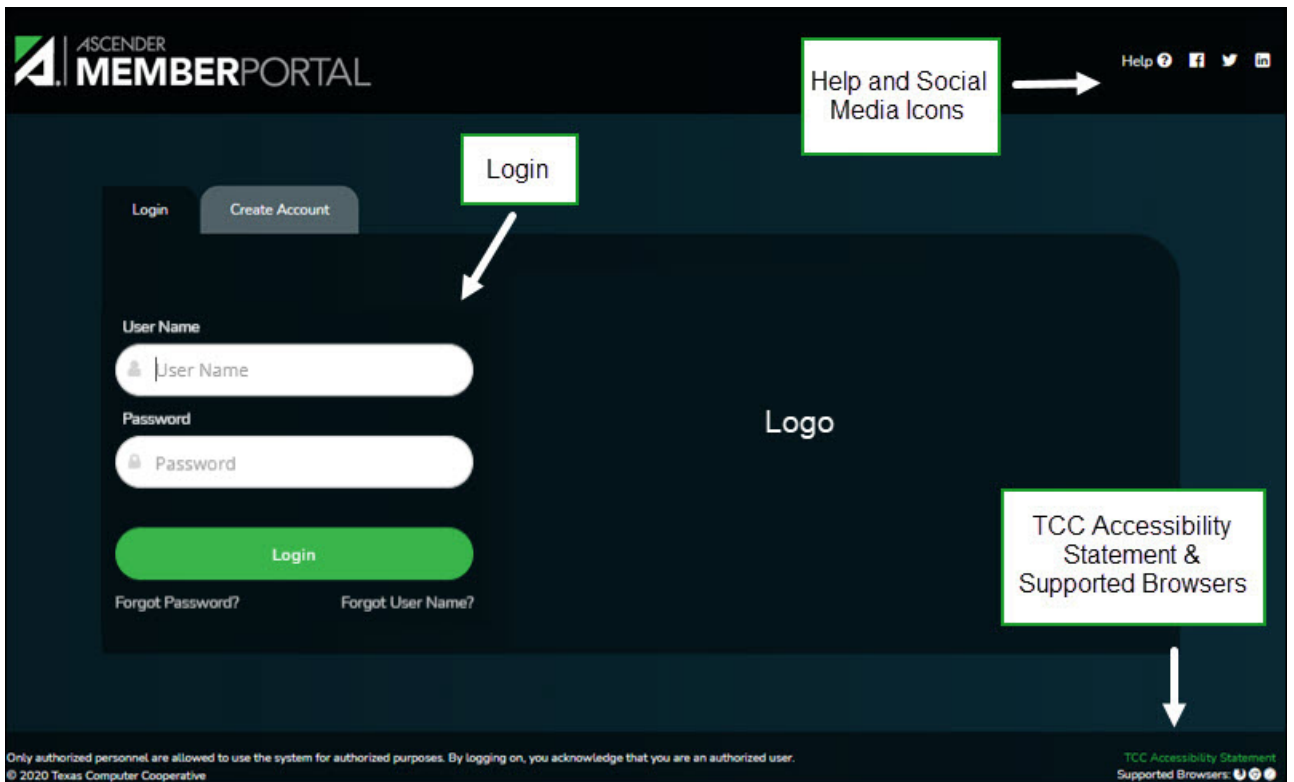
To access the ASCENDER MemberPortal, you must log on.

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

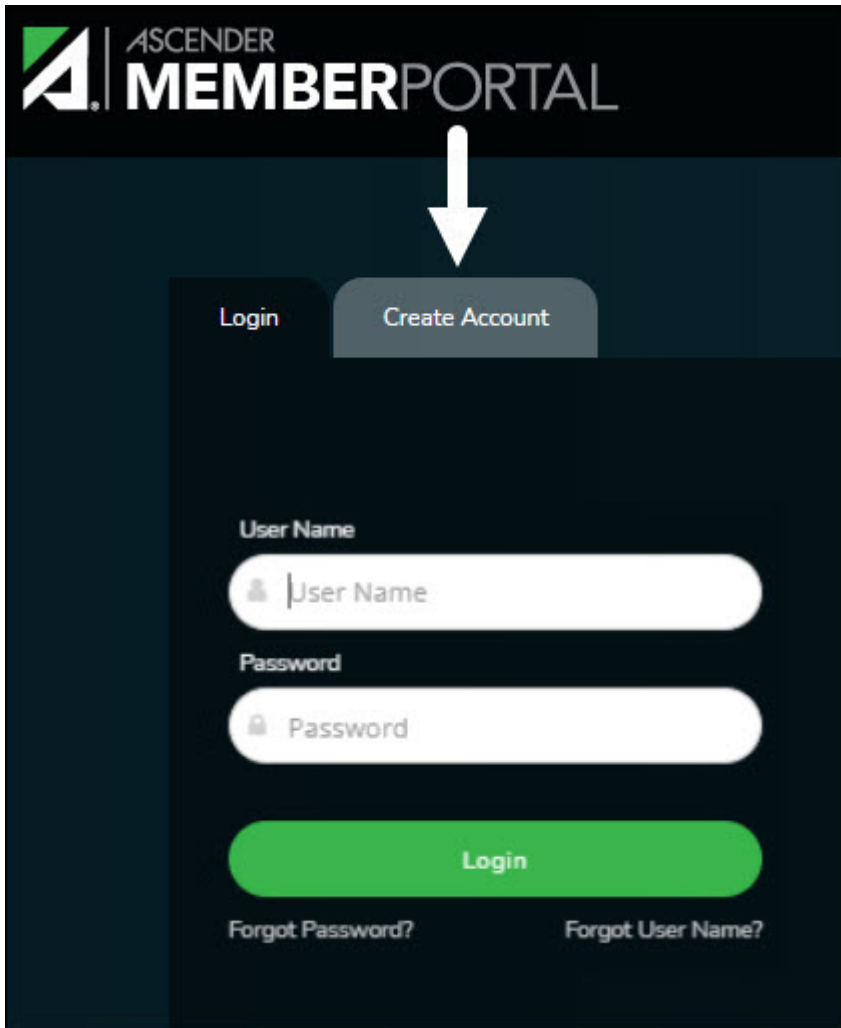
1. [Log in as a new user.](#)

### **ASCENDER MemberPortal > Create Account**

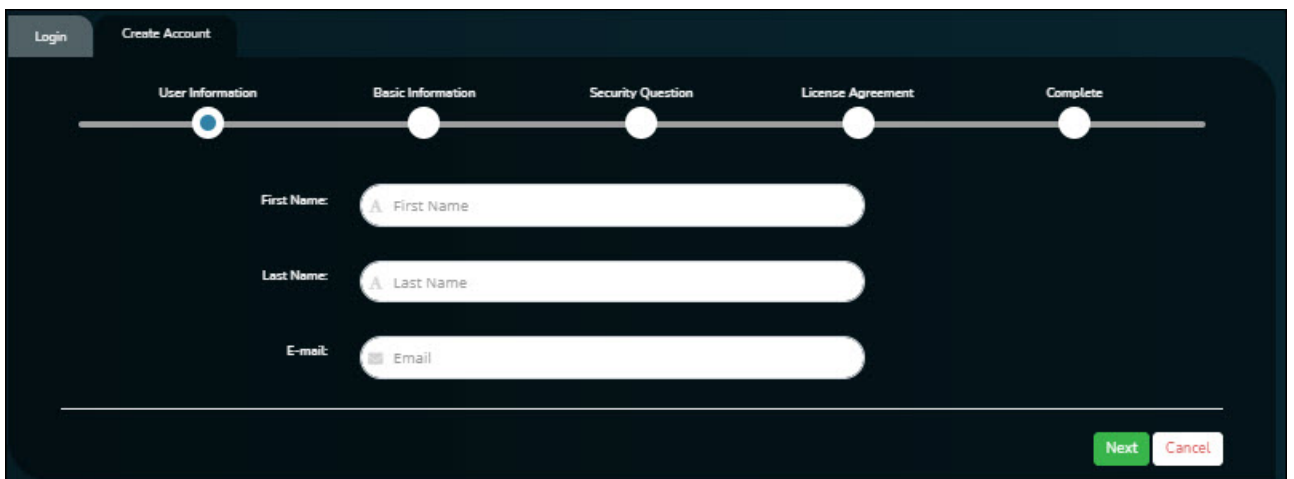
If you are a new user, access the MemberPortal link provided by your fiscal agent. When you access MemberPortal, the Login page is displayed.



□ From the Login page, click **Create Account**.



### User Information



<b>First Name</b>	Type your first name. The field can be a maximum of 50 characters.
<b>Last Name</b>	Type your last name. The field can be a maximum of 50 characters.
<b>E-mail</b>	Type your email address. The field can be a maximum of 250 characters.

□ Click **Next**.

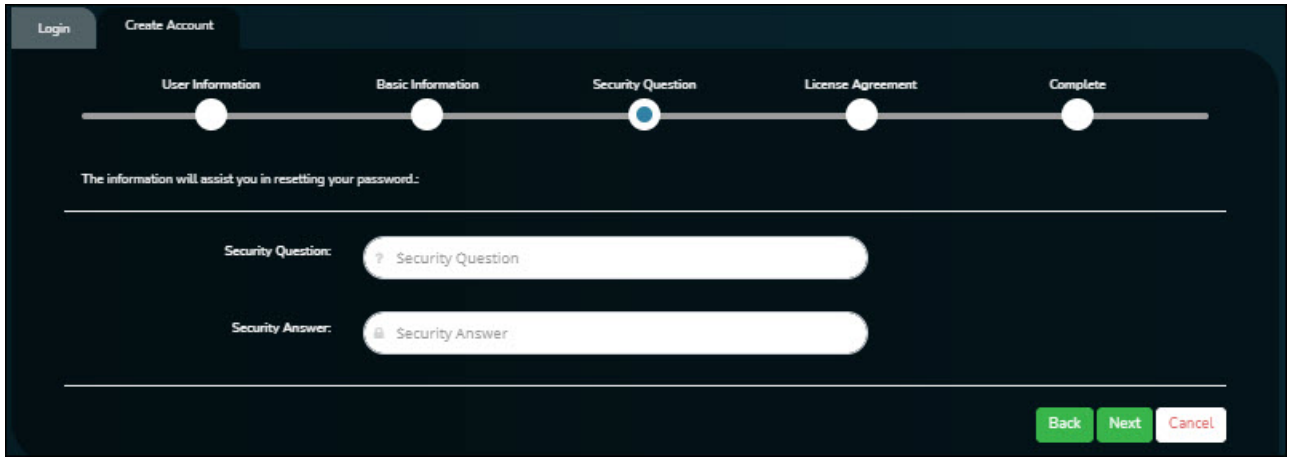
If you already created an account, a message is displayed prompting you to contact your fiscal agent.

### Basic Information

<b>User Name</b>	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.
<b>Password</b>	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"> <li>◦ Uppercase letters (A-Z)</li> <li>◦ Lowercase letters (a-z)</li> <li>◦ Numbers (0-9)</li> <li>◦ At least one allowed special character</li> </ul> Forbidden characters: space, !, ?, *, &, ^
<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.

Click **Next**.

### Security Question

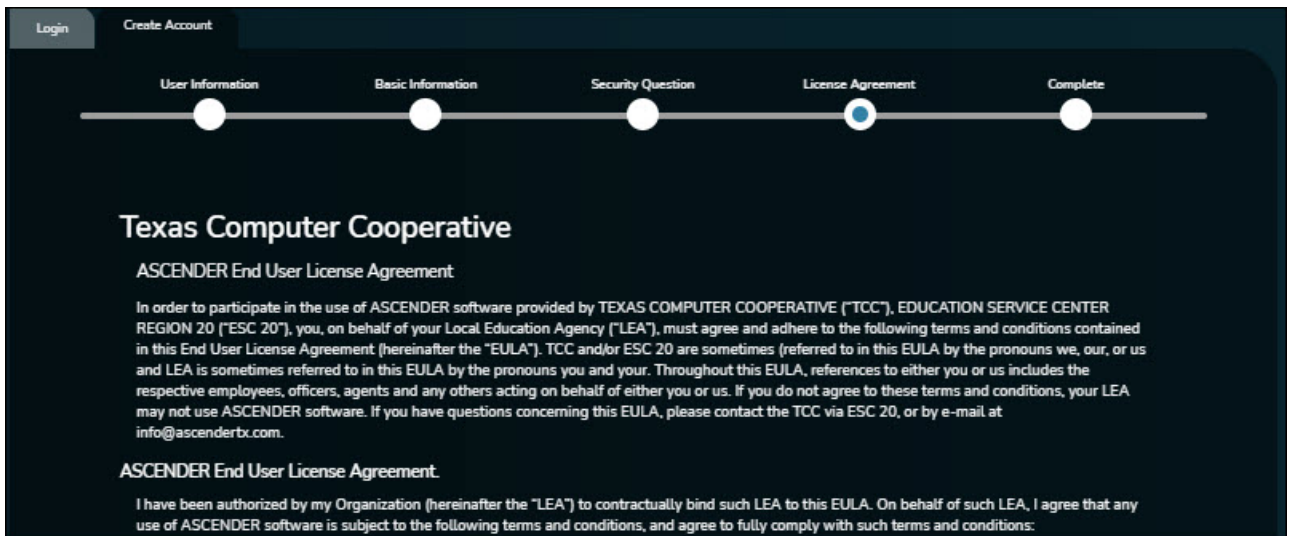


<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

Click **Next**.

### License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

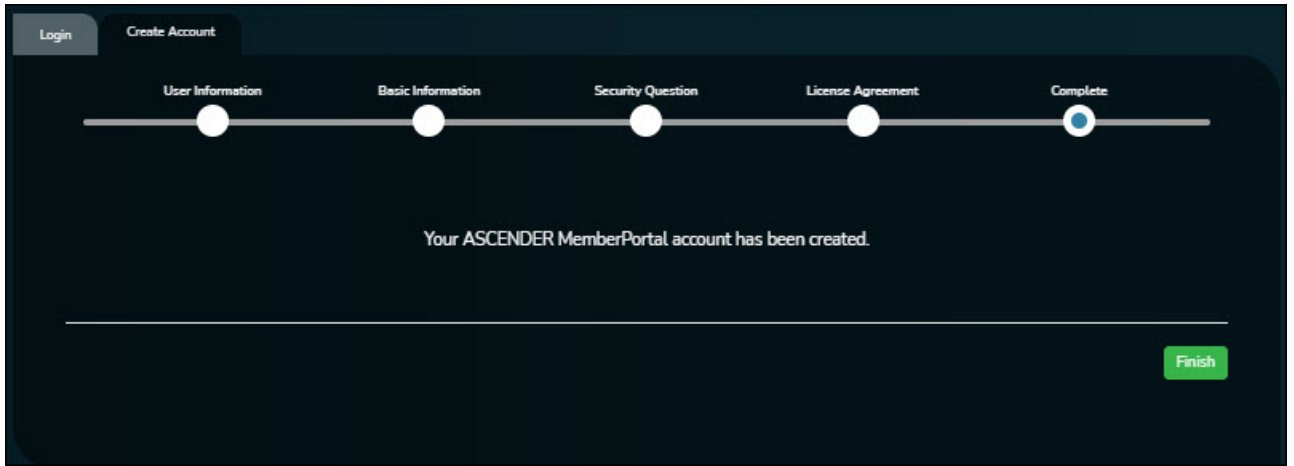


Select **Accept**.

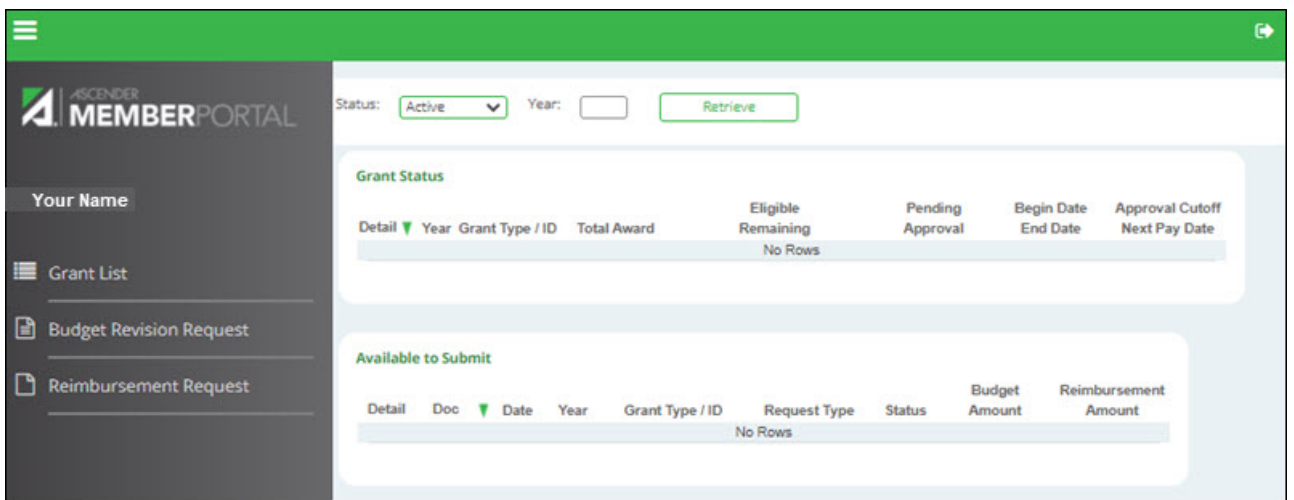
Click **Next**.

### Complete

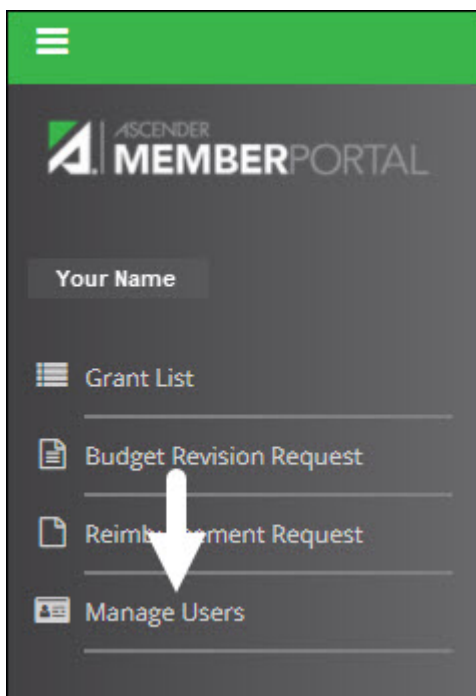
Click **Finish**.



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



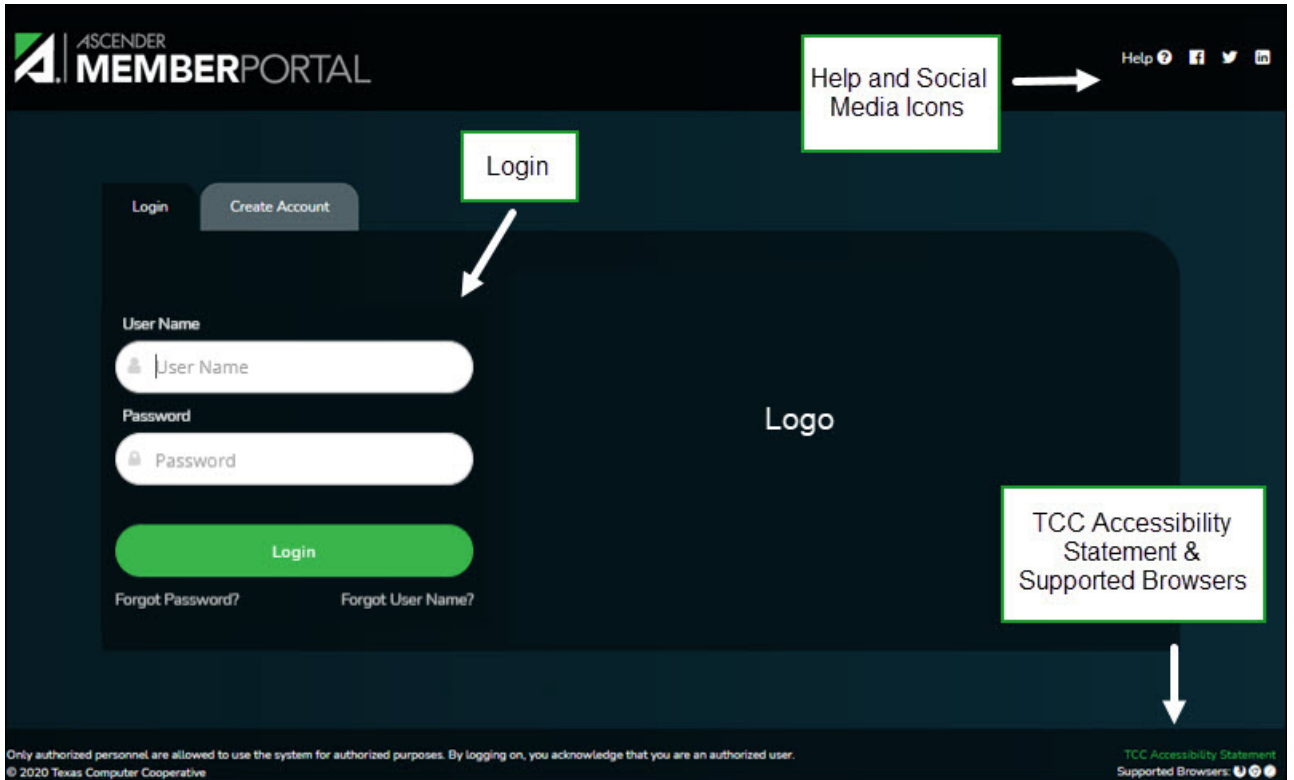
Admin users will have an additional menu item listed under Reimbursement Requests.



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

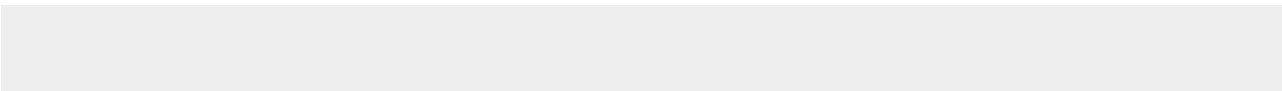
**ASCENDER MemberPortal > Login**

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

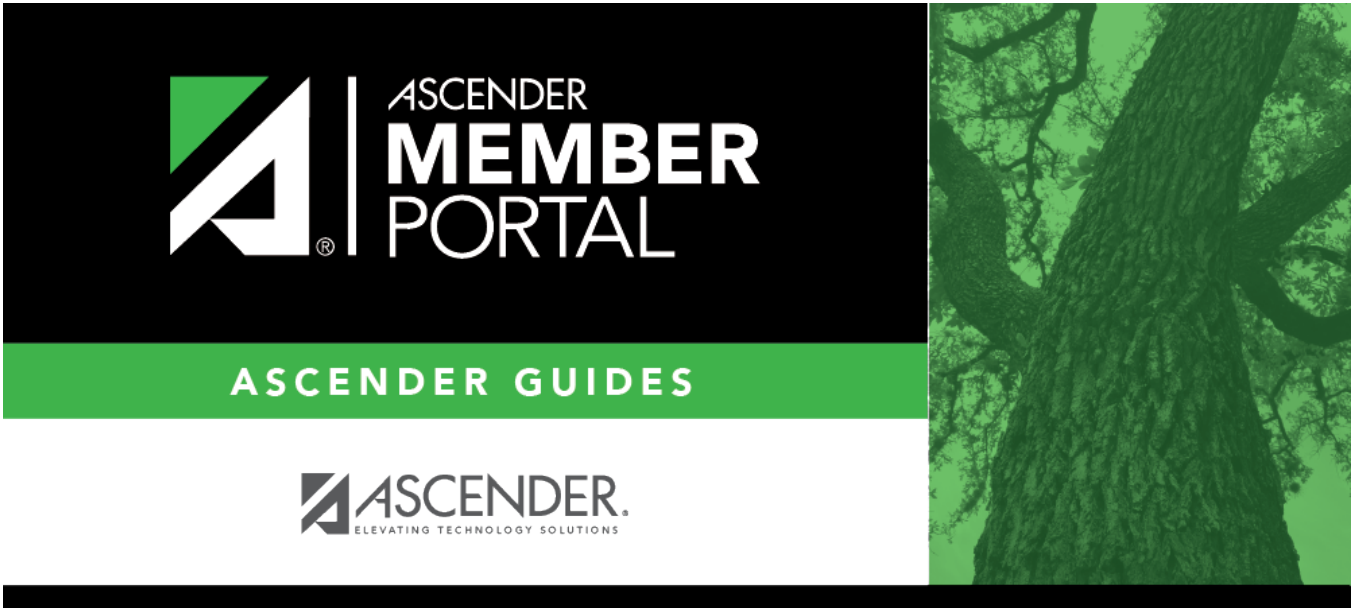


<b>User Name</b>	Type the user name you entered when you created your ASCENDER MemberPortal account. Your user name is not case-sensitive.
<b>Password</b>	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: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



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