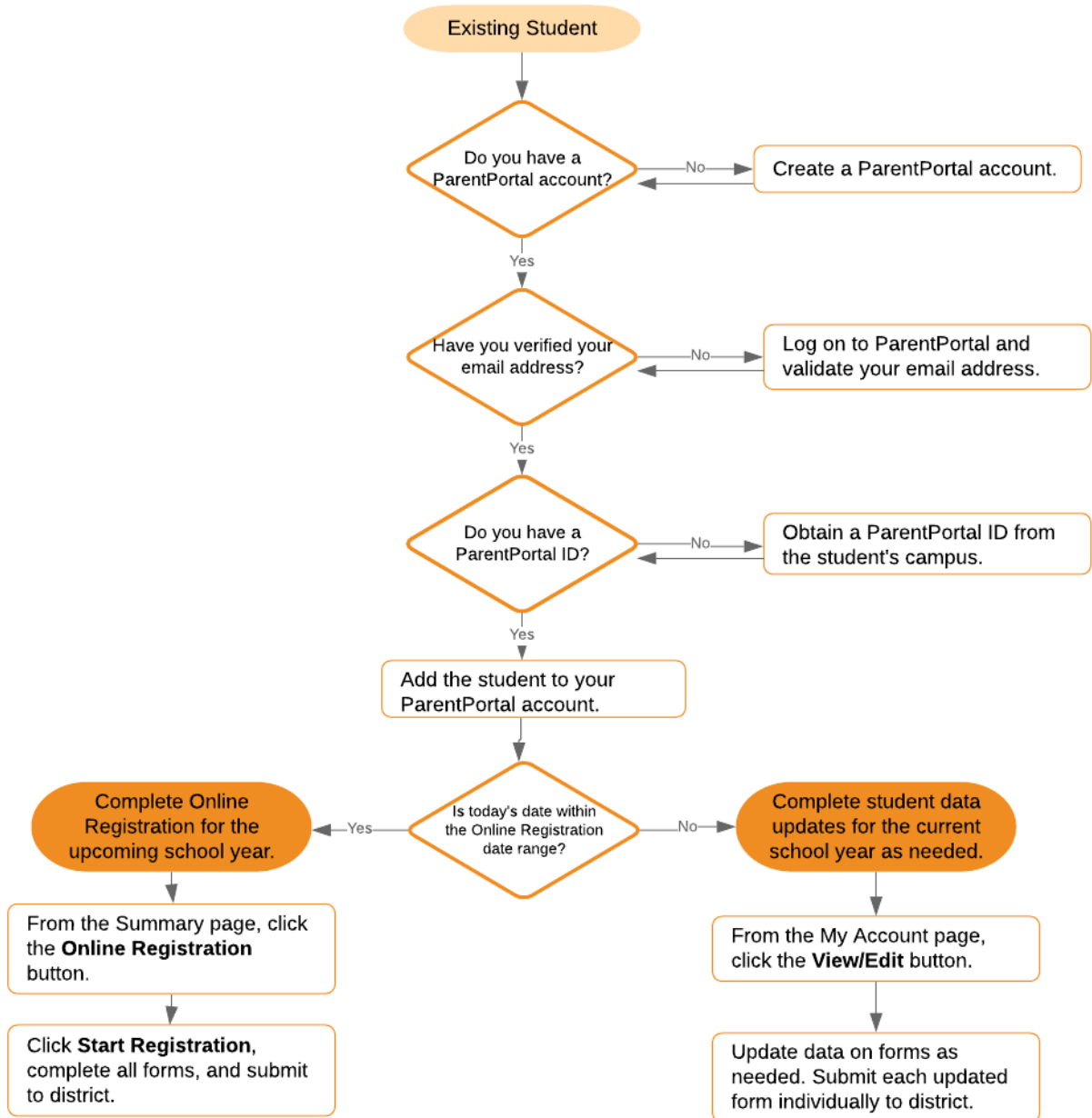# admin_parent_add_student_flowchart
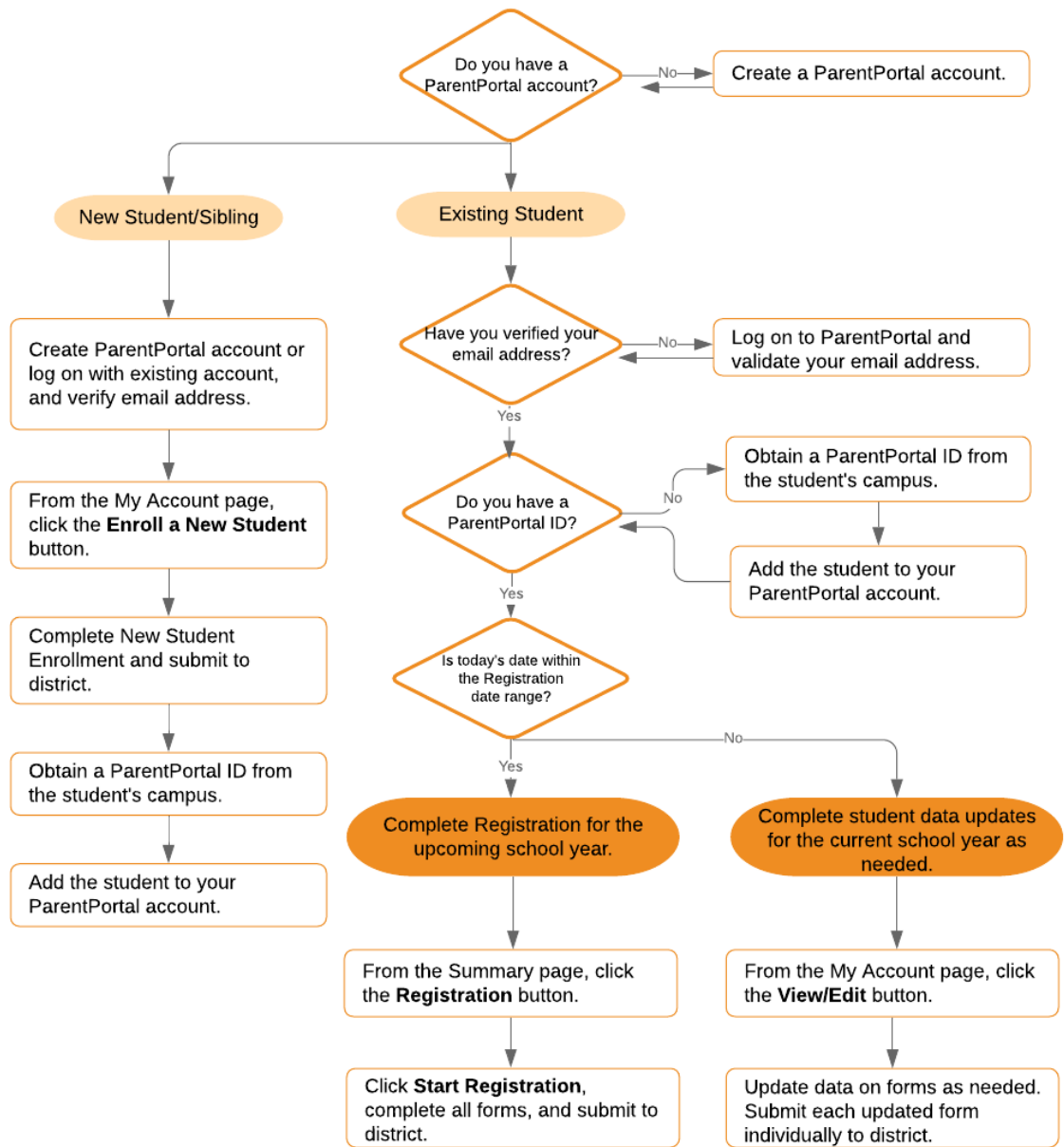
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ASCENDER ParentPortal - Online Registration & Data Updates

Parent Steps

ASCENDER ParentPortal - Enrollment, Registration & Data Updates

Parent Steps

Do you have a ParentPortal account?
— No → Create a ParentPortal account.

New Student/Sibling

Create ParentPortal account or log on with existing account, and verify email address.

From the My Account page, click the **Enroll a New Student** button.

Complete New Student Enrollment and submit to district.

Obtain a ParentPortal ID from the student's campus.

Add the student to your ParentPortal account.

Existing Student

Have you verified your email address?
— No → Log on to ParentPortal and validate your email address.

Yes

Do you have a ParentPortal ID?
— No → Obtain a ParentPortal ID from the student's campus.

Add the student to your ParentPortal account.

Yes

Is today's date within the Registration date range?

Yes → Complete Registration for the upcoming school year.

No → Complete student data updates for the current school year as needed.

From the Summary page, click the **Registration** button.

Click **Start Registration**, complete all forms, and submit to district.

From the My Account page, click the **View/Edit** button.

Update data on forms as needed. Submit each updated form individually to district.

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