

# Login



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# 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.

To access the ASCENDER MemberPortal, you must log on.

- If you are a new user and do not have an ASCENDER MemberPortal account, obtain direction from your fiscal agent. There are two options for account creation:
- You can create an account using the Create Account wizard on the MemberPortal Login page.
- Your fiscal agent can create your account in ASCENDER Grants and Projects.

## Log on to ASCENDER MemberPortal:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

<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.

## Create an ASCENDER MemberPortal Account:

Click **Create Account** to go to the [Create Account](#) page. Follow the instructions for creating an

ASCENDER MemberPortal account.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this button.

## Forgot Password:


If you have forgotten your password, you can reset it.

From the Login page, click the link below the login fields to go to the [Forgot Password](#) page. Follow the instructions for looking up your user name or resetting your password.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this link.

## Change Password:

If you know your password but want to change it, you can do so at any time.

From the MemberPortal Self-Service Profile page, click your name or click  at any time to display the Self-Service Profile page. Click **Change Password** to go to the [Change Password](#) page. Follow the instructions for changing your password.



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