


ASCENDER

EMPLOYEE


PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS





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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.

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 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 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)**  
[Input field]
- Date of Birth (mm dd yyyy)**  
[month] [day] [year]
- Zip Code**  
[Input field]
- Retrieve** (button)

<b>Employee Number or Social Security Number</b>	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
<b>Date of Birth(mm/dd/yyyy)</b>	Type your birth date in the mm/dd/yyyy format.
<b>Zip Code</b>	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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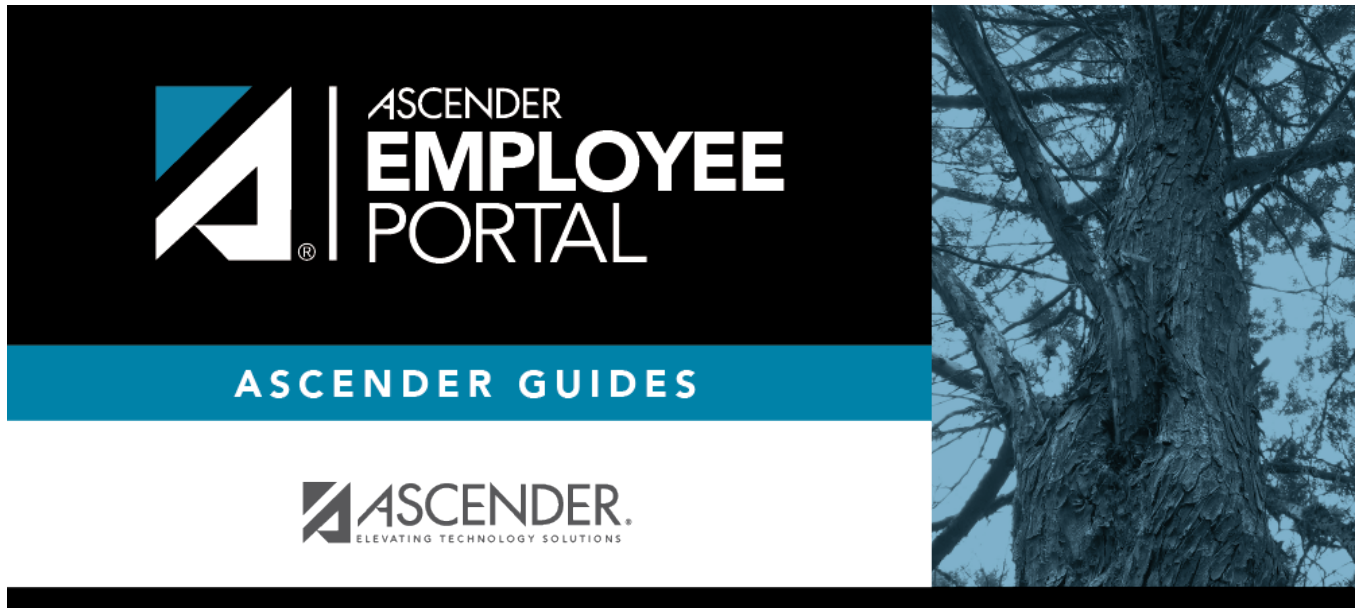
<b>Password</b>	Type a new password. The password minimum is 16 and the maximum is 46. The text is displayed as black dots for privacy.  Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your EmployeePortal administrator.
<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.
<b>Work E-mail</b>	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
<b>Work E-mail Verification</b>	Retype the work email address that you typed in the <b>Work E-mail</b> field (if available for modification).
<b>Home E-mail</b>	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
<b>Home E-mail Verification</b>	Retype the home email address that you typed in the <b>Home E-mail</b> field (if available for modification).
<b>Hint Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Hint Answer</b>	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.



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

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



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