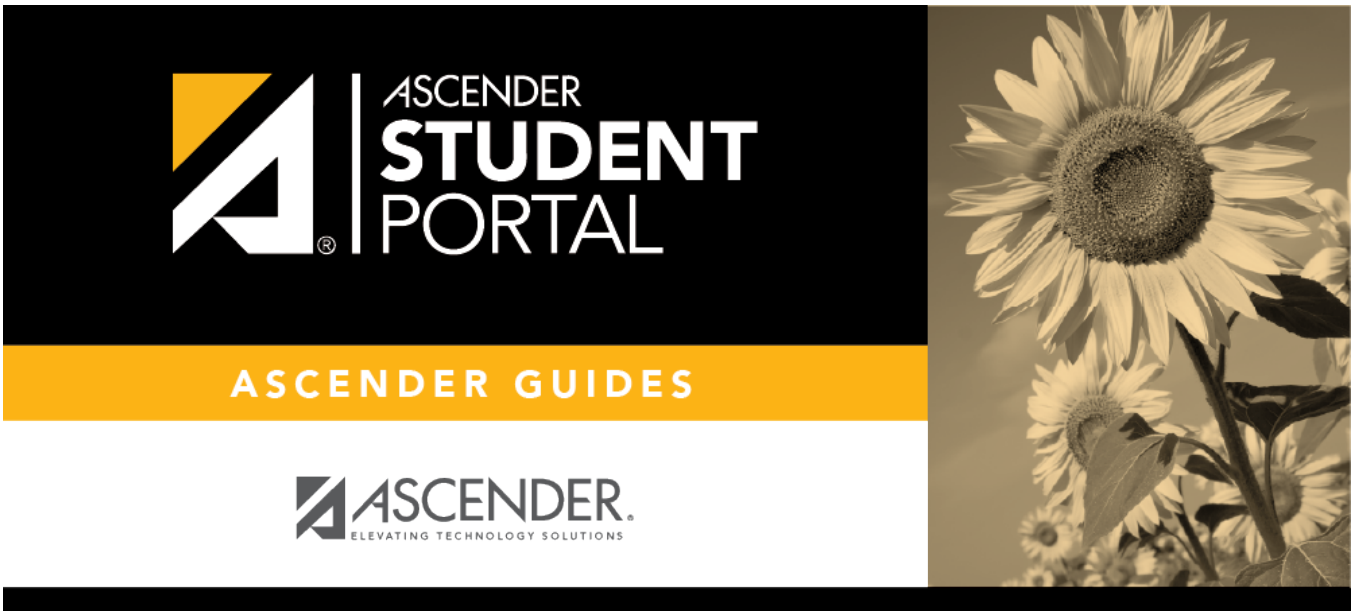

ASCENDER
STUDENT
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

createuser

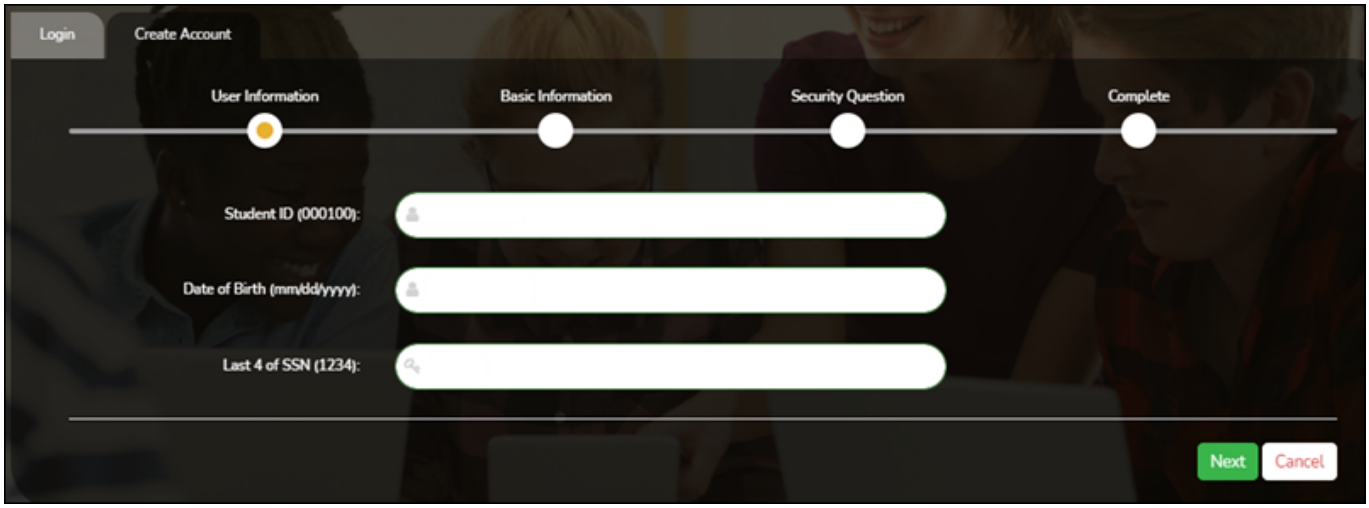
Table of Contents

Create Acccount 1

Create Acccount

You can use the Create Account wizard to create a StudentPortal account.

User Information:

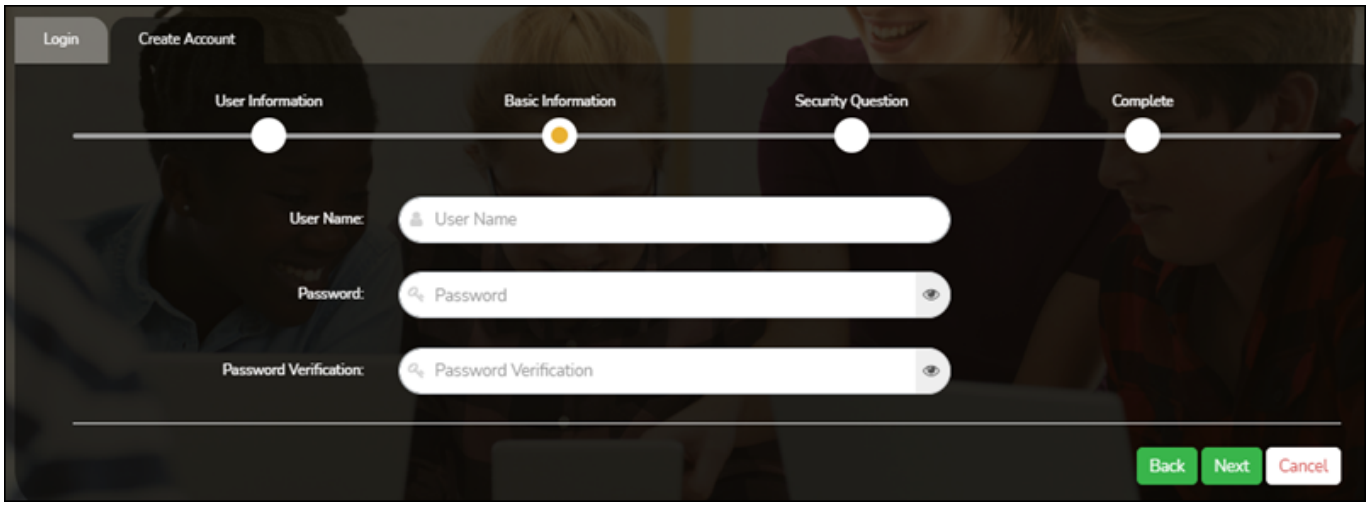


Staff ID	Type your staff ID number.
Last Name	Type your last name
First Initial	Type the first letter of your first name.

❑ Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

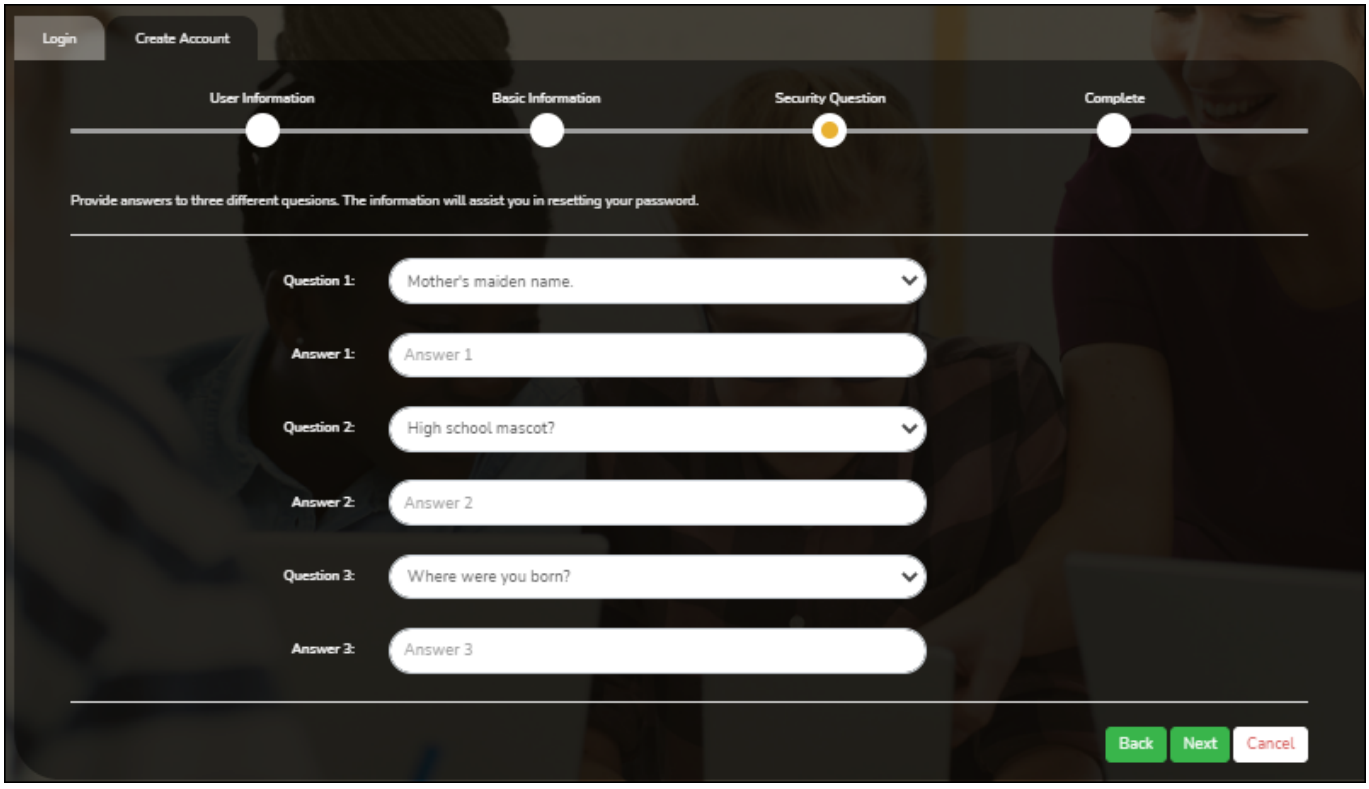


User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. • Your user name must be 6-25 characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to StudentPortal. Requirements: • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
PIN	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. **Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.**
Email Address	Type your email address (e.g., someone@example.net).

❑ Click **Next**.

If you entered all required data correctly, the Security Question step opens.

Security Question:

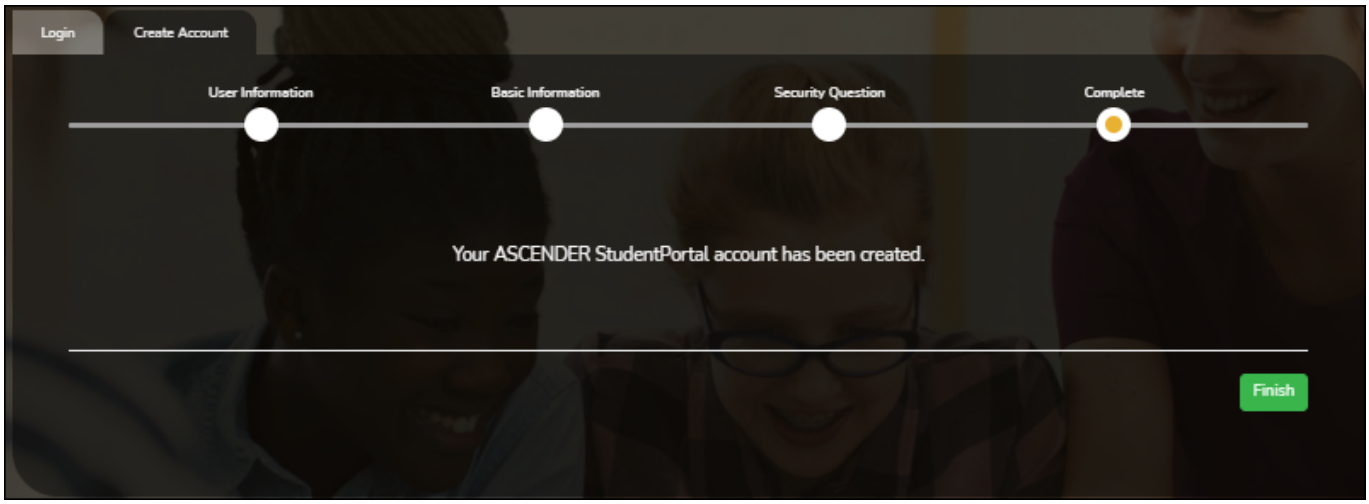


Question #	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers.

Answer	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

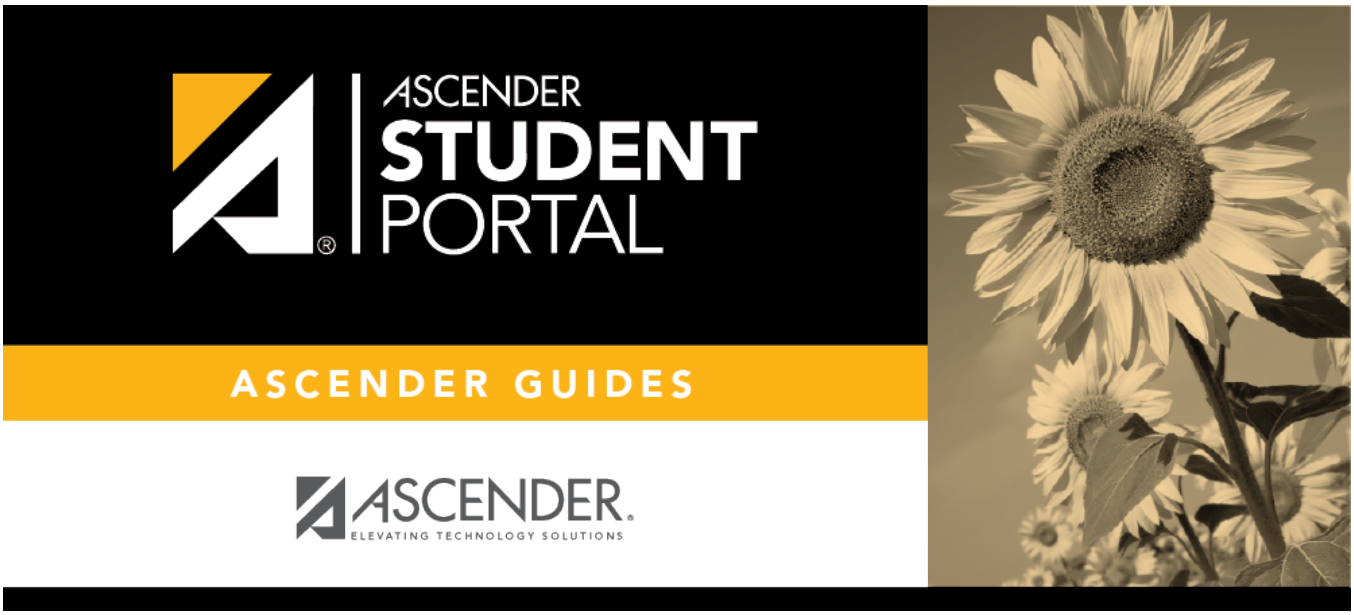
❑ Click **Next**.

If you entered all required data, the Complete page opens.



❑ Click **Finish**.

The Announcements page opens.


ASCENDER
STUDENT
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover