



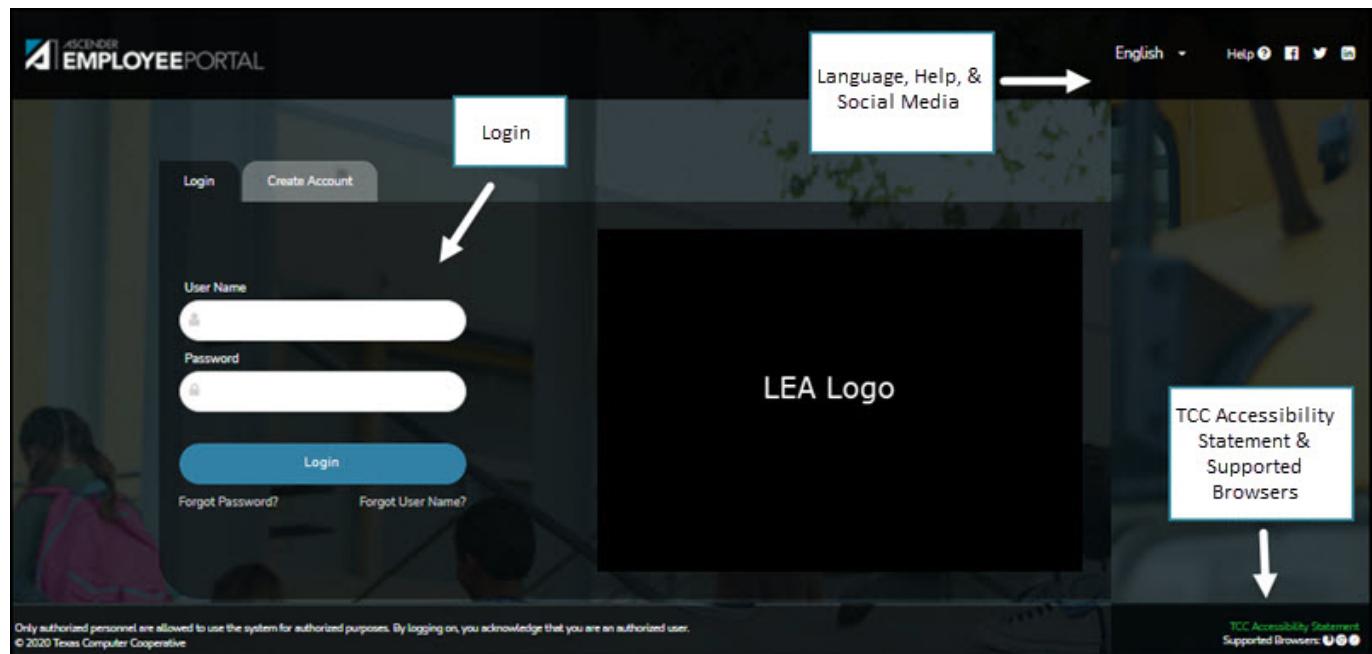


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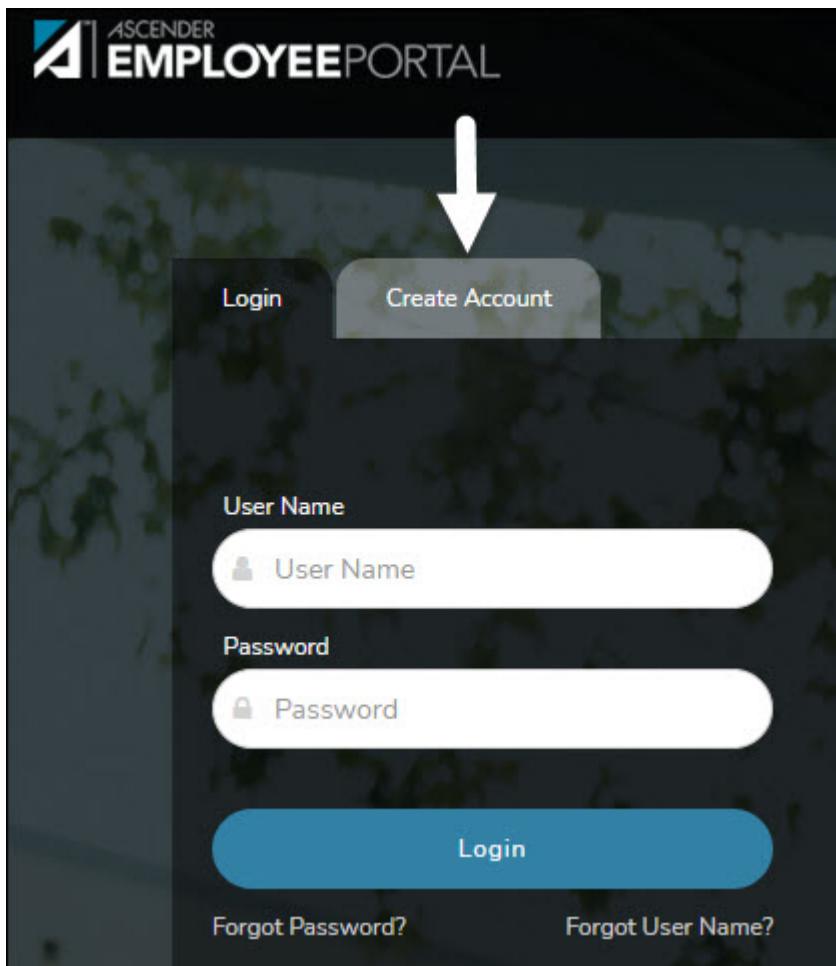


**ASCENDER EmployeePortal > Create Account**

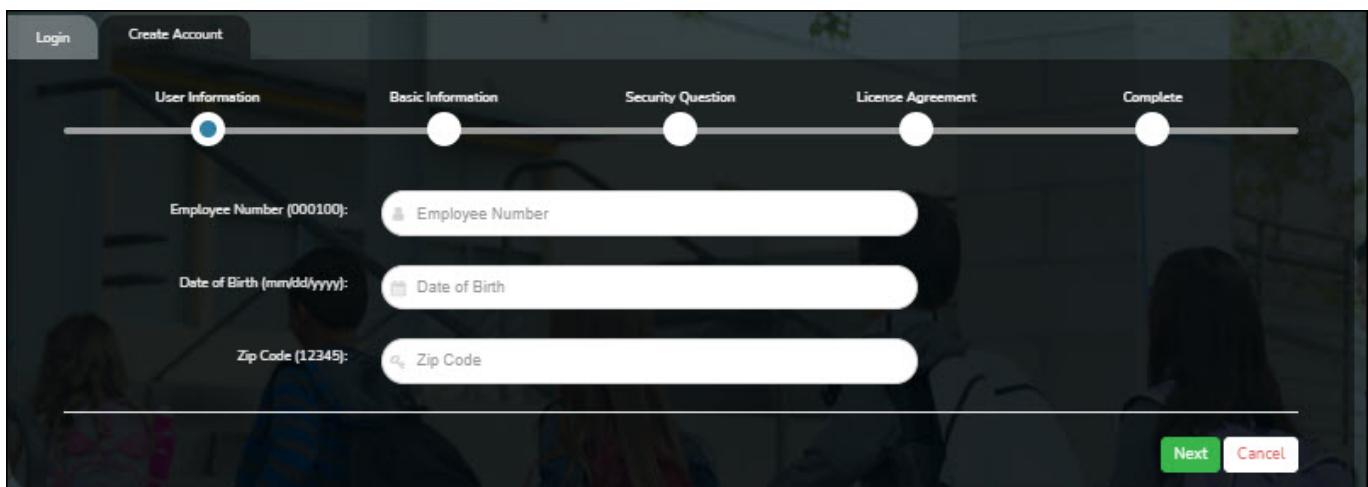
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



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



## User Information



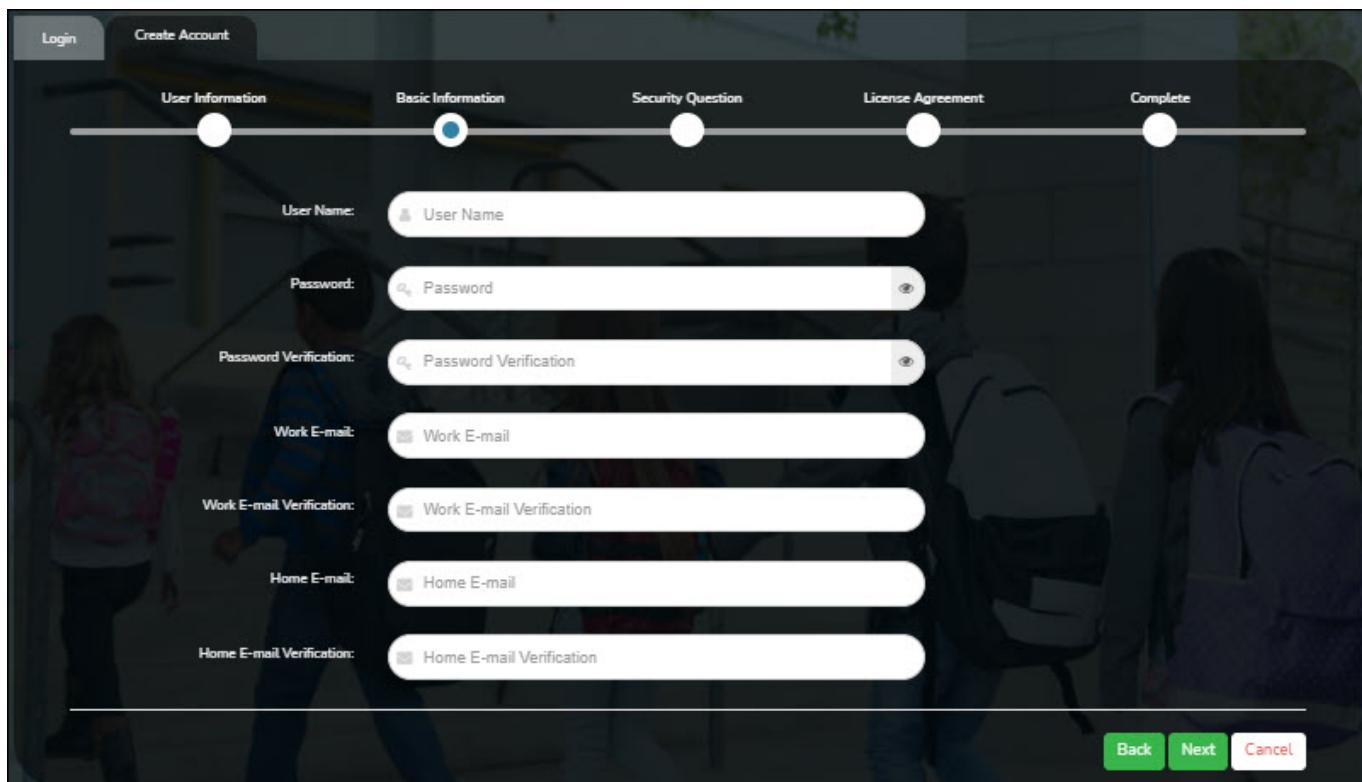
<b>Employee Number or Social Security Number</b>	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
<b>Date of Birth</b>	Type your birth date in the mm/dd/yyyy format.
<b>Zip Code</b>	Type your five-digit zip code.

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

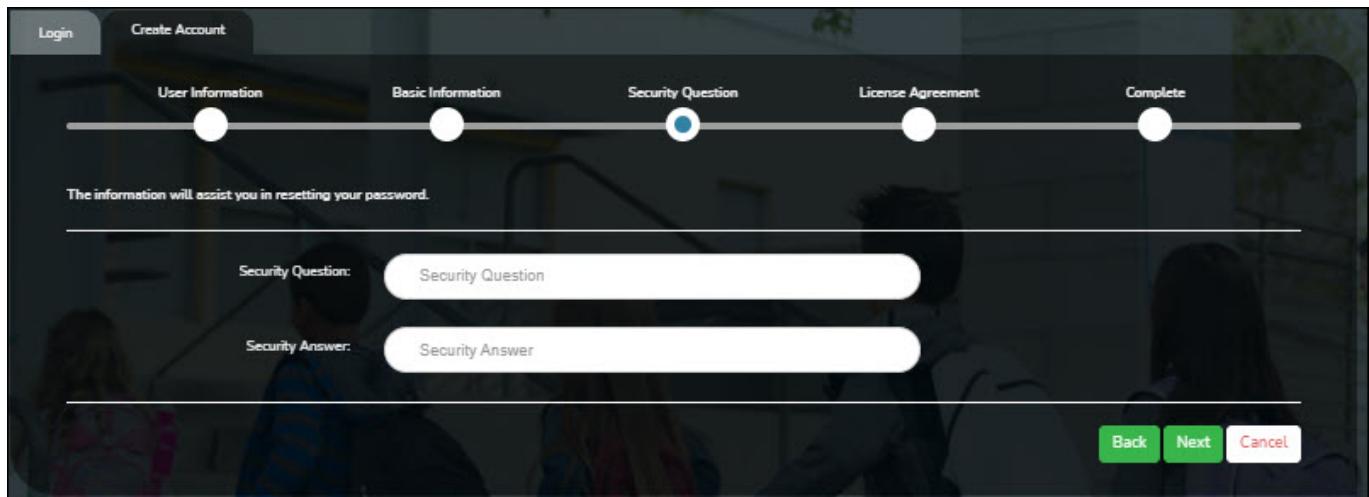


The screenshot shows the 'Basic Information' step of the account creation process. The progress bar indicates the current step is 'Basic Information'. The form contains fields for User Name, Password, Password Verification, Work E-mail, Work E-mail Verification, Home E-mail, and Home E-mail Verification. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

<b>User Name</b>	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.
<b>Password</b>	<p>Type a new password.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
<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).

Click **Next**.

## Security Question

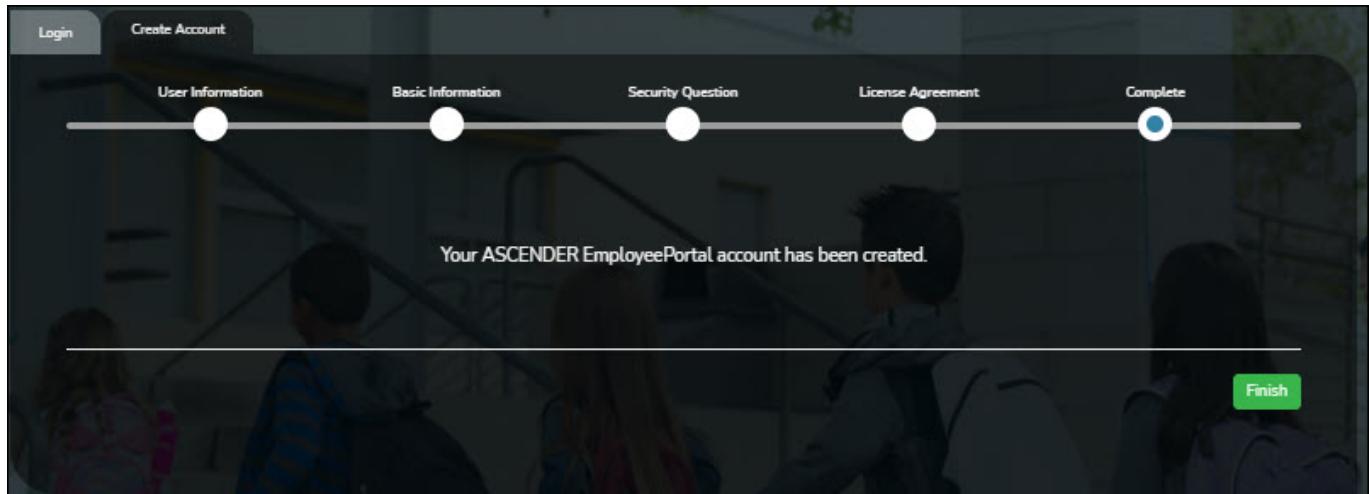


<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

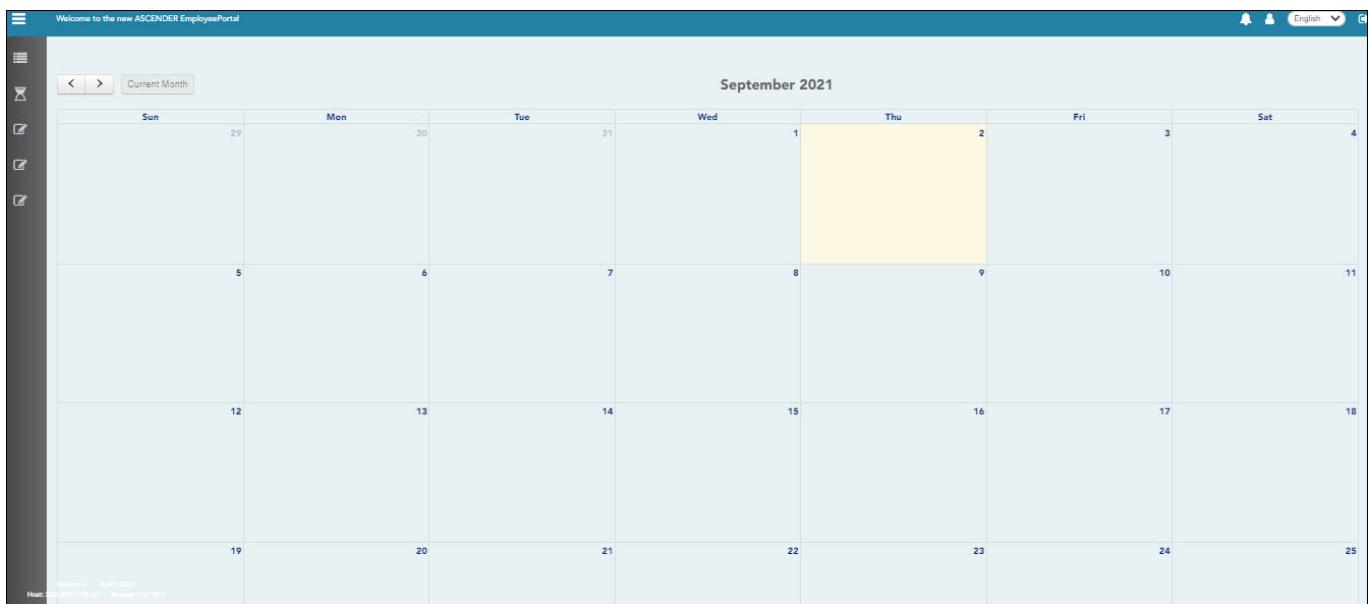
Click **Next**.

**Complete**

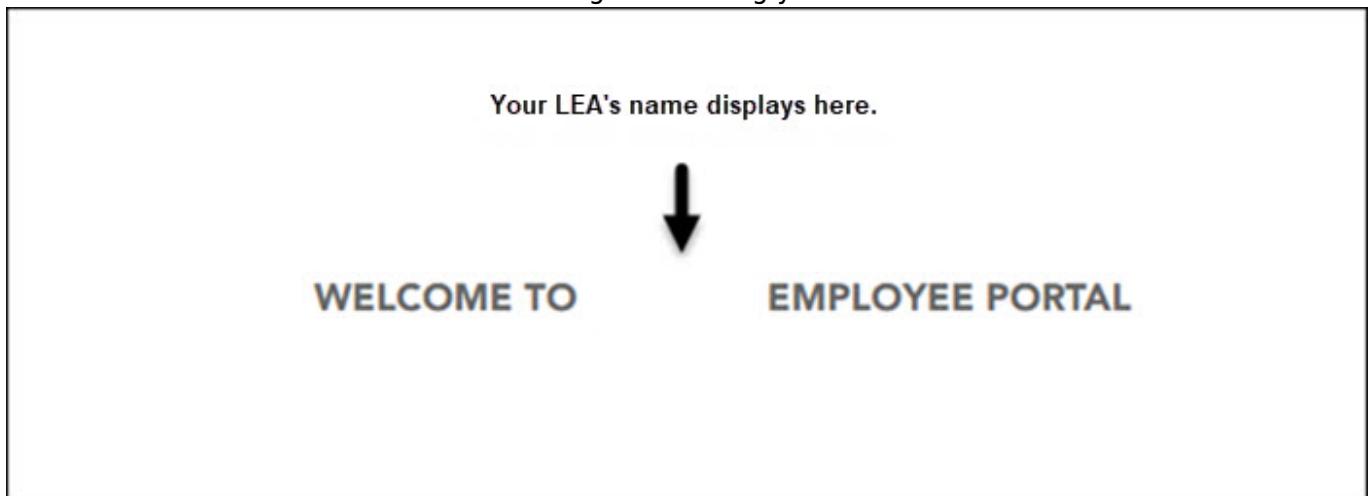
Click **Finish**.



The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal.

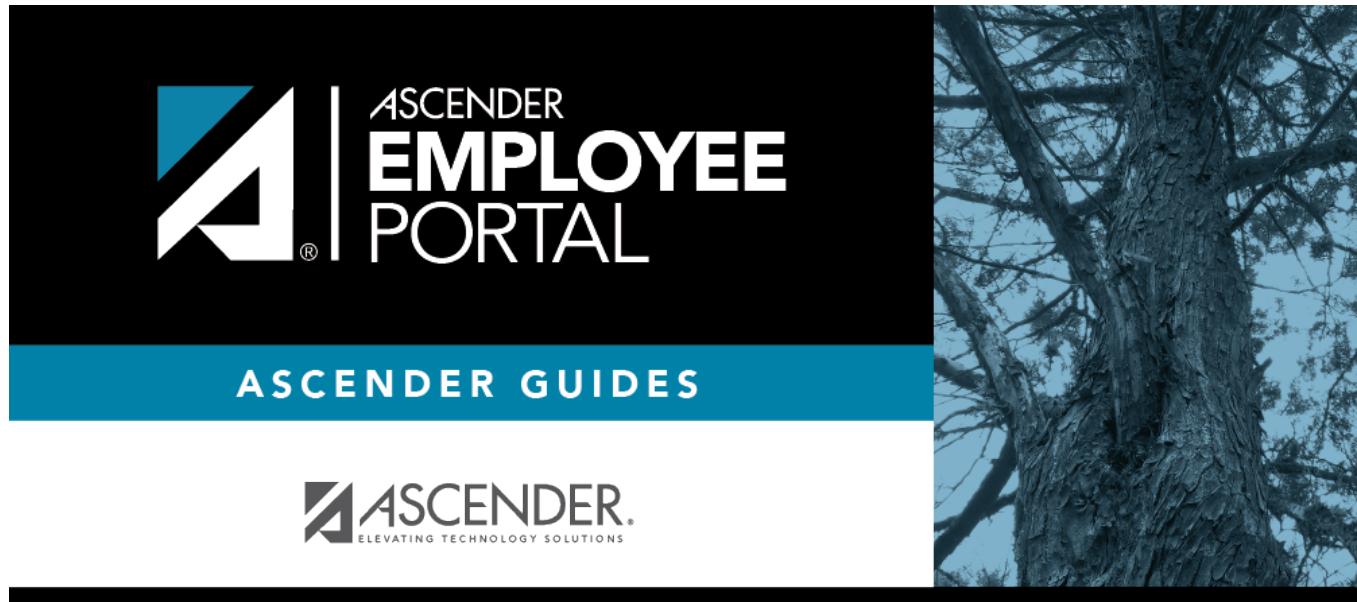


You will receive a confirmation email message containing your user name.



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

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



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