

ASCENDER MEMBER PORTAL

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Login

Table of Contents

Login 1

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, see the **Create Account** section below.

Log on to ASCENDER MemberPortal:

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

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.

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.



Back Cover