



Create Account

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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 or admin user. Member users can create an account via the MemberPortal; however, they will not have access to any grant information until the fiscal agent or an admin user for their assigned member LEA completes their MemberPortal user profile. In some cases, your fiscal agent will create your account and provide you with the login details.

When you access MemberPortal, the Login page is displayed.

From the Login page, click **Create Account**.

User Information

First Name	Type your first name. The field can be a maximum of 50 characters.
Last Name	Type your last name. The field can be a maximum of 50 characters.
E-mail	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

User Name	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.
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, !, ?, *, &, ^
Password Verification	Retype the password that you typed in the Password field.

Click **Next**.

Security Question

Security Question	Type a question you will be asked in the event that you forget your password at a later date.
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Security Answer	Type the answer to the security question. This is case-sensitive.
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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.



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