ASCENDER
PARENT
PORTAL

ASCENDER GUIDES

ASCENDER.
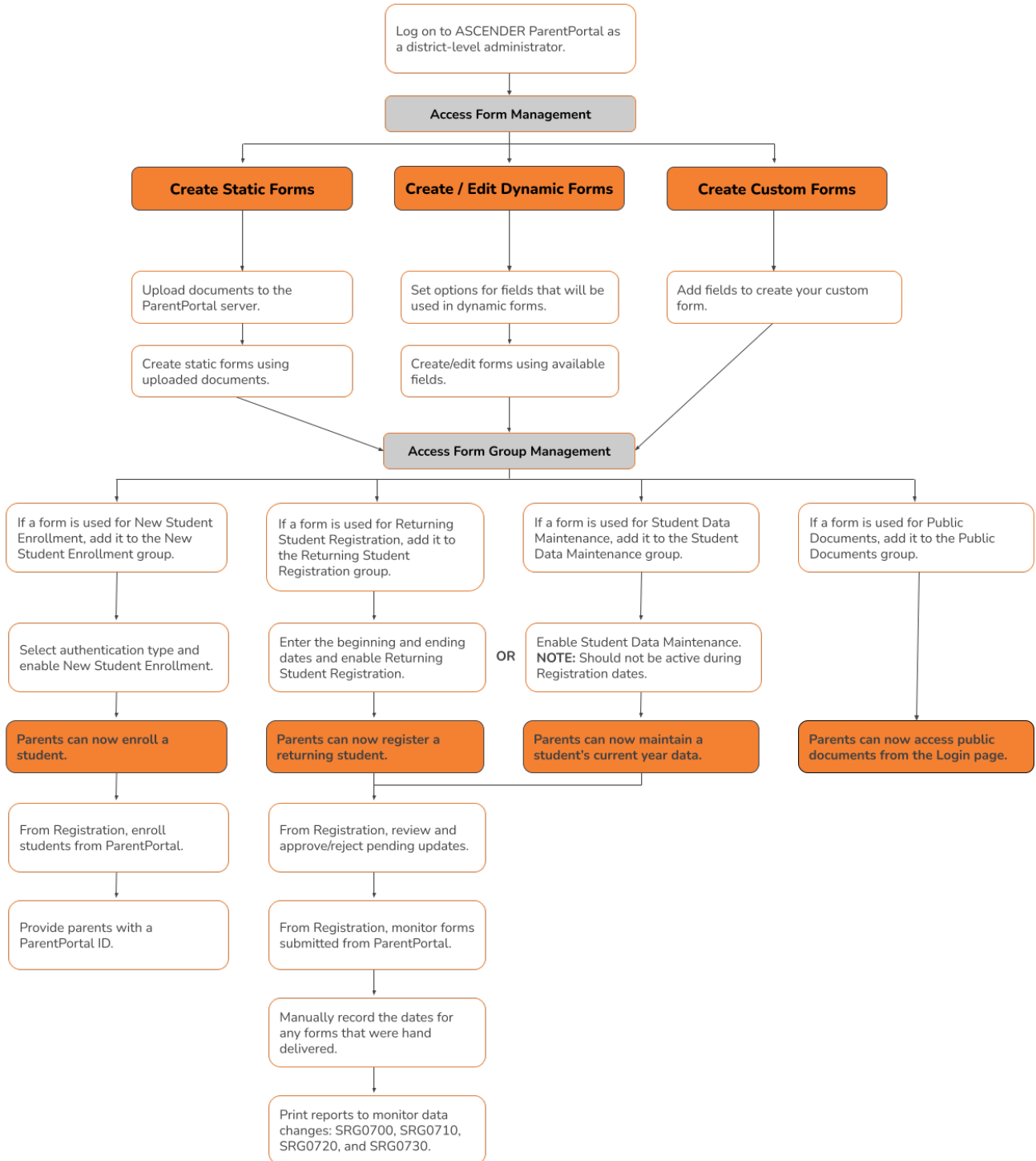ELEVATING TECHNOLOGY SOLUTIONS

admin_flow_chart

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ASCENDER ParentPortal
Enrollment, Registration, and Data Updates
Administrator Steps

Log on to ASCENDER ParentPortal as a district-level administrator.

Access Form Management

Create Static Forms

Create / Edit Dynamic Forms

Create Custom Forms

Upload documents to the ParentPortal server.

Set options for fields that will be used in dynamic forms.

Add fields to create your custom form.

Create static forms using uploaded documents.

Create/edit forms using available fields.

Access Form Group Management

If a form is used for New Student Enrollment, add it to the New Student Enrollment group.

If a form is used for Returning Student Registration, add it to the Returning Student Registration group.

If a form is used for Student Data Maintenance, add it to the Student Data Maintenance group.

If a form is used for Public Documents, add it to the Public Documents group.

Select authentication type and enable New Student Enrollment.

Enter the beginning and ending dates and enable Returning Student Registration.

OR

Enable Student Data Maintenance. **NOTE:** Should not be active during Registration dates.

Parents can now enroll a student.

Parents can now register a returning student.

Parents can now maintain a student's current year data.

Parents can now access public documents from the Login page.

From Registration, enroll students from ParentPortal.

From Registration, review and approve/reject pending updates.

Provide parents with a ParentPortal ID.

From Registration, monitor forms submitted from ParentPortal.

Manually record the dates for any forms that were hand delivered.

Print reports to monitor data changes: SRG0700, SRG0710, SRG0720, and SRG0730.

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