



ASCENDER GUIDES



## Administrator Login



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# Administrator Login

Welcome to ASCENDER ParentPortal Admin. The administrator access site provides web access to features and options that are only available to district- and campus-level administrators.

Your user name and password are created by district administrative staff.

## Log on to ASCENDER ParentPortal Admin:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

<b>User Name</b>	
<b>Password</b>	Type the most recent password entered for this account. Your password is case-sensitive.

☐ Click **Log In**.

The Admin > User Maintenance page is displayed.

**WARNING!** If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system will lock out your account for 5 minutes. Try logging on again after 5 minutes.



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