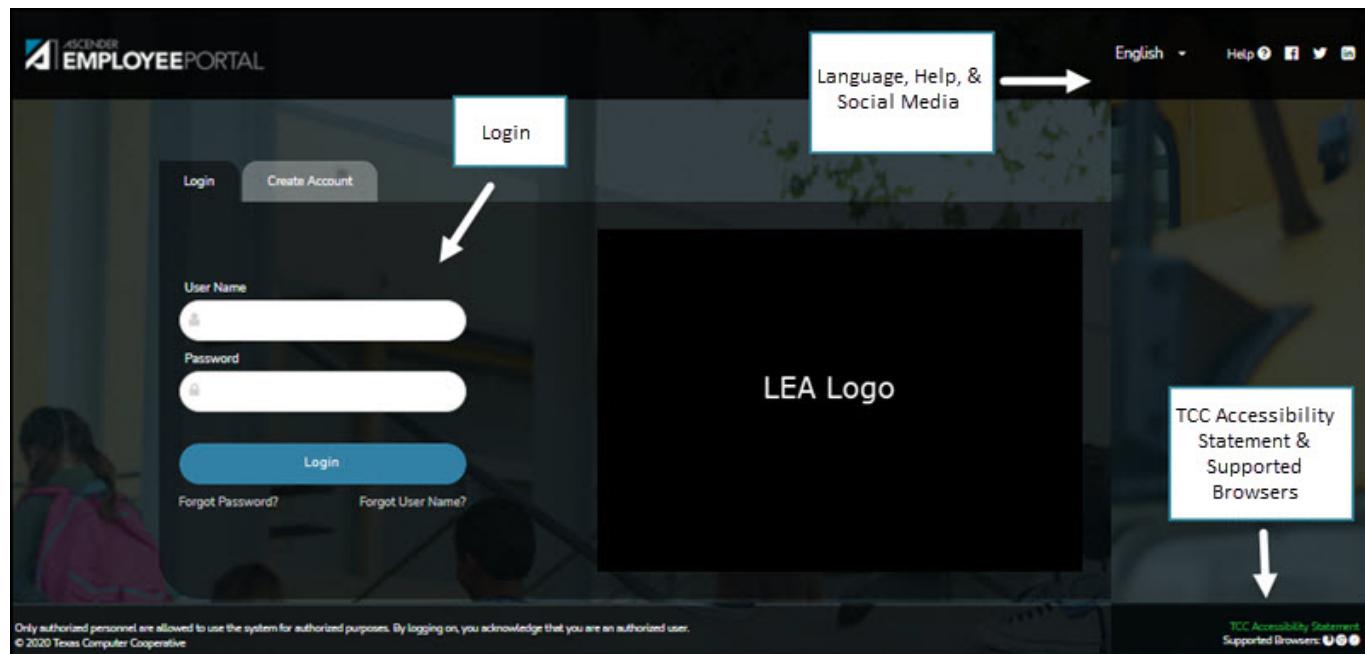




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ASCENDER EmployeePortal > Create Account

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



From the Login page, click **Create Account**.

User Information

| | |
|--|--|
| 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 six-to-eight 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. Requirements: <ul style="list-style-type: none">• 8-46 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). |

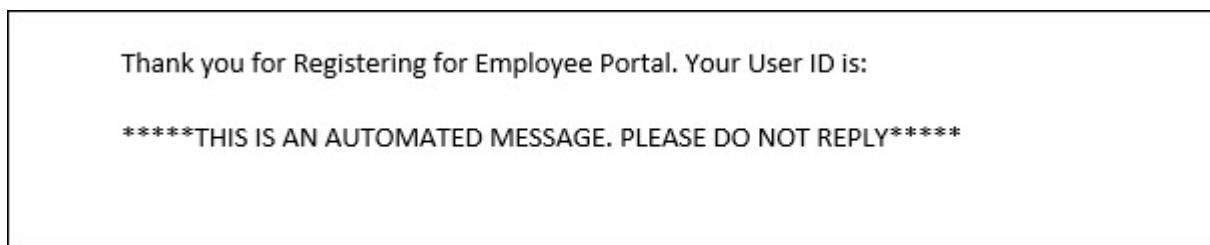
Click **Next**.

Security Question

| | |
|----------------------|---|
| 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. |

Complete

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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