



## Create Account



# Table of Contents

**Create Account** ..... 1



# Create Account

This page is used to create a new MemberPortal user 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. In some cases, your fiscal agent will create your account and provide you with the login details.

You can create an account via MemberPortal; however, you will not have access to grant information until your fiscal agent completes your user profile in ASCENDER Grants and Projects. Your fiscal agent is responsible for assigning your member information, grant type(s), and level of accessibility.

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 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, !, ?, *, &, ^
<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.

Select **Accept**.

Click **Next**.

### Complete

Click **Finish**.

The ASCENDER MemberPortal homepage is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.



## Back Cover