



ASCENDER GUIDES



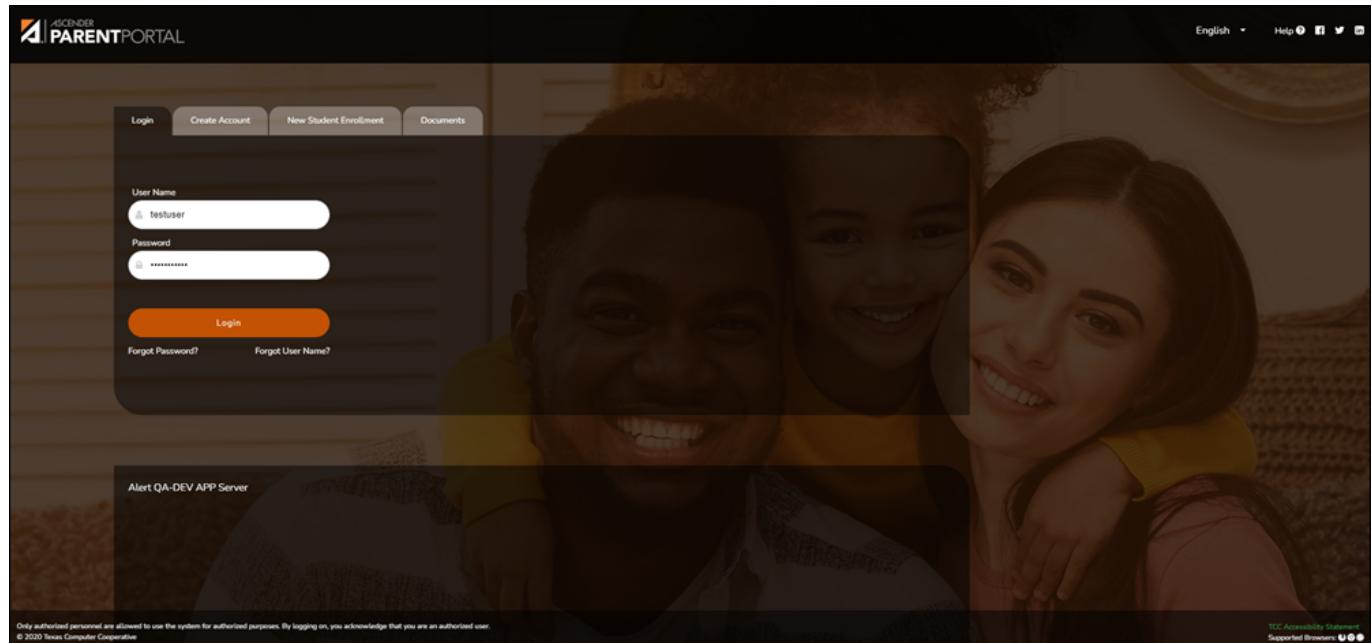
admin_parent_enroll_new_student_create_account

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ASCENDER ParentPortal > Login

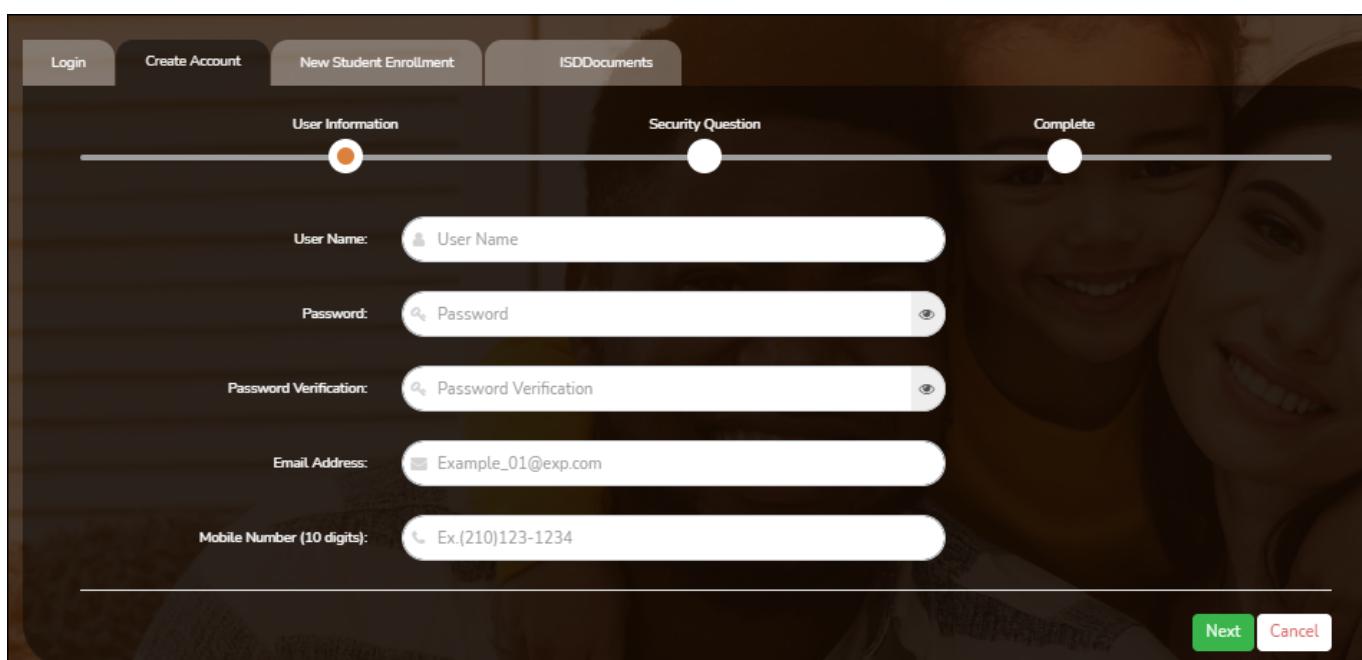
Before enrolling a student, the parent must create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.

Click **Create New Account**.



The Create Account - User Info page opens.

User Information



The screenshot shows a user interface for creating a new student account. At the top, there are four tabs: 'Login', 'Create Account' (which is selected), 'New Student Enrollment', and 'ISDDocuments'. Below these tabs is a horizontal progress bar with three segments: 'User Information' (orange dot), 'Security Question' (white dot), and 'Complete' (white dot). The 'User Information' section contains five input fields: 'User Name' (placeholder 'User Name'), 'Password' (placeholder 'Password' with a show/hide eye icon), 'Password Verification' (placeholder 'Password Verification' with a show/hide eye icon), 'Email Address' (placeholder 'Example_01@exp.com'), and 'Mobile Number (10 digits)' (placeholder 'Ex.(210)123-1234'). At the bottom right of the form are 'Next' and 'Cancel' buttons.

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

Email Address	(Required) Type your email address. You cannot enter an address that is already in use. NOTE: 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.
Mobile Number	Type your ten-digit mobile number. You cannot enter a number that is in use.

Click **Next**.

Security Question

Select Question	Select a question. If you need to reset your password, you will be asked this question.
Answer	<p>Type the answer to the question.</p> <p>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.</p> <p>IMPORTANT: The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).</p>

Click **Next**.

Complete

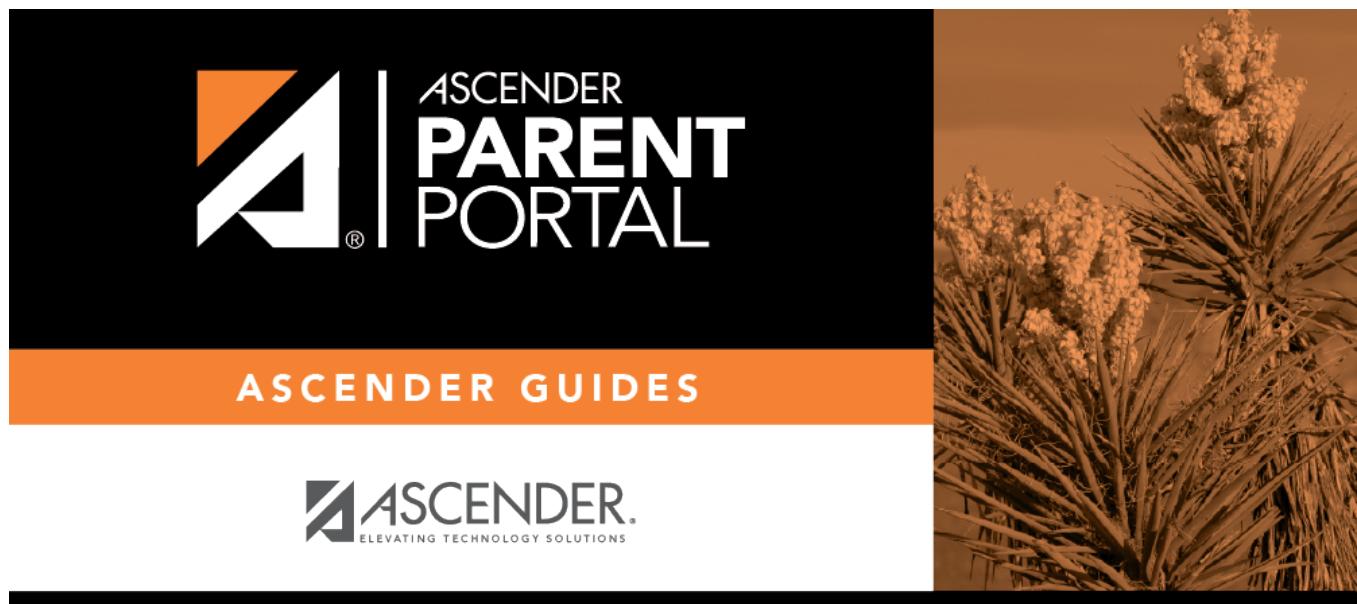
Click **Finish**.

- 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.



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