



ASCENDER GUIDES



## **Parent: Enroll a New Student in the District**



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# ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

## Parent: Enroll a New Student in the District

Parents should follow these steps to enroll a student in the district using the New Student Enrollment wizard.

Parent: Enroll a New Student in the District (PDF) (prints separately) (IS THIS NEEDED FOR PARENTS?)

### Prerequisites:

This guide assumes that several required steps have already been completed by the district to enable online enrollment.

- See [District: Set Up & Enable Forms](#).
- The **Enable New Student Enrollment** field must be set to Yes.

### Enrollment Flow Chart:

## ASCENDER ParentPortal - New Student Enrollment

### Parent Steps

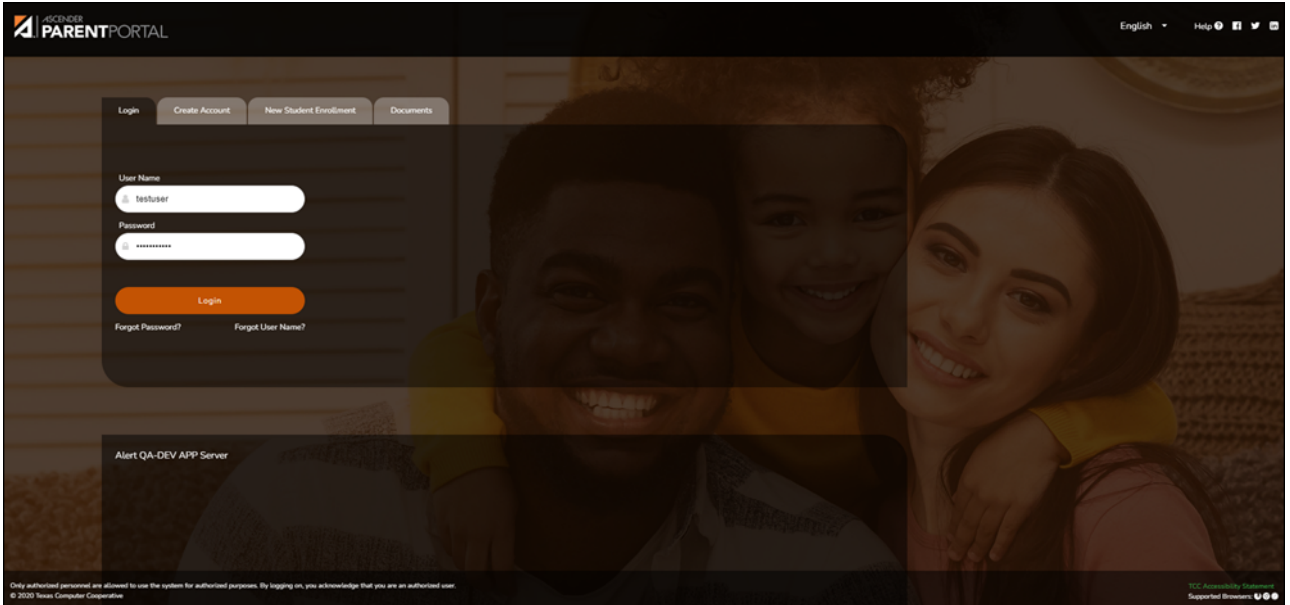


1. [Create an ASCENDER ParentPortal account and log on.](#)

### **ASCENDER ParentPortal > Login**

Before enrolling a student, the parent must create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.


Click **Create New Account**.



The Create Account - User Info page opens.

## User Information

A screenshot of the 'Create Account - User Info' page. The page has a progress bar at the top with three steps: 'User Information', 'Security Question', and 'Complete'. The 'User Information' step is currently active, indicated by a white circle. Below the progress bar, there are four input fields: 'User Name' (containing 'User Name'), 'Password' (containing 'Password'), 'Password Verification' (containing 'Password Verification'), and 'Email Address' (containing 'Example\_01@exp.com'). At the bottom right, there are 'Next' and 'Cancel' buttons.

<b>User Name</b>	<p>Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 6-25 alphanumeric characters</li> <li>• Unique (no one else in the district is using it)</li> <li>• Not case-sensitive</li> </ul>
<b>Password</b>	<p>Type a password that you will use when you log on to ASCENDER ParentPortal.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types:</p> <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>
<b>Password Verification</b>	Re-enter your password to verify that you typed it as intended.

<b>Email Address</b>	<p>(Required) Type your email address. You cannot enter an address that is already in use.</p> <p><b>NOTE:</b> If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.</p>
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Click **Next**.

### Security Question

<b>Select Question</b>	Select a question. If you need to reset your password, you will be asked this question.
<b>Answer</b>	Type the answer to the question.  You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.  <b>IMPORTANT:</b> The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).

Click **Next**.

## Complete

Click **Finish**.

- The [My Account](#) page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

## 2. [Enroll the student.](#)

### **ASCENDER ParentPortal > My Account**

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the header menu.

**If you have not already verified your email address** using the link that was sent to your email address, you must do this now to continue.

**IMPORTANT:** If you do not have access to an email address, contact your student's campus.

Verify the email address:

You must provide and verify your email address before you can access features that require your email address.

You can update your email address at any time.

If no email address has been entered, enter the address.

<b>Email Address</b>	Type your current email address. You cannot enter an email address that is already in use.
<b>Confirm Email Address</b>	Retype the email address to confirm that you typed it as intended.

Click **Verify Email Address**.

You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this ASCENDER ParentPortal account, you should have received an email message in your inbox with a code allowing you to verify your email address.

- If the email has been verified, your email address is displayed.
- If your email address has not been verified, you can click **Resend Code** to send a new code.

To enroll a student who has never been enrolled in the district, click **Enroll a New Student**.

The **New Student Online Enrollment** page opens.

**You must already have verified your email address before this button is displayed.**

***ASCENDER ParentPortal > My Account > Enroll a New Student***

The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

### **Step 1 - Student Name:**

Enter the student's full name and click **Continue**.

## New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name      Enrollment Key      Addresses & Contacts      Student Information      Enrollment Forms      Final Steps

1      2      3      4      5      6

Student Name

**New Student Enrollment steps**

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

\*If you have previously enrolled students, you may [Skip to Step 4](#)

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

[Continue](#)

## Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- [Option 1 - Email Validation](#)

For this option, an enrollment key is sent to you in an email message.

**New Student Enrollment**

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name   **Enrollment Key**   Addresses & Contacts   Student Information   Enrollment Forms   Final Steps

1   2   3   4   5   6

Express Enrollment for Janie Strayhan

1. Click the "Request Enrollment Key".  
**REQUEST ENROLLMENT KEY**
2. Check your email for the message containing the enrollment key.
3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

**VERIFY**

Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

- Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

A message is sent to your email address that contains the new 16-character student enrollment key.

- Check your email inbox for the message that contains the enrollment key.

<b>Enrollment Key</b>	You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.
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- Click **VERIFY**.

If you typed the enrollment key correctly, the message "Your key has been created and verified!" is displayed.

- [Option 2 - CAPTCHA Validation](#)

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

## New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact

Student Name      Enrollment Key      Addresses & Contacts      Student Information      Enrollment Forms

1      2      3      4      5

Type the characters displayed below and click Continue.

CRERUU

Continue

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

- Type the CAPTCHA code exactly as it appears on the page.

Type the characters displayed below and click Continue.

CRERUU

CRERUU

Continue

- Click **Continue**.

If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.

Obtain and verify an Enrollment Key.

Your key has been created and verified!

Continue

Also, the parent will receive an enrollment key by email. The parent should save this information for his records.

☐ Click **Continue**.

### Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

## New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name
Enrollment Key
Addresses & Contacts
Student Information
Enrollment Forms
Final Steps

1

2

3

4

5

6

Family Addresses

Address Information	Street Number	Street Name	City	Zip
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	234	Green Field	Great City	78222

To add an address to the list, click Add Address.

[Add Address](#)

Family Contacts

Contacts Information	First Name	Last Name	Relation
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	Meredith	Canton	Mother
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	Sam	Canton	Father

To add a contact to the list, click Add Contact.

[Add Contact](#)

[Continue](#)

**Family Addresses**

Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.

**Add address:**

- Click **Add Address** to add an address. The Add Address window opens.

Add Address
✕

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### Family Addresses

Physical Address

Street Number (Physical)

Street Name (Physical)

Street Direction (Physical)

Apartment Number (Physical)

City (Physical)

State (Physical)

Zip (Physical)

Zip4 (Physical)

Close
Save

- Type the complete address in the fields provided.
- Click **Copy** to copy data from the **Physical Address** fields to the **Mailing Address** fields if applicable.
- Click **Save**.

**Edit address:**

- Click **Edit** next to the address to edit an existing address. The Add Address window opens.
- Update the fields as needed.
- Click **Save**.

**Family Contacts** Existing contact information for all of the student's family and emergency contacts. Add up to seven contacts as needed.

**Add a contact:**

- Click **Add Contact** to add a contact. The Add Contact window opens.

Add Contact
✕

Contact: Cell Phone

Contact: Phone Preference

Contact: First Name

Contact: Middle Name

Contact: Last Name

Contact: Generation

Contact: Relation

Contact: Emergency Contact  Yes  No

Contact: Migrant  Yes  No

Contact: Street Number

- Enter data in the fields, including the contact's complete name and address.
- Click **Save**.
- Add additional contacts as needed.

**Edit a contact:**

- Click **Edit** next to the contact's name. The Add Contact window opens.

- Update the fields as needed.
- Click **Save**.

- Click **Continue**.

## Step 4 - Student Information:

Any existing students added to your account are listed.

### New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name    Enrollment Key    Addresses & Contacts    **Student Information**    Enrollment Forms    Final Steps

1    2    3    4    5    6

Student Information

Student Name	Edit Data	Remove	Enroll Student
Brandi Denise Canton	<a href="#">Add/Edit Info</a>	<a href="#">Remove</a>	2020-04-06 12:13:40.67

**Selected Student :**  
Select a new student list above.

Click **Add/Edit Info** for the student.

The page is re-displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Student Name
Enrollment Key
Addresses & Contacts
Student Information
Enrollment Forms
Final Steps

1

2

3

4

5

6

Student Information

**Selected Student : Brandi Denise Canton** Choose Another Student

Address Information

Select an address for this student: 234 Green Field Great Ci ▼

Return to Step 3 Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Meredith Canton	<input type="radio"/>
<input type="checkbox"/>	Sam Canton	<input type="radio"/>

Return to Step 3 Click here if you need to add or edit a contact.

First Name	<input style="width: 90%;" type="text" value="Brandi"/>
Middle Name:	<input style="width: 90%;" type="text" value="Denise"/>
Last Name:	<input style="width: 90%;" type="text" value="Canton"/>
Generation:	<input style="width: 90%;" type="text"/>

<b>Student Information</b>	The name of the selected student is displayed. Click <b>Choose Another Student</b> to enter data for a different student.
<b>Address Information</b>	Select an address for the student from the drop-down list. These are the addresses entered in Step 3.  If you need to add another address, you can click <b>Return to Step 3</b> to add another address, and then return to Step 4.
<b>Select your contact(s) below</b>	Select contacts for the student from those entered in Step 3: <ul style="list-style-type: none"> <li>From the list of contacts, select up to seven who should be listed as contacts for the student.</li> <li>Of those selected as contacts, select <b>Primary Contact</b> for the one who is the student's primary contact.</li> </ul> If you need to add another contact, click <b>Return to Step 3</b> to add another contact, and then return to Step 4.
<b>student demographic information</b>	Enter student demographic data in the fields provided.

**Attach a document:**

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.

A window opens allowing you select and upload one or more files.

<b>Document Upload</b>	Click <b>Choose File</b> . Locate and select the file to be uploaded.  The following file types are acceptable: <ul style="list-style-type: none"> <li>• PDF</li> <li>• Text: .txt</li> <li>• Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx</li> <li>• Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff</li> <li>• Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv</li> <li>• Audio: .wav</li> <li>• Zipped: .zip</li> </ul>
<b>Description</b>	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.


Click **Close** to close the window.

 - If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign).

 - If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign).

### View or delete an existing document:

Click **Documents(+)**.

- Click the document to view it.
- Click  next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

Click **Save and Continue**.

Or, click **Save and Continue Later** if you have not completed all information and need to

continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

## Step 5 - Enrollment Forms:

Student Name    Enrollment Key    Addresses & Contacts    Student Information    **Enrollment Forms**    Final Steps

1    2    3    4    **5**    6

**Selected Student :** Brandi [Choose Another Student](#)

Downloadable Enrollment Forms

Standard Enrollment Forms

1.	Home Language Survey FORM (TEA) ⓘ Complete the form to the best of your knowledge.
2.	Food Allergy Disclosure ⓘ Complete the form to the best of your knowledge.
3.	Ethnicity and Race Data Questionnaire ⓘ Complete the form to the best of your knowledge.
	Student Residency Questionnaire ⓘ

### Under **Downloadable Enrollment Forms:**

Any additional forms required by the campus or district are listed.

(If you are unable to submit forms online, they can be printed: [Download Standard Forms \(optional\):](#))

Click each form to view it. The form opens in a new window where it can be viewed and

printed.

Print and complete all forms by hand, and take the completed forms to the campus or district if required.

Under **Standard Enrollment Forms:**

The required standard forms are listed. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

 - Indicates that the parent has not saved the form.

 - Indicates that the parent has already saved the form.

Click each form to view it.

The form opens in a pop-up window.

Enter the required information and click **Save Changes**.

**You cannot save a form unless all required data is entered.**

**NOTE:** Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the click **Save Changes** to acknowledge the contents of the form.

Until all forms are saved, the **Enroll Student** button remains disabled. (You may need to scroll down to view the **Enroll Student** button.)

Click **Enroll Student** when all data and forms are ready.

The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

## Step 6 - Final Steps:

### New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name
Enrollment Key
Addresses & Contacts
Student Information
Enrollment Forms
Final Steps

1    2    3    4    5    6

Add Another Student

Enrollment Confirmation

Student Name	Print Enrollment Confirmation	Enrollment Date-Time
Brandi Denise Canton	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Print</span>	2020-04-06 12:13:40.67

Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 1.

### Under Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, the submission date-time stamp is displayed.

(Optional) Click **Print** to print a confirmation message for each enrolled student.

The message contains the student's name, student enrollment key, and further instructions for your records.

### What Happens Next?

#### Visit in person:

To complete the enrollment process, it may be necessary to go to the district or campus to

deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

### Receive a ParentPortal ID:

Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under **Students**.

### 3. [Add the student to your ParentPortal account.](#)

#### **ASCENDER ParentPortal > My Account**

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

From the My Account page, click **Add or Remove Student**. (This step is not necessary if you clicked **Add an Already Enrolled Student to My Account** on the pop-up window.)

Add the following information under **Add Student to ParentPortal**.

<b>ParentPortal ID</b>	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID.  The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
<b>Birth Date</b>	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

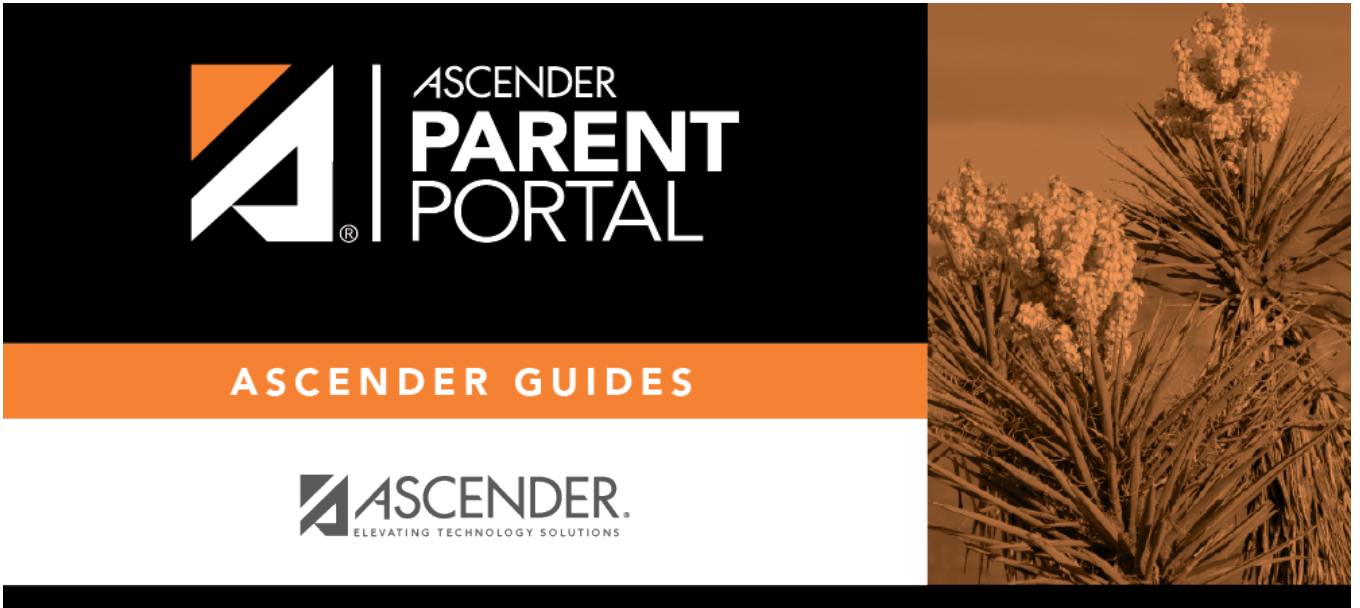
Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.

### What Happens Next?

- Once the campus has accepted the enrollment of your student, the campus will issue you a unique ParentPortal ID for each student allowing you to add to student to your ParentPortal account.

- See [Parent: Add/Register Student](#).



## Back Cover