



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. On the right, there are links for 'Language, Help, & Social Media' and 'English'. The main content area has 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 in the center. On the right, there is a link for 'TCC Accessibility Statement & Supported Browsers'. At the bottom, there is a small disclaimer: 'Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user. © 2020 Texas Computer Cooperative.'

Annotations on the screenshot:

- A box labeled 'Login' points to the 'Login' button.
- A box labeled 'Language, Help, & Social Media' points to the corresponding links in the header.
- A box labeled 'TCC Accessibility Statement & Supported Browsers' points to the corresponding link on the right.

❑ 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 rounded rectangle with the following text and input fields:

Please enter your social security number, date of birth, and zip and click Retrieve.

Social Security Number (no dashes)

Date of Birth (mm dd yyyy)
 month day year

Zip Code

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