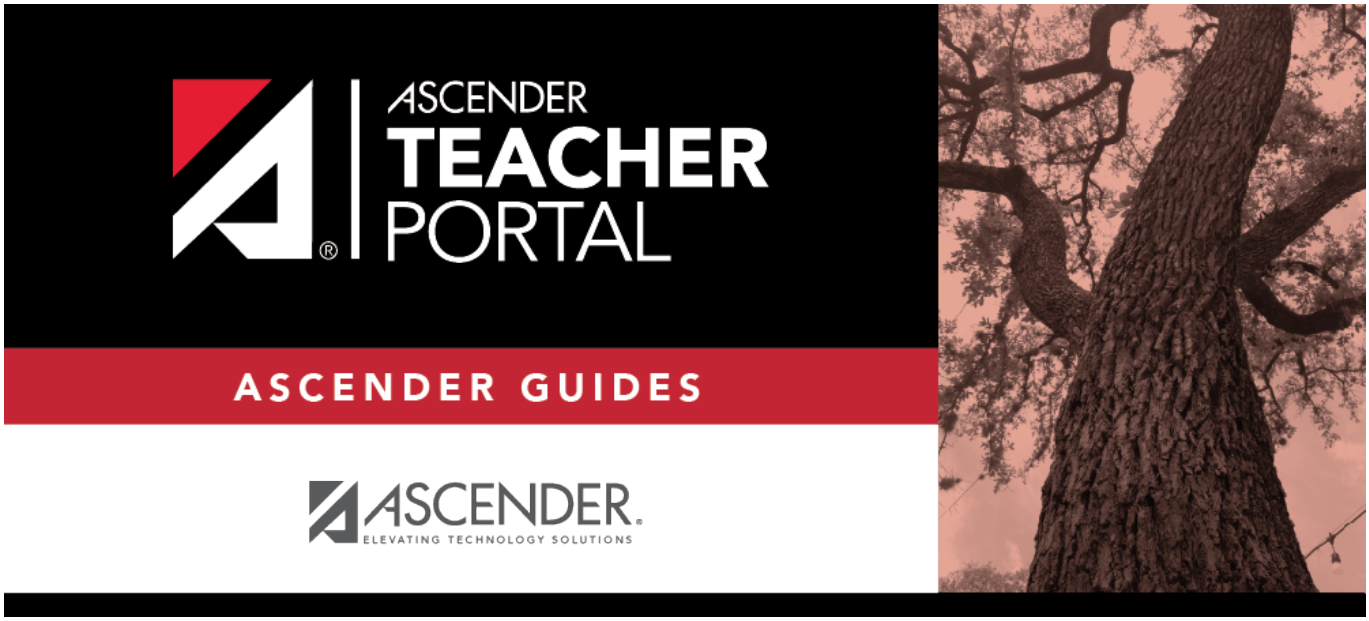


TeacherPortal Admin Overview

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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 Access

Enable/disable Graduation Plan in StudentPortal.

Enable/disable access to Student Course Requests in StudentPortal.

II. Create StudentPortal Message

Create the campus welcome message.

III. Verify Data

Verify courses available for each grade level and that restrictions are set correctly.