parent_enroll_new_student_add_student

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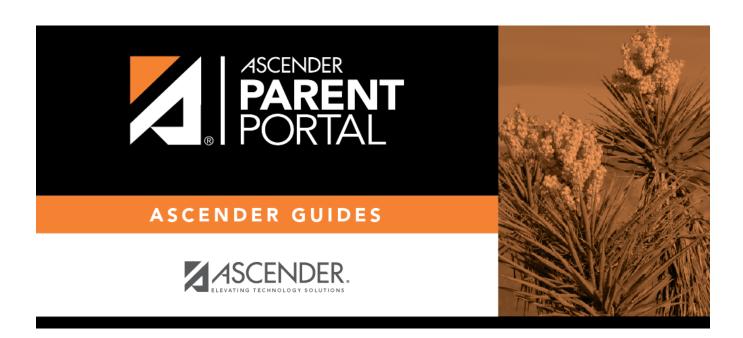
❑ From the My Account page, click **Add or Remove Student**. (This step is not necessary if you clicked **Add an Already Enrolled Student to My Account** on the pop-up window.)

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

ParentPortal ID	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).
Birth Date	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.

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