



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

ASCENDER EmployeePortal > New User

If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.

The screenshot shows the ASCENDER EmployeePortal Login page. The page has a dark header with the ASCENDER logo and 'EMPLOYEEPORTAL' text. In the top right corner, there are links for 'Language, Help, & Social Media' and 'English'. The main content area features a 'Login' button and a 'Create Account' button. Below these are input fields for 'User Name' and 'Password', followed by a 'Login' button. There are also links for 'Forgot Password?' and 'Forgot User Name?'. A large 'LEA Logo' placeholder is on the right. At the bottom right, there is a link for 'TCC Accessibility Statement & Supported Browsers'. Annotations with arrows point to the 'Login' button, the 'Language, Help, & Social Media' link, and the 'TCC Accessibility Statement & Supported Browsers' link.

❑ Click **New User**. The New User page is displayed.

The screenshot shows the 'New User' page. It has a dark blue background. The main content area is a dark blue rounded rectangle with white text. The text reads: 'Please enter your social security number, date of birth, and zip and click Retrieve.' Below this are three input fields: 'Social Security Number (no dashes)', 'Date of Birth (mm dd yyyy)' (with sub-fields for 'month', 'day', and 'year'), and 'Zip Code'. At the bottom is a large blue 'Retrieve' button.

Field	Description
Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the mm/dd/yyyy format.
Zip Code	Type your five-digit zip code.

☐ Click **Next**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

Basic Information

User Name	Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
Password	Type a new password. A show/hide toggle  allows you to view or mask the characters you are typing. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Password Verification	Retype the password that you typed in the Password field.
Work E-mail	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Work E-mail Verification	Retype the work email address that you typed in the Work E-mail field (if available for modification).
Home E-mail	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Home E-mail Verification	Retype the home email address that you typed in the Home E-mail field (if available for modification).

☐ Click **Next**.

Security Question

Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

☐ Click **Next**.

License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

☐ Select **Accept**.

☐ Click **Next**.

Complete

☐ Click **Finish**.

The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.

Thank you for Registering for Employee Portal. Your User ID is:

*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****



Back Cover