



# admin-set-up



---

# Table of Contents

**admin-set-up** ..... i



Various levels of administrative access can be set for TeacherPortal. Each district should designate appropriate staff members at the district and campus level to manage ASCENDER TeacherPortal and ASCENDER ParentPortal.

A single administrator account can give a user access to both TeacherPortal and ParentPortal admin pages.

- Access to TeacherPortal is established on district and campus menus in TxEIS Grade Reporting.
- Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus, several campuses, or all campuses.
- Campus-level administrators can also be assigned Discipline-only access.

**NOTE:**

ParentPortal administrative access allows user to:

- Search for, review, impersonate, and delete ParentPortal accounts
- Active or inactivate TeacherPortal access by date
- Allow student discipline data, immunization, and test score data to be displayed for parents
- Manage online forms and online registration fields, and campus/district setup to use Online Registration
- View overall usage statistics for ParentPortal.

The admin page of ParentPortal can be accessed by adding /adminLogin.aspx to the end of the district's ParentPortal URL.

**IMPORTANT:** Before beginning, review TxEIS > Security Administration to determine who has access to ***TxEIS Grade Reporting > Maintenance > Gradebook Options.***

**STEP 1. Create a Principal/Counselor or Instructor record.**

***TxEIS Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor***

Save

Campus ID:  Retrieve

Demographic Info Control Info Principal/Counselor

Delete	Details	Advisor Nbr	First Name	Middle	Last Name	Gen	Role Id	Frm Grd Lvl	To Grd Lvl	From Name Rng	To Name Rng	Staff ID
		101	ETHELYN		FULLER		008	11	12			000582
		113	HORTENCIA	W	GONZALEZ		003	09	12			000660
		115	PATRICK	ZDYBOWICZ	SADLER		003	09	12			001280
		152	NADINE	DERRICK	ROBERTSON		020					001229
		657	HOLLY	D	GONZALEZ		000					000657
		698	CURTIS	M	CRAIN		000					000398
		989	Ozzie		Castillo		000					999989
		990	aFirstname		aLastname		000					999990
		991	Candy		Wright		000					999991
		992	Laura		Ellison		000					999992
		993	Jennifer		Carver		000					999993
		994	Jay		Young		000					999994
		995	Erin		Schofield		000					999995
		996	Elisa		Sanchez		000					999996
		997	Sylvia		Salas		000					999997
		998	Priscilla		Huerta		000					999998
		999	Annette		Beard		000					999999

+ Add

Advisor Number:  Name:

First Middle Last Generation

Role ID:  From Grade Level:  To Grade Level:

From Name Range:  To Name Range:

Staff ID:  Phone:  -  Ext:

Discipline Approver:  Receive Discipline Referral E-mail:  E-mail Address:

or

***TxEIS Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor***

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		911	001398			SORENSEN	SALLIE	LEE					<input type="checkbox"/>
		912	000582			FULLER	ETHELYN						<input checked="" type="checkbox"/>
		913	000769			HICKS	JO	FORREST			204		<input type="checkbox"/>
		915	001217			RICKS	MONICA	ANNE			GYM		<input type="checkbox"/>
		920	001170			QUERIN	MELISSA	EVONNE			LIB		<input checked="" type="checkbox"/>
		924	001280			SADLER	PATRICK	ZDYBOWICZ					<input checked="" type="checkbox"/>
		926	000340			CENTILLI	CHERYL	JAY					<input checked="" type="checkbox"/>
		927	001299			SANCHEZ	PHIL	V					<input checked="" type="checkbox"/>
		930	000676			GRIFFIN	JACKIE	S					<input checked="" type="checkbox"/>
		932	000657			GONZALEZ	HOLLY	D					<input checked="" type="checkbox"/>
		933	000533			FELAN	ELIDA	CRAWFORD			110		<input checked="" type="checkbox"/>

Instr Nbr:  Staff ID:  Home Room:  Instructor Status:

Name:

First Middle Last Generation

**Maximum Values** Study Halls/Day:  Sections/Sem:   
 Periods/Day:  Preps/Sem:   
 Contact Periods/Year:

**Restrictions** Department:   
 Subject Area:   
 Reserved Room:

**Designators** 1:   
 2:   
 3:

**Elementary** Grade:   
 Section:

Exclude from Fall PEIMS:

+ Add

[Instructor Schedule](#)

**STEP 2. Set up district or campus administrator account.**

***Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users***

Save
School Year: 2020-2021
Campus

OPTIONS
TEACHER PROFILES
CATEGORIES
ADMINISTRATIVE USERS
FIRST DAY COUNTS CTRL

Search By Name:

Delete	Detail	Name	Date Grades Updated	Status	Type of User	Password Expires	Password Last Changed	Run Group Report
			//	Reset	Read Only	//	//	No

Rows: 1  Add

Name: \_\_\_\_\_  
 User Name:   
 Staff ID:  ⋮  
 Type of User: Read Only ▼  
 Run Group Report:

The district Administrative Users tab is used to set up administrative users who can access, change, or inquire about teacher data at any campus.

You can also set up multi-campus users who can access multiple campuses as an administrator, but do not have access to all campuses in the district.

**TIP:** When creating a district-level admin user, DO NOT select **Multi Campus User**. This option should only be selected when setting a campus-level user to have access to multiple campuses.

### All districts need at least one district-level administrative user.

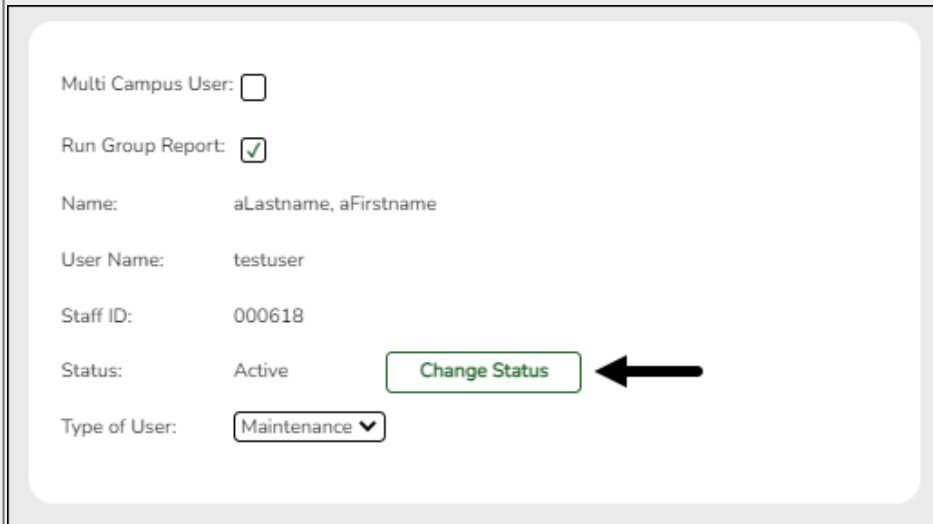
Click **+Add** to add an administrative user.

The fields below the grid are enabled.

**Staff ID** Type the employee's employee number, or click  to select a principal/counselor or teacher.

**NOTE:** A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating a teacher login.

**IMPORTANT:** If you are setting up a teacher and a district administrator using the same Staff ID, you must add the teacher first, and then add the administrator.  
The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, and it is set to *Reset* by default.



Multi Campus User:

Run Group Report:

Name: aLastname, aFirstname

User Name: testuser

Staff ID: 000618

Status: Active [Change Status](#) ←

Type of User: Maintenance ▾

Click the **Change Status** button to change the status. The options are as follows:

*Inactive* - Prevent a user from logging on to TeacherPortal.

*Reset* - Reset a user's account allowing that user to register using the **New User** link on the TeacherPortal Login page.

<p><b>Multi Campus User</b></p>	<p>Select only if the user is <u>not</u> a district-level user. The field should only be selected for a campus-level user who needs administrative access to multiple campuses.</p> <ul style="list-style-type: none"> <li>• When multi-campus users log on to ASCENDER TeacherPortal, they are prompted to select a campus from list of campuses they have been given access to.</li> <li>• When multi-campus users log on to ASCENDER ParentPortal Admin, they will be able to impersonate only users at the campuses they have been given access to. Multi-campus users will have access to limited statistics are displayed on <b>ASCENDER ParentPortal Admin &gt; Admin Settings &gt; Site Statistics</b>.</li> </ul> <p>When you select the field, a campus grid is displayed allowing you to select the campuses and levels of access for the user at each campus.</p> <div data-bbox="279 604 1476 974" style="border: 1px solid black; padding: 10px;"> </div>
<p><b>Access</b></p> <p><b>Type of User</b></p>	<p>Select for each campus you want to grant the user access to.</p> <p>Select the access level the user will have in TeacherPortal.</p> <ul style="list-style-type: none"> <li>• <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information.</li> <li>• <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile.</li> <li>• <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. <b>IMPORTANT:</b> The <b>Allow Discipline Referrals</b> field must be selected for the campus on <b>Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</b>; otherwise, the campus will not be accessible to the user when logging on to TeacherPortal.</li> </ul>
<p>When you click <b>Save</b>, note that the <b>Campus Access</b> column in the grid will display the number of campuses the user has access to.</p> <p><b>WARNING:</b> If you clear the <b>Multi Campus User</b> field for a user, he will be given district-wide access.</p>	
<p><b>Run Group Report</b></p>	<p>Select to give the user access to the student groups reports in TeacherPortal. If selected, the <b>Special Programs</b> field is displayed on the Student Grades Report Selection page in TeacherPortal allowing the user to produce the report for a selected group of students, including students in generic programs.</p>
<p><b>User Name</b></p>	<p>Type the employee's user name. The user name is only displayed below the grid so that only one user name is visible at a time.</p> <p>The user name is not case-sensitive must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Unique in the district</li> <li>• 6-8 alphanumeric characters</li> </ul>

<b>Type of User</b>	Select the access level the user will have in TeacherPortal. This field only applies to district-level users; the field is disabled if <b>Multi Campus User</b> is selected.  <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information.  <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile. <b>NOTE:</b> The <i>Discipline-only</i> option is only available for campus-level TeacherPortal administrators.
<b>Name</b>	The employee's full name is displayed once the record is save.





Click **Save**.

You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

<b>Date Grades Updated</b>	The date on which the user last updated grades in TeacherPortal is displayed.
<b>Password Expires</b>	The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset.
<b>Password Last Changed</b>	The date on which the user last updated his password is displayed. The field is not updated if the user does not change his password.

Click **Save**.

	Click  to update the fields as needed. Click <b>OK</b> , and then click <b>Save</b> . The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.
	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"> <li>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). A row can only be deleted if the user has no attendance, grade, or assignment records. You can select multiple rows to be deleted at the same time. Click save</p>

**Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users**

Maintenance > Gradebook Options > Campus

Save

Options Teacher Profiles Categories Administrative Users First Day Counts Ctrl

Search By Name:

Delete	Detail	Name	Date Grades Updated	Status	Type of User	Password Expires	Password Last Changed	Run Group Report
			//	Reset	Read Only	//	//	No

Rows: 1 + Add

Name:

User Name:

Staff ID:

Type of User:

Run Group Report:




The campus Administrative Users tab allows you to set up employees as campus administrative users who can access, change, or inquire about teacher data at their campus.

Any existing TeacherPortal campus administrative users are listed.

Multi-campus administrators who were set up on the district Administrative Users tab are listed too, but only if they have been granted access to the campus to which you are logged on.

Click **+Add** to add an administrative user.

The fields below the grid are enabled.

<p><b>Staff ID</b></p>	<p>Type the employee's employee number, or click  to select a principal/counselor or teacher.</p> <p><b>NOTE:</b> A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating a teacher login.</p> <p>The <b>Status</b> field is displayed in place of the <b>Staff ID</b> field (below the grid) once the record is saved, and it is set to <i>Reset</i> by default.</p> <div data-bbox="288 483 1295 846" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Name:</p> <p>User Name: <input type="text"/></p> <p>Staff ID: <input type="text"/> </p> <p>Type of User: <input type="text" value="Read Only"/> </p> <p>Run Group Report: <input type="checkbox"/></p> </div> <p>Click the <b>Change Status</b> button to change the status. The options are as follows:</p> <p><i>Inactive</i> - Prevent a user from logging on to TeacherPortal.</p> <p><i>Reset</i> - Reset a user's account allowing that user to register using the <b>New User</b> link on the TeacherPortal Login page.</p>
<p><b>User Name</b></p>	<p>Type the employee's user name. The user name is only displayed below the grid so that only one user name is visible at a time.</p> <p>The user name is not case-sensitive must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Unique in the district</li> <li>• 6-8 alphanumeric characters</li> </ul>



<b>Type of User</b>	<p>Select the access level the user will have in TeacherPortal.</p> <p><i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any teacher in order to verify information.</p> <p><i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any teacher at a campus. An administrative user cannot make changes to a teacher's profile.</p> <p><i>Discipline Only</i> - Allow the user will have access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users.  <b>NOTE:</b> The <i>Discipline-only</i> option is only available for campus-level TeacherPortal administrators.</p> <p>Also, <b>Allow Discipline Referrals</b> must be selected for the campus on <b>Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</b>; otherwise, the campus will not be accessible when the user logs on to TeeacherPortal.</p> <p><b>NOTE:</b> If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on.</p> <p><b>NOTE:</b> If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on.</p>
<b>Run Group Report</b>	Select to allow the user to run group reports in TeacherPortal.
<b>Name</b>	The employee's full name is displayed once the record is saved.

Click **Save**.


You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

<b>Date Grades Updated</b>	The date on which the user last updated grades in TeacherPortal is displayed.
<b>Password Expires</b>	The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset.
<b>Password Last Changed</b>	The date the user last updated his password is displayed.

 Click  to update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.

### Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

You can select multiple rows to be deleted at the same time. Click save

A row can only be deleted if the user has no attendance, grade, or assignment records. If you delete a row for a multi-campus administrator, the district Administrative User page will also reflect that the user no longer has access to the campus.

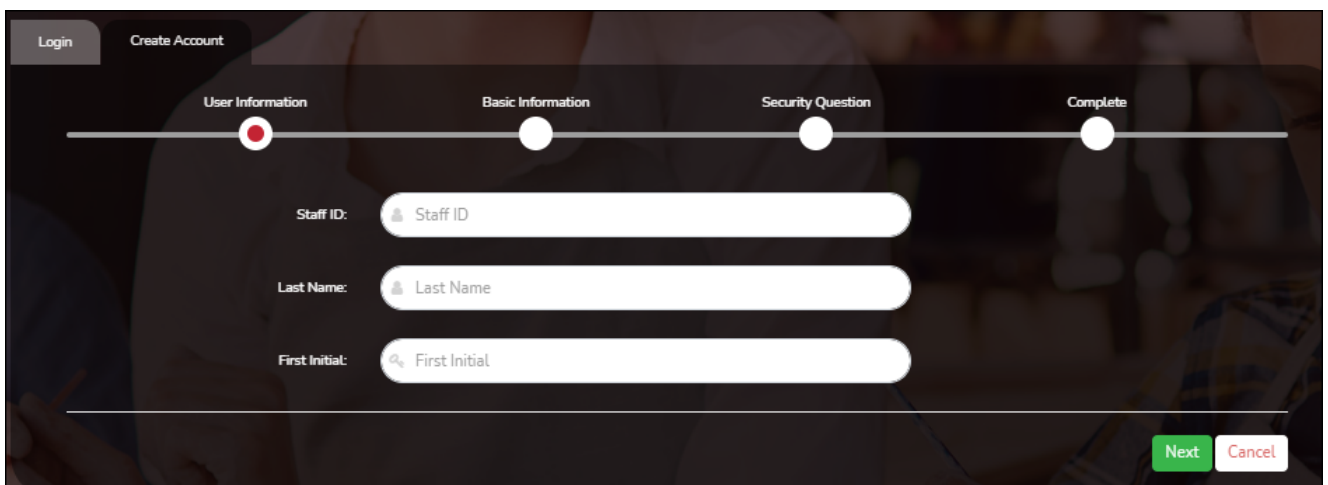
## **STEP 3. Create a TeacherPortal account.**

Navigate to the district's TeacherPortal login page.

From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

## **User Information:**



The screenshot shows the 'User Information' page in the TeacherPortal. At the top, there are two tabs: 'Login' and 'Create Account'. Below the tabs is a progress bar with four steps: 'User Information', 'Basic Information', 'Security Question', and 'Complete'. The 'User Information' step is currently active, indicated by a red dot. Below the progress bar are three input fields: 'Staff ID', 'Last Name', and 'First Initial'. Each field has a small icon to its left (a trash can for Staff ID, a person icon for Last Name, and a magnifying glass for First Initial). At the bottom right of the page, there are two buttons: 'Next' (green) and 'Cancel' (white).

<b>Staff ID</b>	Type your staff ID number.
<b>Last Name</b>	Type your last name

<b>First Initial</b>	Type the first letter of your first name.
----------------------	-------------------------------------------

Click **Next**.

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

### Basic Information:

<b>User Name</b>	When creating the admin account, use the <b>User Name</b> created in Step 2.
<b>Password</b>	Type a password that you will use when you log on to TeacherPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> <li>• Uppercase letters (A-Z)</li> <li>• Lowercase letters (a-z)</li> <li>• Numbers (0-9)</li> <li>• At least one allowed special character</li> </ul> Forbidden characters: space, !, ?, *, &, ^
<b>Confirm Password</b>	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
<b>Current PIN</b>	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. <b>Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.</b>

Click **Next**.

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

[Login](#) [Create Account](#)

User Information      Basic Information      **Security Question**      Complete

Provide answers to three different questions. The information will assist you in resetting your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

## Security Question:

<b>Question #</b>	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.
<b>Answer</b>	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, a “Success” message is displayed.

Click **Finish**.

The Announcements page is displayed.

The TeacherPortal and ParentPortal Administrator account is now setup and the user is logged in.

---

**NOTE:** To log on to the ParentPortal Admin account you will need the district's admin URL for ASCENDER ParentPortal. For example, if the district's ASCENDER ParentPortal URL is <https://district.regionxx.net:2222/ParentPortal/login?distid=cccddd>, then the district admin ASCENDER ParentPortal URL is <https://district.regionxx.net:2222/ParentPortal/adminLogin?distid=cccddd> (adminLogin instead of login)