

**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.

<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.



## Back Cover