



ASCENDER GUIDES




**registration\_step1**



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<b>User Name</b>	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"> <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>	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.
<b>Confirm Password</b>	Retype the password to confirm that you typed it as intended.

The following two email fields are only displayed if email support has been set up by the district.

<b>E-mail</b>	(Required) Type your email address. You cannot enter an address that is already in use.  <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.
<b>Confirm E-mail</b>	Retype the email address to confirm that you typed it as intended.

Click **Next**. If you entered the data correctly, the Step 2 page is displayed.

Also, you will receive an email message at that address containing a verification code. You must type (or copy/paste) the verification code on the My Account page in order to verify your email address.



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