

admin_flow_chart

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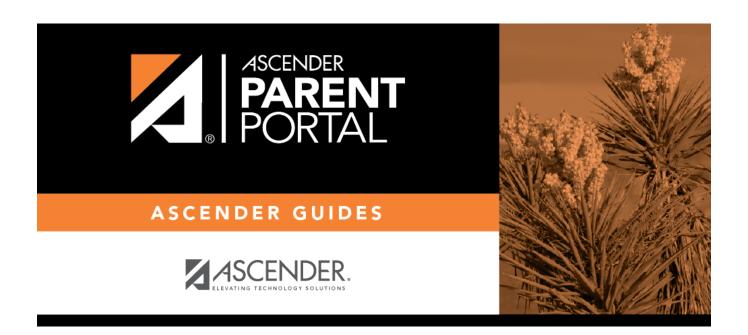
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ParentPortal Admin Steps Flow Chart

ASCENDER ParentPortal - Enrollment, Registration & Data Updates

Administator Steps Log on to ASCENDER ParentPortal as a district-level administrator. Access Form Management. Create Custom Forms Create/Edit Dynamic Forms Create Static Forms Add fields to create your custom Set options for fields that will be Upload documents to the form. ParentPortal server. used in dynamic forms. Create static forms using uploaded Create/edit forms using available documents fields. Access Form Group Management. If a form is used for New If a form is used for If a form is used for Student If a form is used for Public Returning Student Student Enrollment, add it to Data Maintenance, add it to Documents, add it to the Registration, add it to the the New Student Enrollment the Student Data Public Documents group. Returning Student group. Maintenance group. Registration group. Enable Student Data Select authentication type Enter the beginning & ending Maintenance. NOTE: Should and enable New Student dates and enable Returning not be active during Enrollment. Student Registration. Registration dates. Parents can now access Parents can now enroll a Parents can now register a Parents can now maintain a public documents from Login student. student's current year data. returning student. page. From TxEIS Registration, From TxEIS Registration, review enroll students from and approve/reject pending ParentPortal. updates. From TxEIS Registration, monitor Provide parents with a ParentPortal ID. forms submitted from ParentPortal. Manually record the dates for any forms that were hand delivered. Print reports to monitor data changes: SRG0700, SRG0710,

SRG0720, & SRG0730.



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