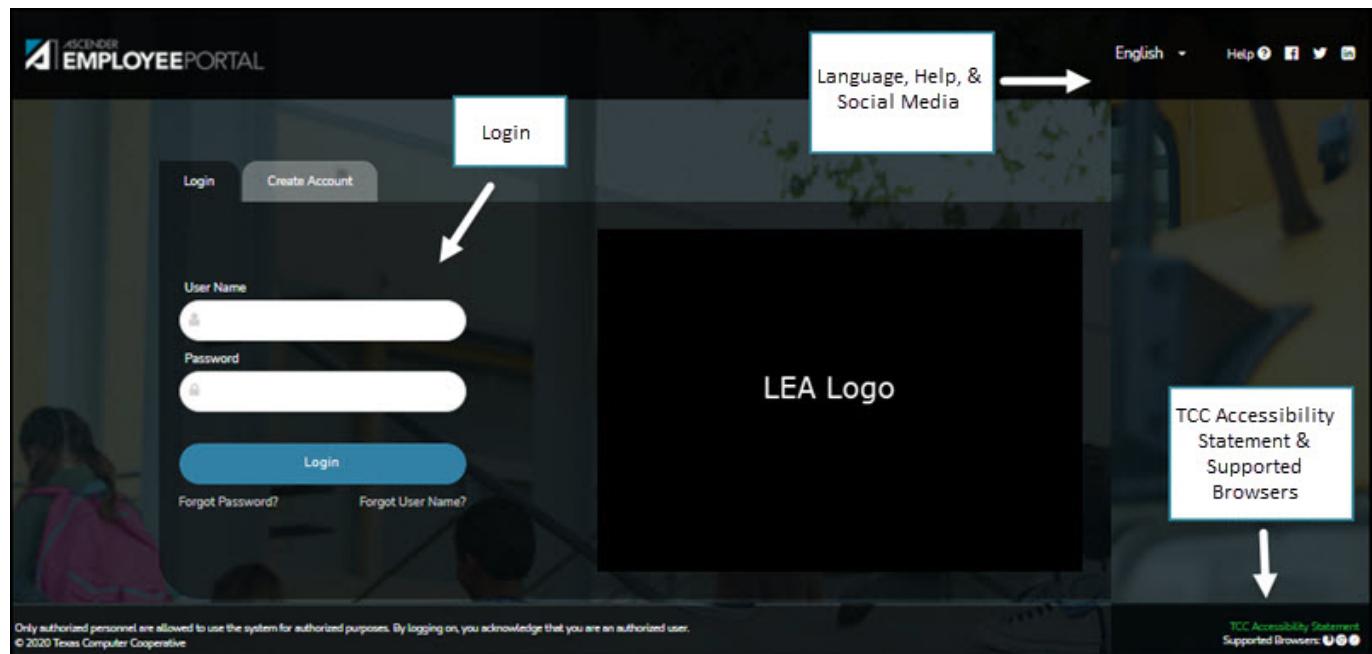




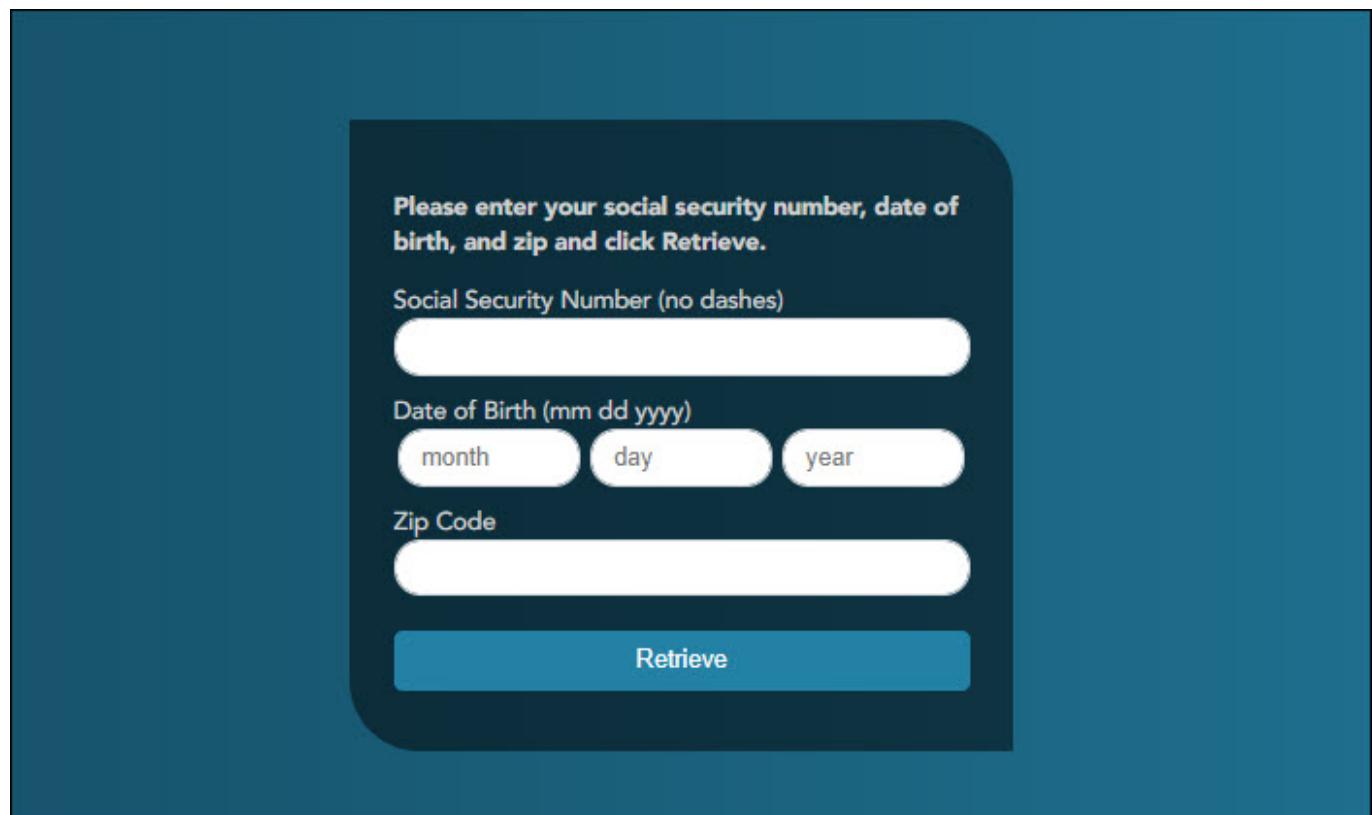
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ASCENDER EmployeePortal > New User

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



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



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(mm/dd/yyyy)	Type your birth date in the mm/dd/yyyy format.
Zip Code	Type your five-digit zip code.

Click **Retrieve**.

- 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.

Enter the following information:

Employee Number

Date of Birth

Zip Code

Last Name

First Name

Please enter the security information and click the save button.

User Name

Password

Password Verification

Work E-mail

Work E-mail Verification

Home E-mail

Home E-mail Verification

Hint Question

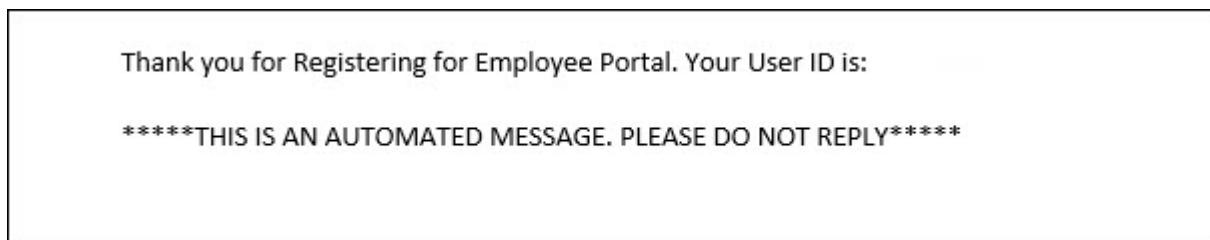
Hint Answer

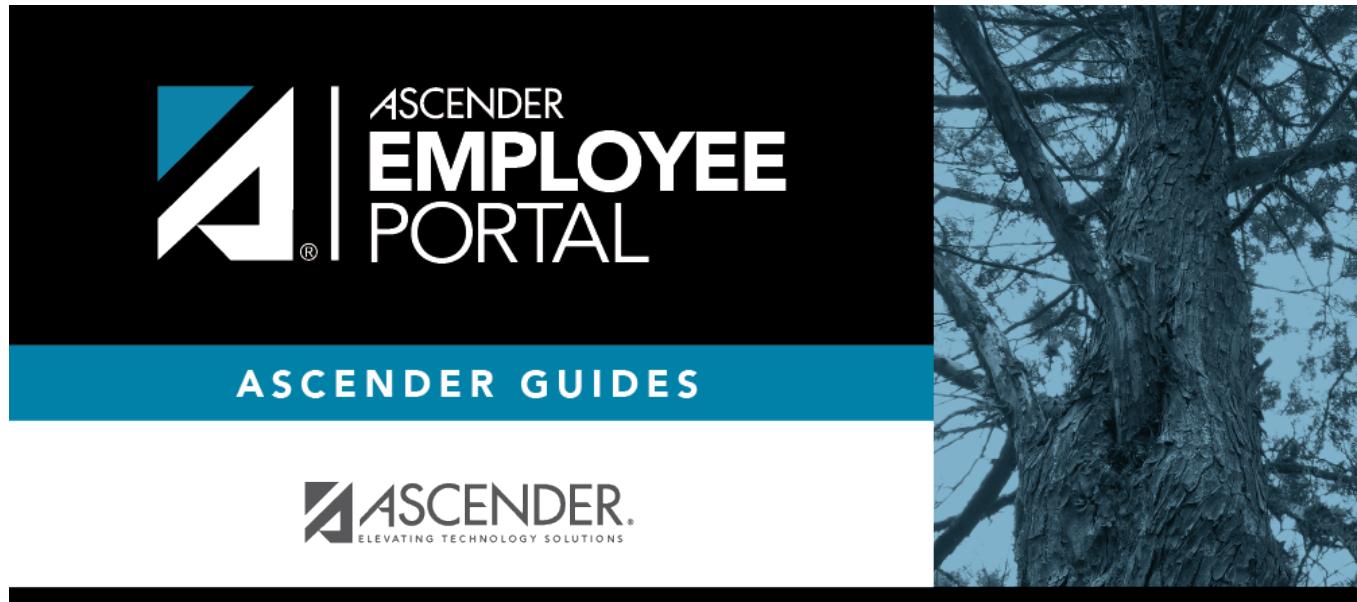
Save

User Name	Type a six-to-eight character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
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Password	Type a new password. The password minimum is 16 and the maximum is 46. The text is displayed as black dots for privacy.
	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.
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).
Hint Question	Type a question you will be asked in the event that you forget your password at a later date.
Hint Answer	Type the answer to the hint question. This is case-sensitive.

Click **Save**. The EmployeePortal home page is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.





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