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# Login

Welcome to ASCENDER EmployeePortal. This site provides you with access to various employee data inquiries and maintenance features.

EmployeePortal allows you to view your current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances, W-2 information, and 1095 information. You can view up to 18 months of check stub information; year-to-date leave earned, leave used, and leave balances (including any unprocessed leave transactions entered for future payrolls).

In addition, you can create, edit, delete, and submit leave requests. EmployeePortal also offers self-service maintenance pages that allow you to view and submit changes to your demographic and payroll information such as changes to your address, withholding and exemption status, and direct deposit settings. Some changes may require additional approval or documentation, which is predetermined by your LEA.

Your local education agency (LEA) determines the pages and data fields that can be viewed and/or edited in EmployeePortal. If you have questions, please contact your EmployeePortal administrator.

To access the ASCENDER EmployeePortal, you must log on.

- If you are a new user and do not have an ASCENDER EmployeePortal account, you must create your account.

## Log on to ASCENDER EmployeePortal:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

Field	Description
<b>User Name</b>	Type the user name you entered when you created your ASCENDER EmployeePortal account. Your user name is not case-sensitive.
<b>Password</b>	Type your password.  Requirements: <ul style="list-style-type: none"><li>• 16-46 alphanumeric characters</li><li>• Three of the following: uppercase, lowercase, numeric, and special characters</li><li>• Case-sensitive</li></ul>

☐ Click **Login**. The EmployeePortal homepage is displayed.

**WARNING!** Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your EmployeePortal administrator.

## Create an ASCENDER EmployeePortal Account:

Click **New User** to go to the [New User](#) page. Follow the instructions for creating an ASCENDER EmployeePortal account.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this button.

## Forgot Password:


If you have forgotten your password, you can reset it.

From the Login page, click the link below the login fields to go to the [Forgot Password](#) page. Follow the instructions for looking up your user name or resetting your password.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this link.

## Change Password:

If you know your password but want to change it, you can do so at any time.

From the EmployeePortal Self-Service Profile page, click your name or click  at any time to display the Self-Service Profile page. Click **Change Password** to go to the [Change Password](#) page. Follow the instructions for changing your password.

## Change Language:

By default, ASCENDER EmployeePortal is displayed in English. To access EmployeePortal in Spanish, select *Spanish* from the drop-down field in the top-right corner. Your language selection will be retained for the current session.

**MOBILE DEVICE USERS:** On a mobile device, tap the menu in the top-right corner to access the language field.



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