



ASCENDER GUIDES



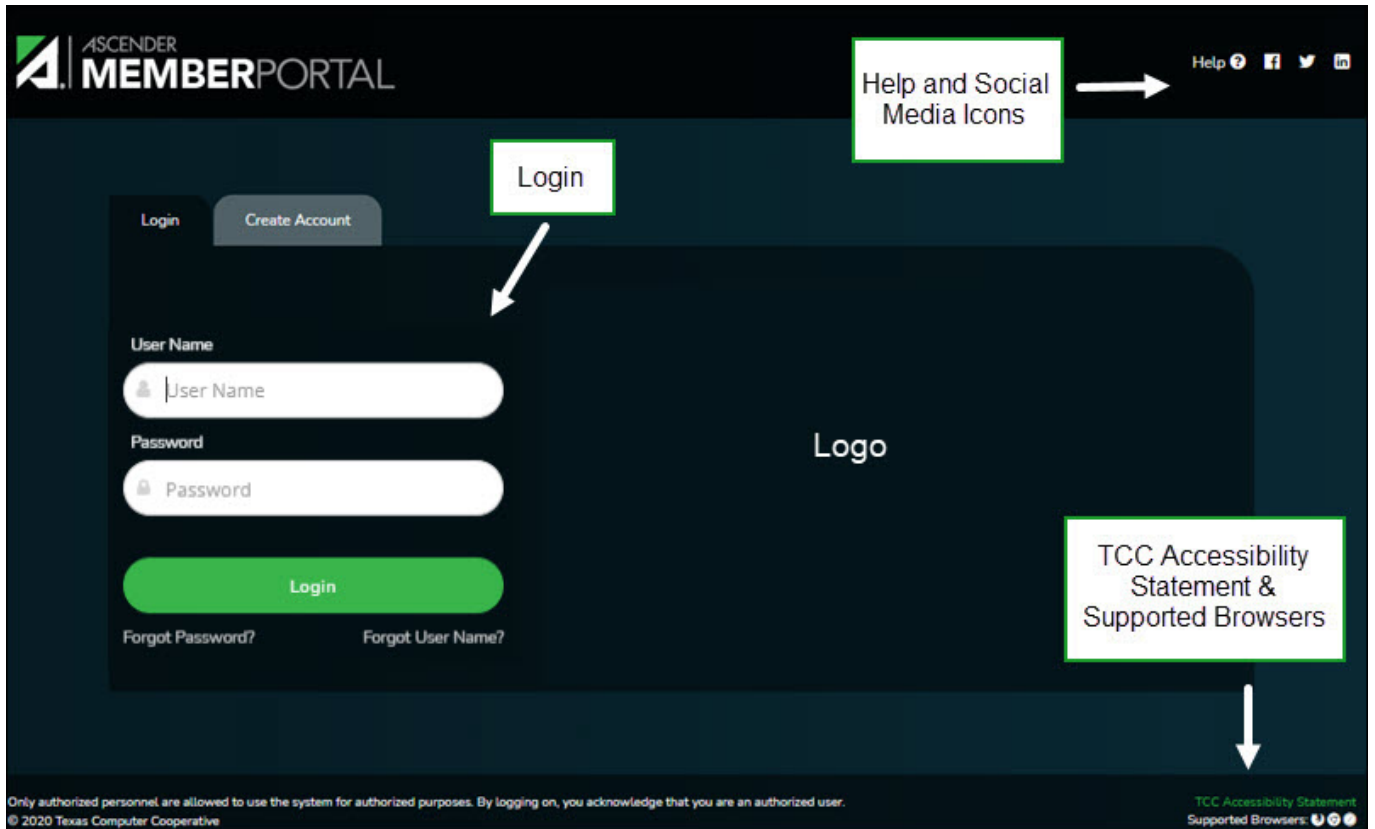


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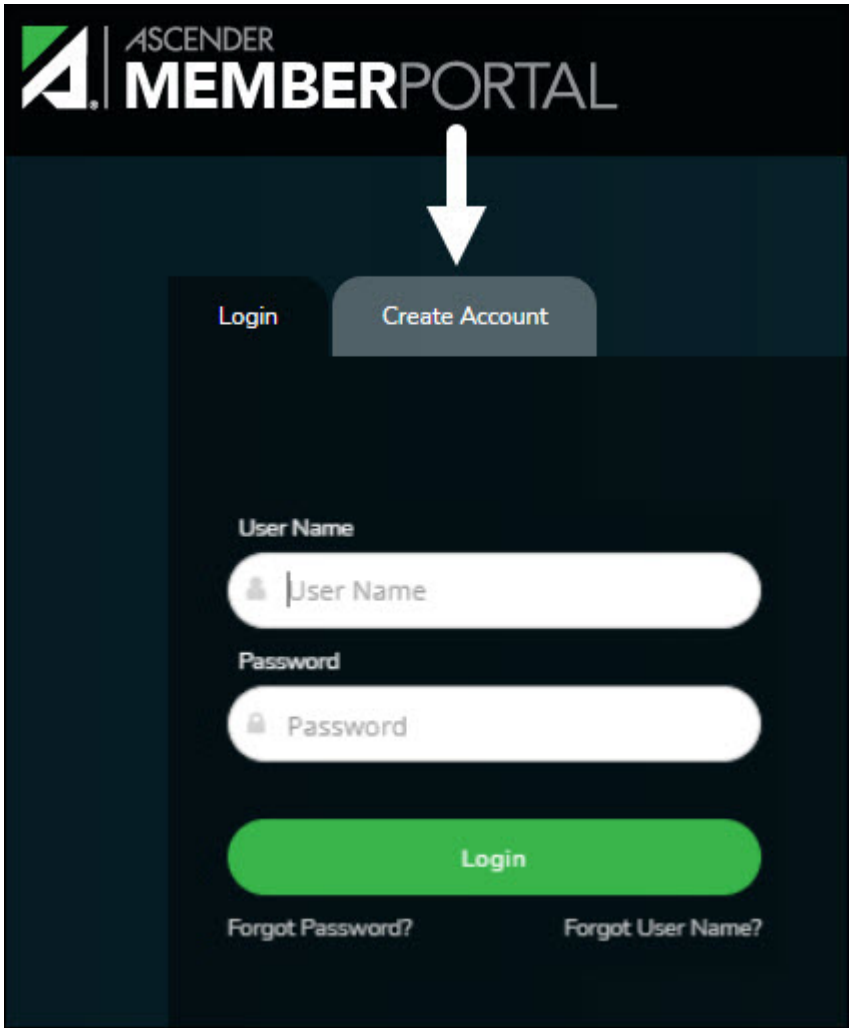


## ASCENDER MemberPortal > Create Account

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 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>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters (Spaces and the following characters are not allowed: ! ? * &amp; ^)</li> <li>• Case-sensitive</li> </ul>
<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.

The screenshot shows a dark-themed interface with a progress bar at the top containing five steps: User Information, Basic Information, Security Question, License Agreement (highlighted), and Complete. Below the progress bar, the text reads:

**Texas Computer Cooperative**  
**ASCENDER End User License Agreement**

In order to participate in the use of ASCENDER software provided by TEXAS COMPUTER COOPERATIVE ("TCC"), EDUCATION SERVICE CENTER REGION 20 ("ESC 20"), you, on behalf of your Local Education Agency ("LEA"), must agree and adhere to the following terms and conditions contained in this End User License Agreement (hereinafter the "EULA"). TCC and/or ESC 20 are sometimes (referred to in this EULA by the pronouns we, our, or us and LEA is sometimes referred to in this EULA by the pronouns you and your. Throughout this EULA, references to either you or us includes the respective employees, officers, agents and any others acting on behalf of either you or us. If you do not agree to these terms and conditions, your LEA may not use ASCENDER software. If you have questions concerning this EULA, please contact the TCC via ESC 20, or by e-mail at info@ascendertx.com.

**ASCENDER End User License Agreement.**

I have been authorized by my Organization (hereinafter the "LEA") to contractually bind such LEA to this EULA. On behalf of such LEA, I agree that any use of ASCENDER software is subject to the following terms and conditions, and agree to fully comply with such terms and conditions:

Select **Accept**.

Click **Next**.

## Complete

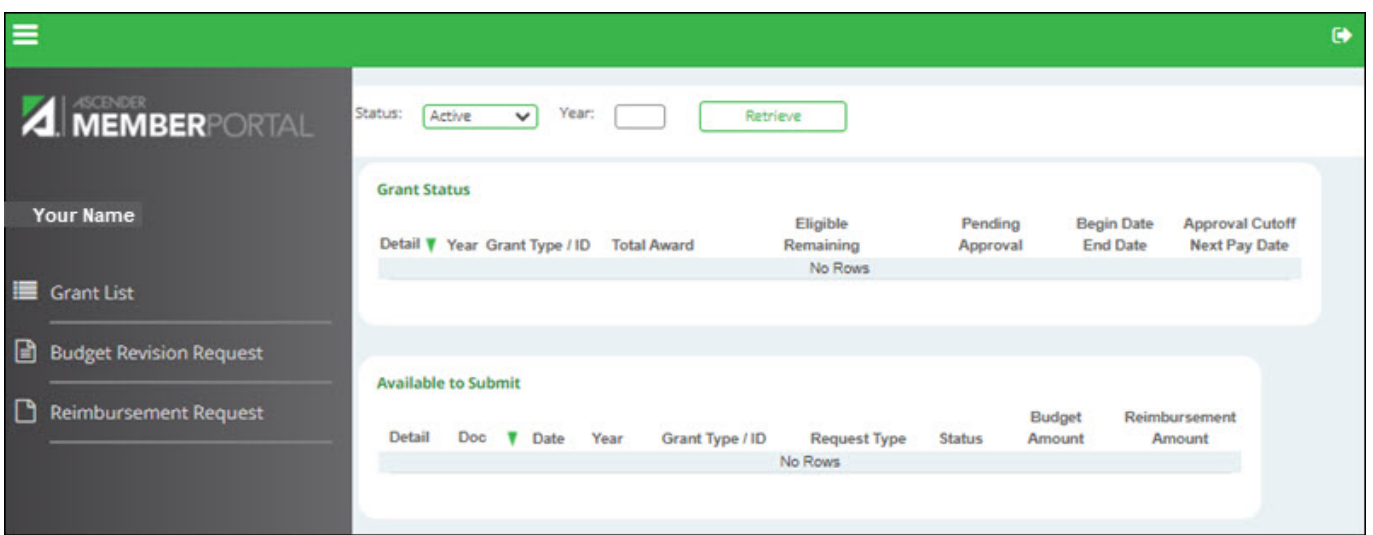
Click **Finish**.

The screenshot shows the same dark-themed interface with the progress bar now highlighting the 'Complete' step. The main content area displays the message:

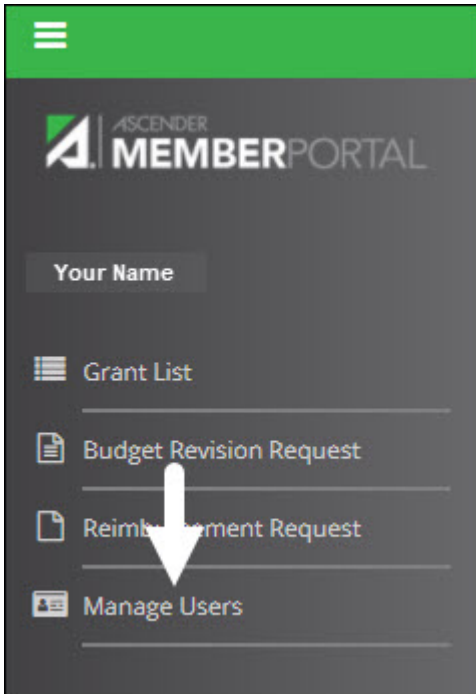
Your ASCENDER MemberPortal account has been created.

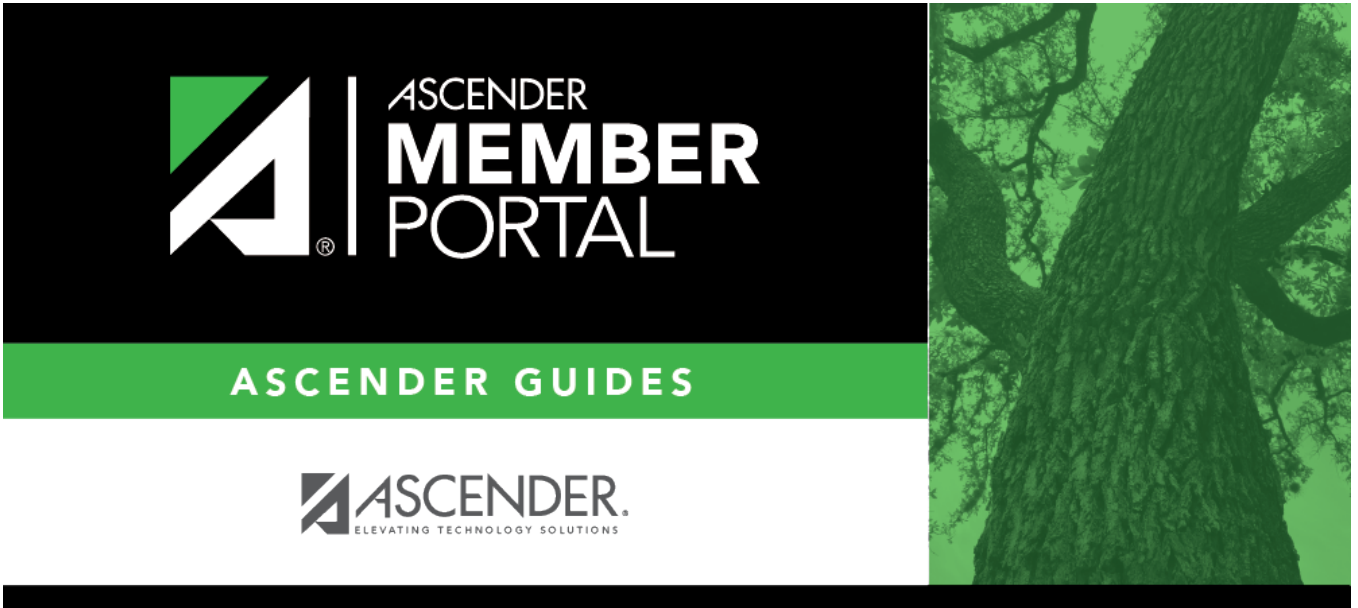
At the bottom right of the screen, there is a green button labeled "Finish".

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.





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