



ASCENDER GUIDES



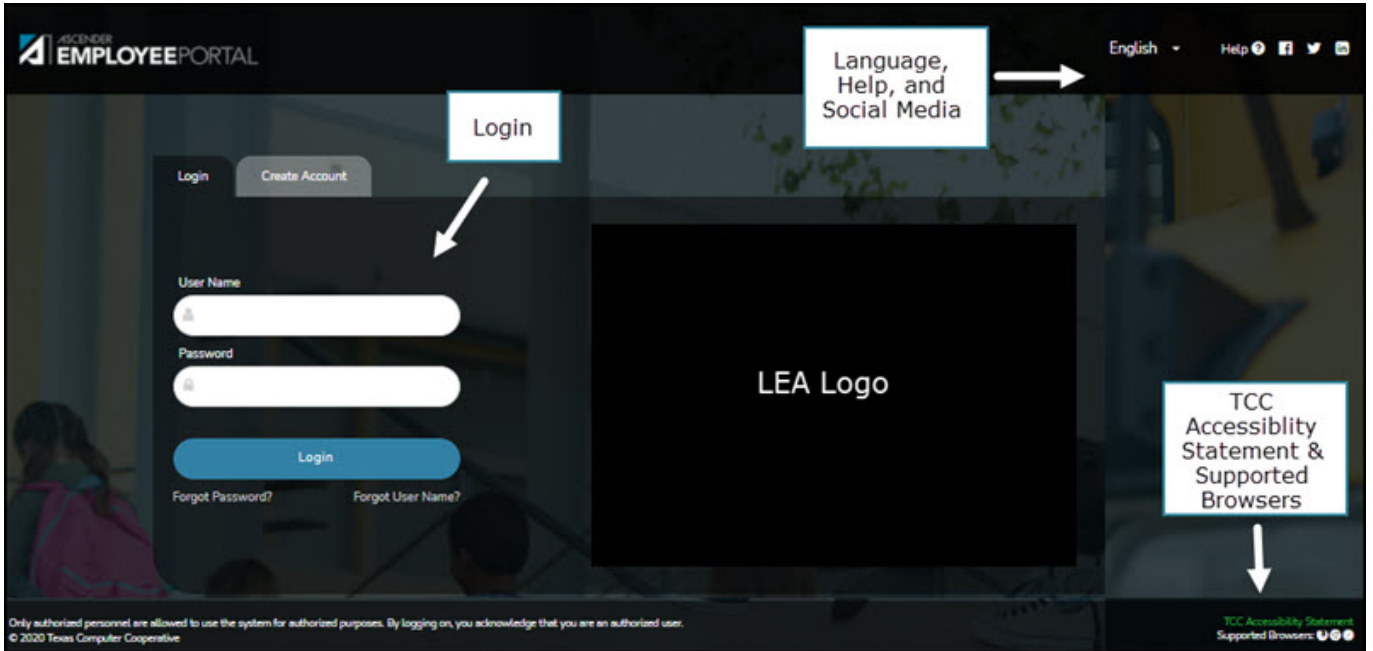


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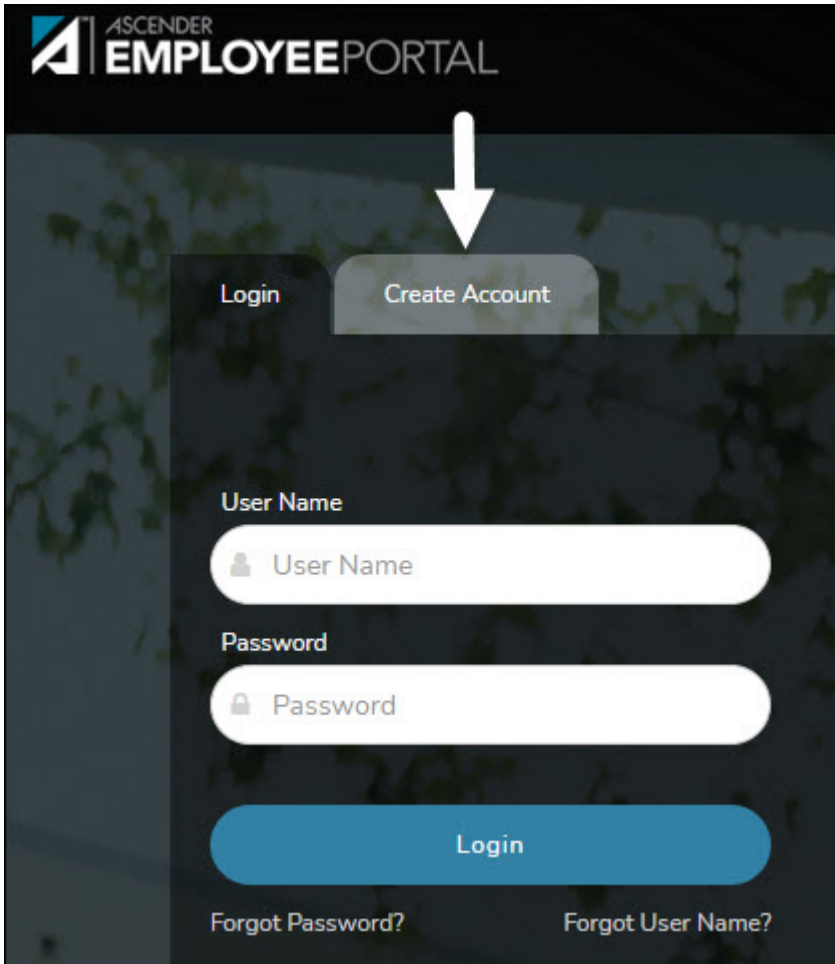


## ASCENDER EmployeePortal > Create Account

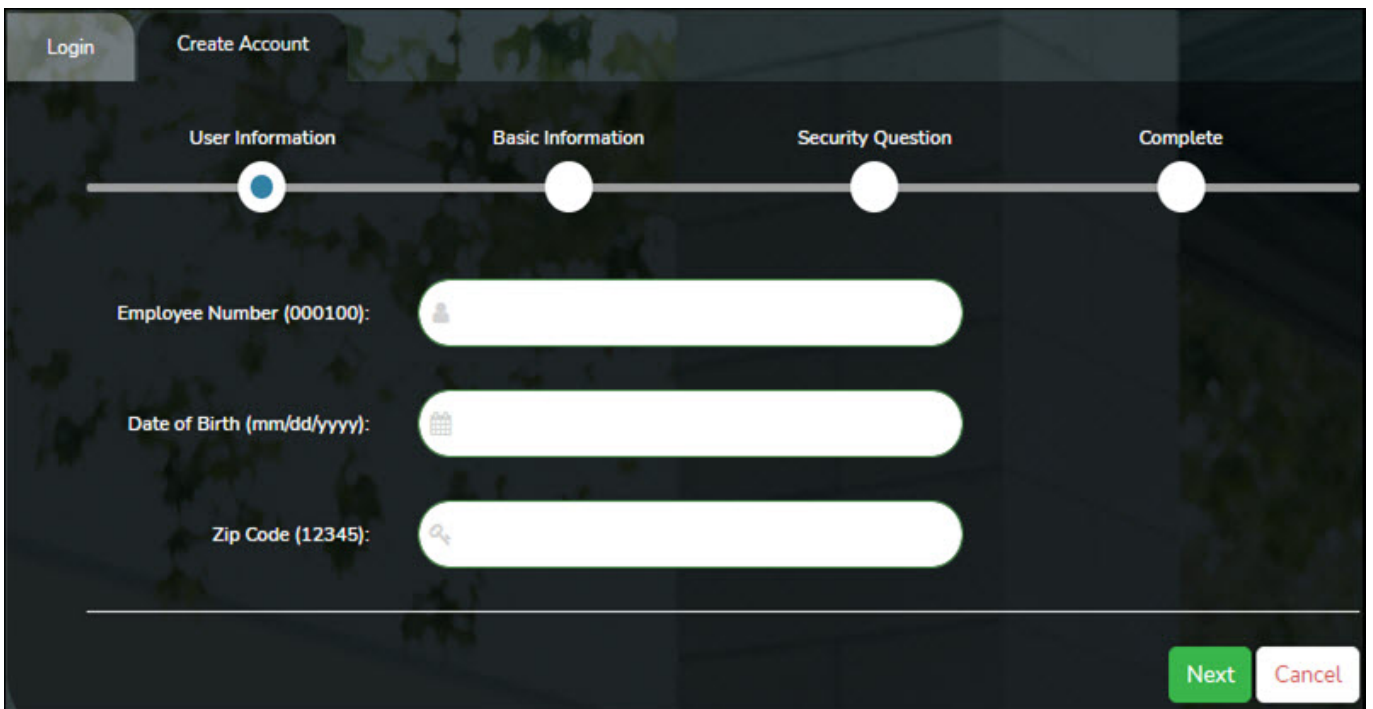
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



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



**User Information**




<b>Employee Number or Social Security Number</b>	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
<b>Date of Birth</b>	Type your birth date in the mm/dd/yyyy format.
<b>Zip Code</b>	Type your five-digit zip code.

☐ Click **Next**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

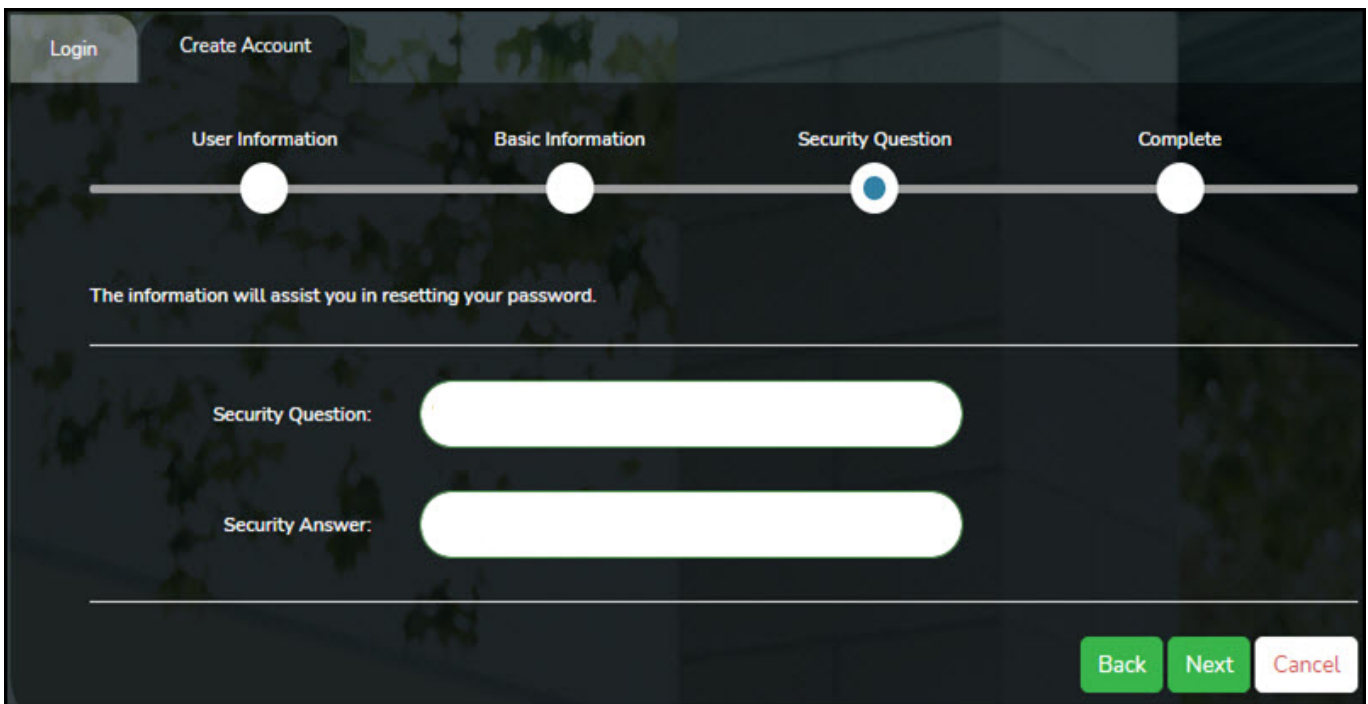
**Basic Information**

<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.
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<b>Password</b>	Type a new password.  A show/hide toggle  allows you to view or mask the characters you are typing.  Requirements: <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.
<b>Work E-mail</b>	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
<b>Work E-mail Verification</b>	Retype the work email address that you typed in the <b>Work E-mail</b> field (if available for modification).
<b>Home E-mail</b>	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
<b>Home E-mail Verification</b>	Retype the home email address that you typed in the <b>Home E-mail</b> field (if available for modification).

Click **Next**.

### Security Question

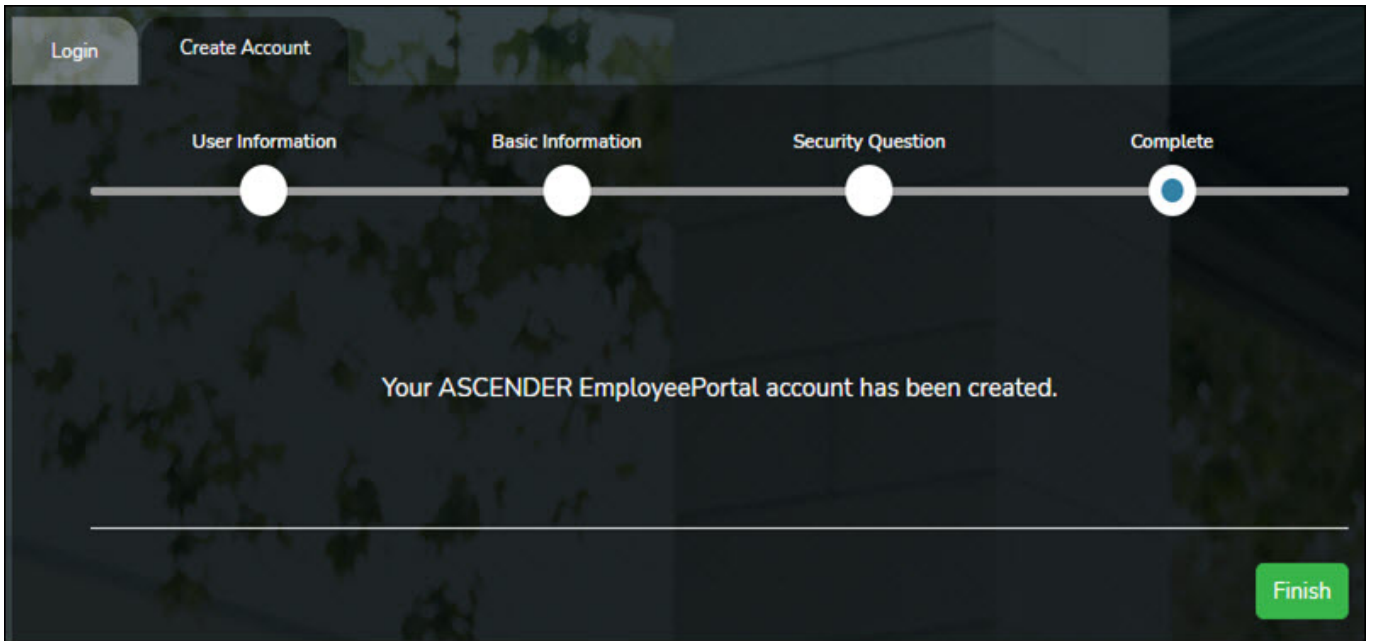


<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

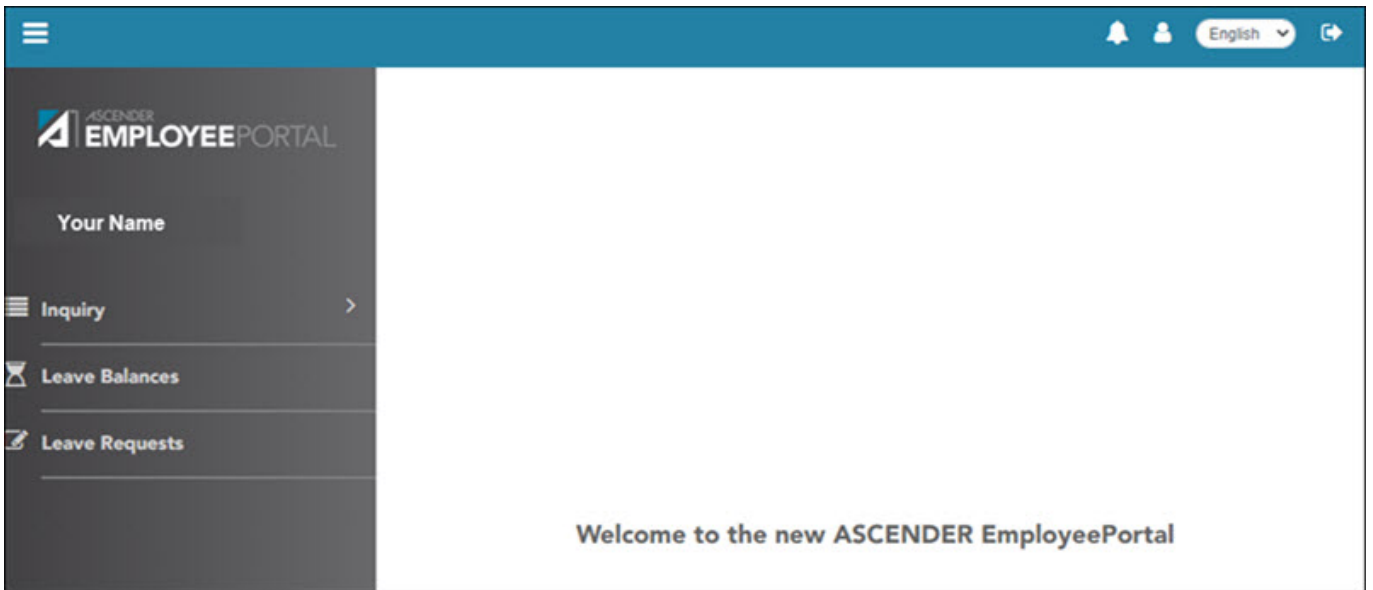
Click **Next**.

### Complete

☐ Click **Finish**.



The ASCENDER EmployeePortal home page is displayed indicating that you have successfully logged on to the portal.



You will receive a confirmation email message containing your user name.

Your LEA's name displays here.

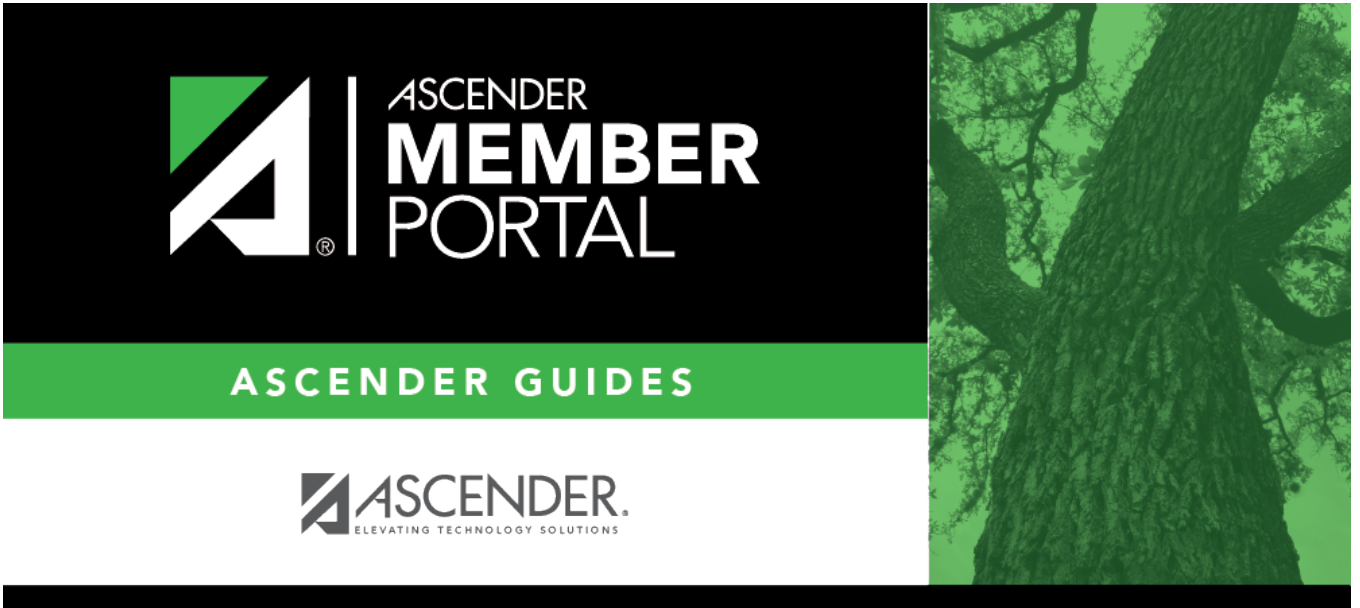


WELCOME TO

EMPLOYEE PORTAL

Thank you for Registering for Employee Portal. Your User ID is:

\*\*\*\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY\*\*\*\*\*



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