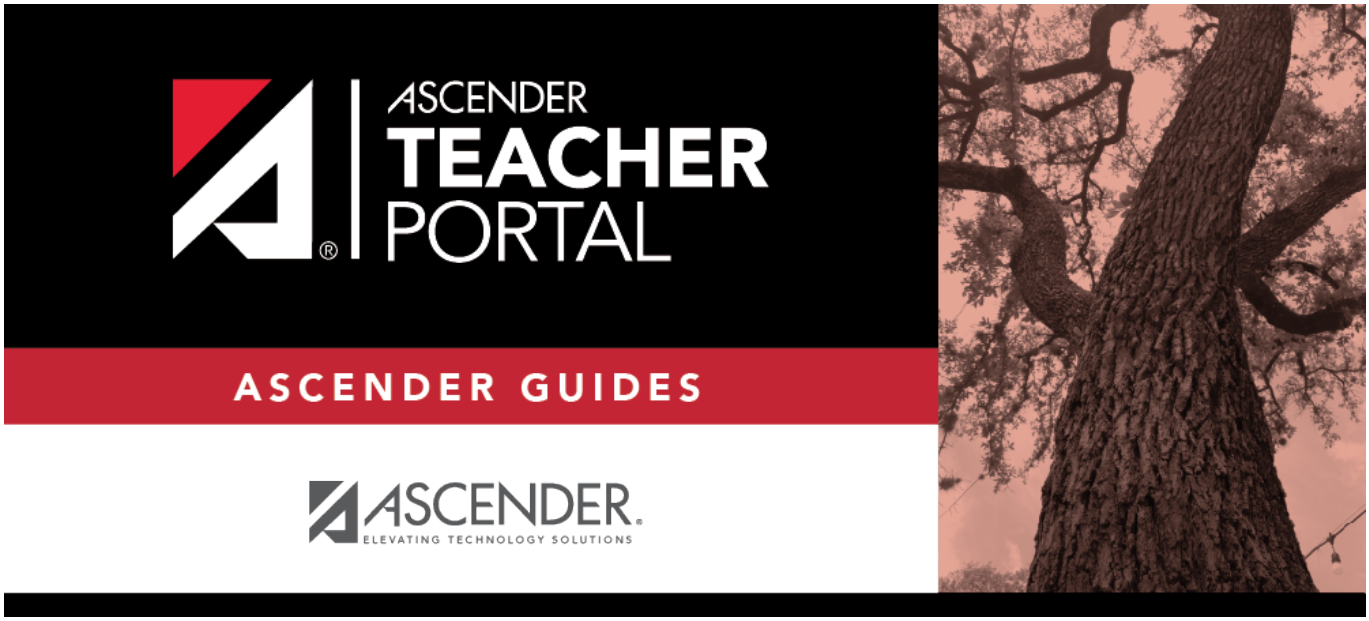



# TeacherPortal Admin Overview

# Table of Contents

**TeacherPortal Admin Overview** ..... i
**Admin Setup** ..... 1

# StudentPortal: Set Up and Use StudentPortal

To access TeacherPortal, you must log on. If you are a new user and do not have a user name, you must create a user name.

Returning teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. Administrative user accounts are retained.

> **WARNING:** If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system locks out your account. If your account is locked out, please contact your campus administrator to have your account reset.
>
> If the district has disabled TeacherPortal, the message “TeacherPortal is Unavailable” is displayed.




# Admin Setup

The following information will assist you in implementing ASCENDER StudentPortal at your campus.

# I. Enable/Disable Graduation Plan

Enable/disable Graduation Plan in StudentPortal.

Grant or deny access by grade level.

# II. Create StudentPortal Message

Create the campus welcome message.