



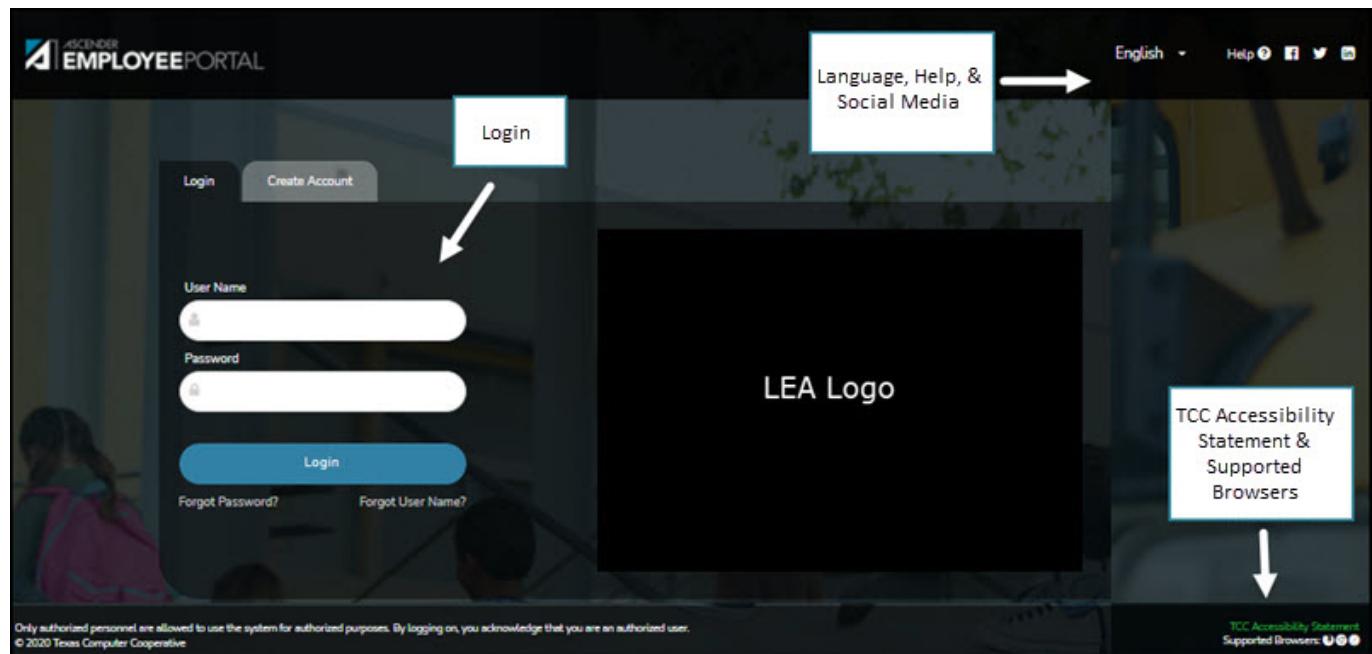


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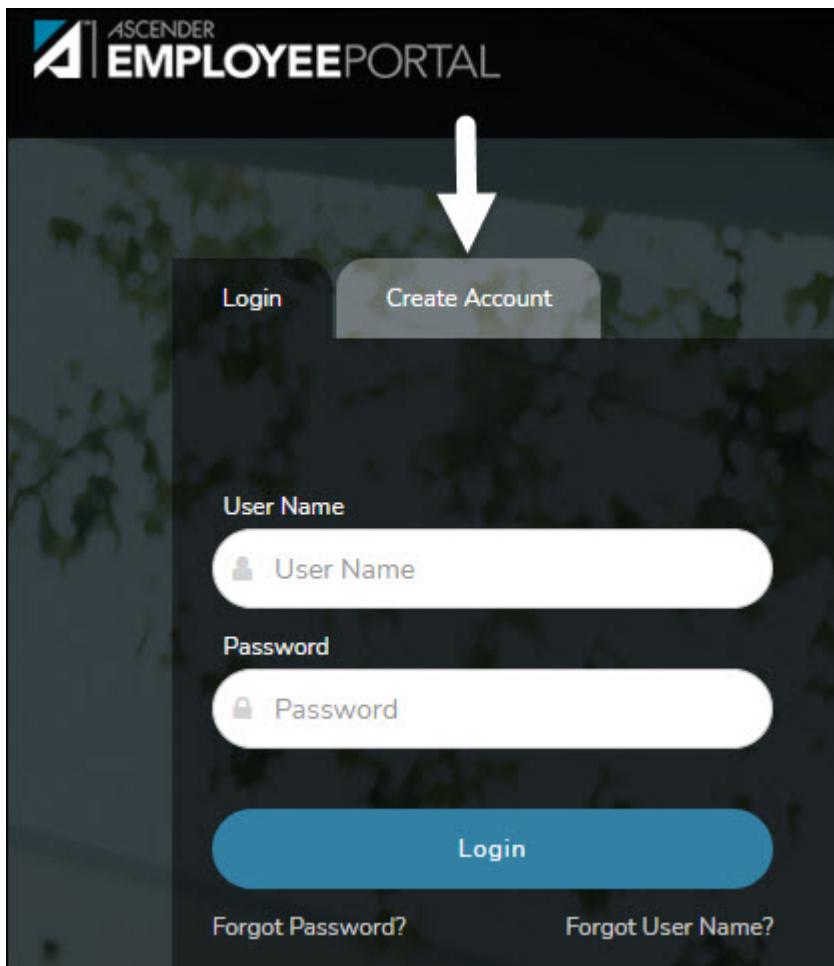


**ASCENDER EmployeePortal > Create Account**

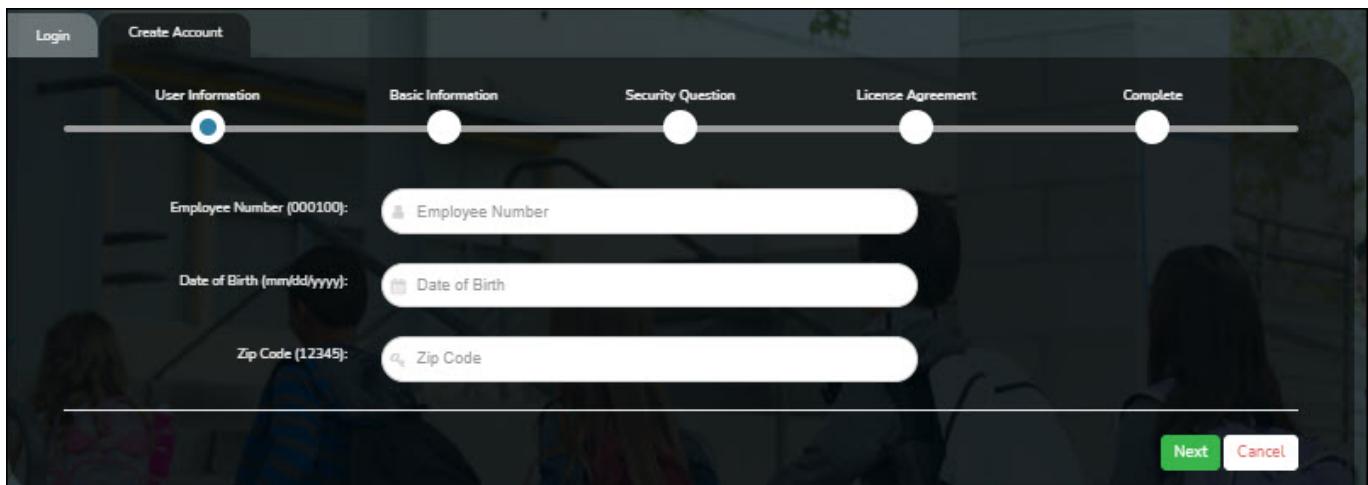
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



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



## User Information



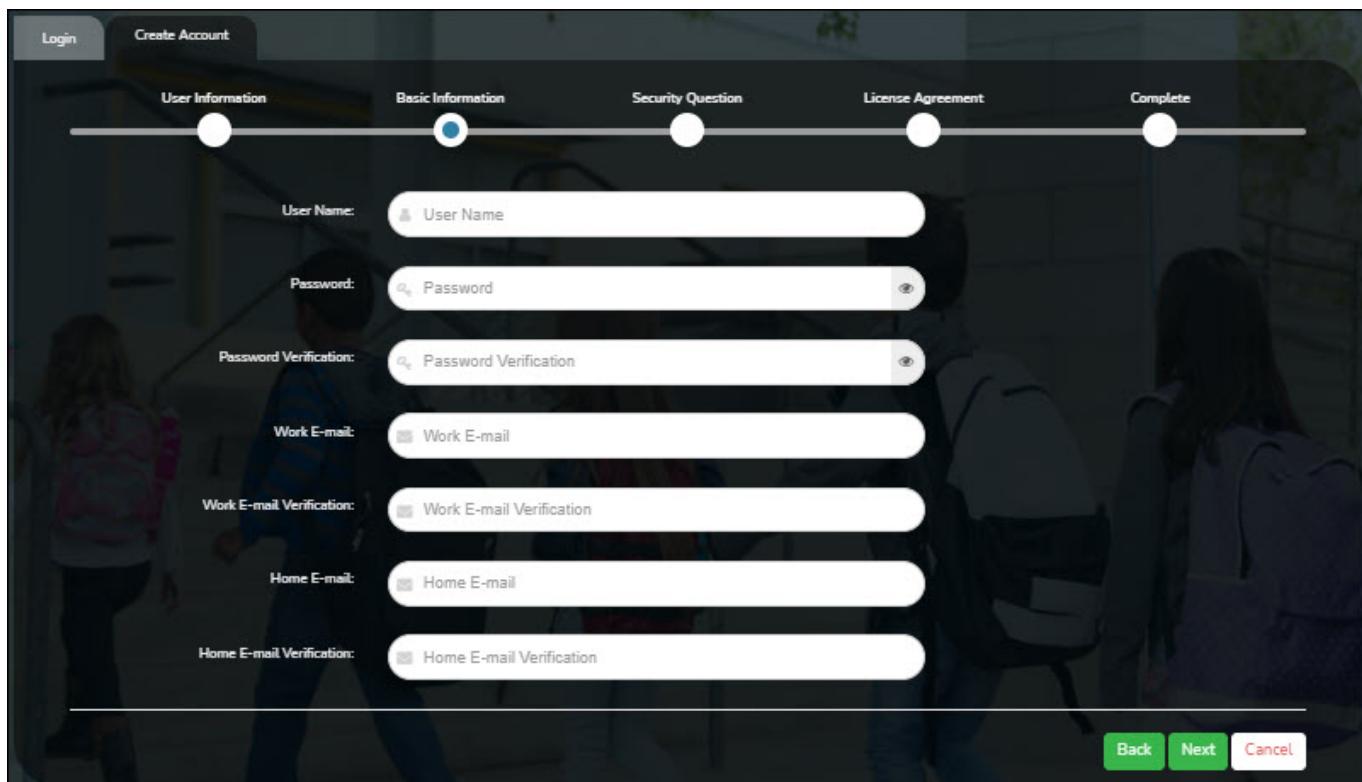
<b>Employee Number or Social Security Number</b>	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
<b>Date of Birth</b>	Type your birth date in the mm/dd/yyyy format.
<b>Zip Code</b>	Type your five-digit zip code.

Click **Next**.

- The data you entered 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

The information will assist you in resetting your password.

**Security Question:**

**Security Answer:**

**Back** **Next** **Cancel**

<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**.

## License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

**Texas Computer Cooperative**

**ASCENDER End User License Agreement**

In order to participate in the use of ASCENDER software provided by TEXAS COMPUTER COOPERATIVE ("TCC"), EDUCATION SERVICE CENTER REGION 20 ("ESC 20"), you, on behalf of your Local Education Agency ("LEA"), must agree and adhere to the following terms and conditions contained in this End User License Agreement (hereinafter the "EULA"). TCC and/or ESC 20 are sometimes (referred to in this EULA by the pronouns we, our, or us and LEA is sometimes referred to in this EULA by the pronouns you and your. Throughout this EULA, references to either you or us includes the respective employees, officers, agents and any others acting on behalf of either you or us. If you do not agree to these terms and conditions, your LEA may not use ASCENDER software. If you have questions concerning this EULA, please contact the TCC via ESC 20, or by e-mail at info@ascendertx.com.

**ASCENDER End User License Agreement.**

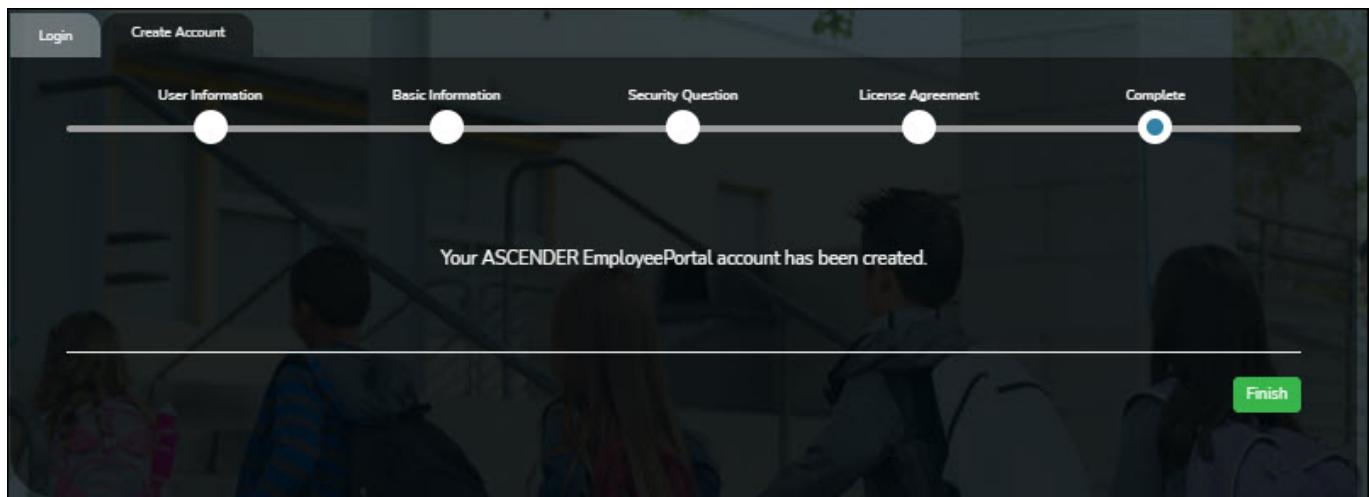
I have been authorized by my Organization (hereinafter the "LEA") to contractually bind such LEA to this EULA. On behalf of such LEA, I agree that any use of ASCENDER software is subject to the following terms and conditions, and agree to fully comply with such terms and conditions.

Select **Accept**.

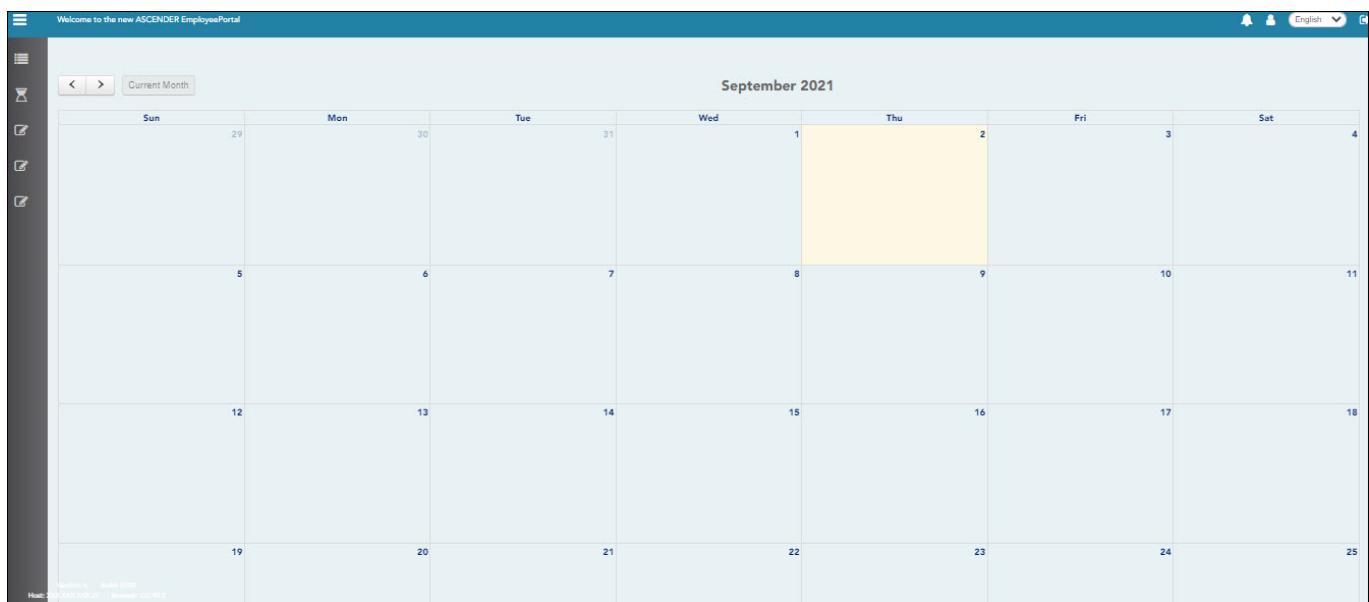
Click **Next**.

## Complete

Click **Finish**.



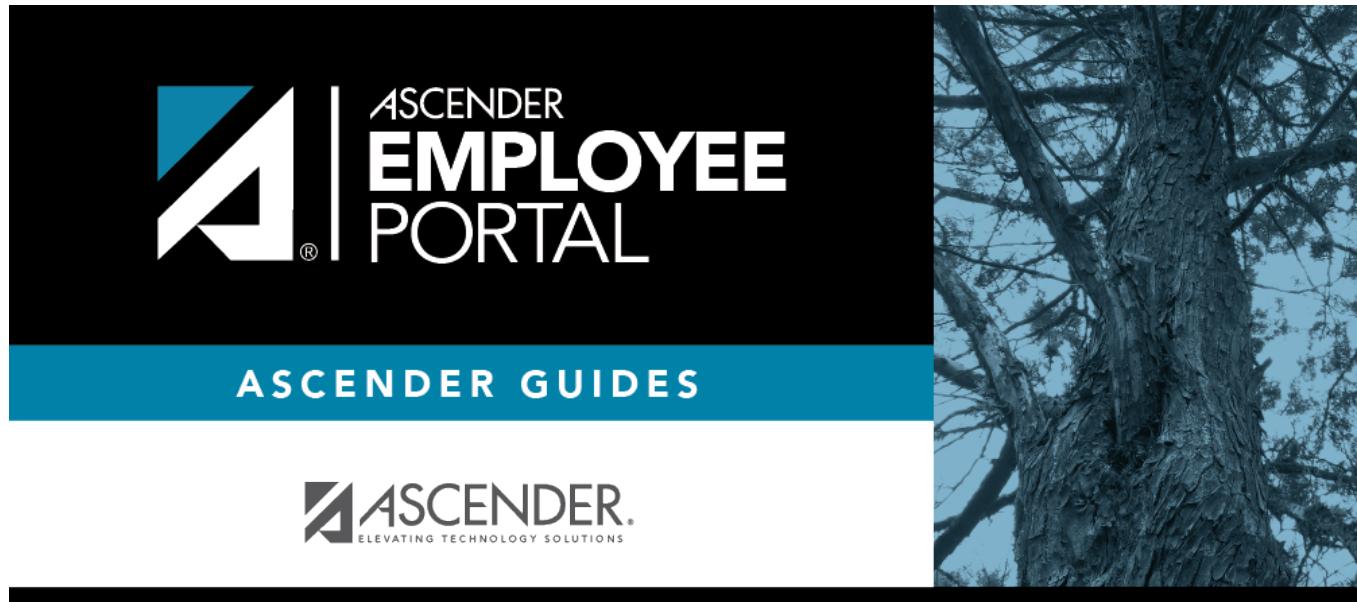
The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal. A calendar is displayed allowing you to quickly access various functions in the applications such as leave, travel, and WorkJournal requests. You will notice that the current day is highlighted in yellow.



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

Thank you for Registering for EmployeePortal. Your User ID is:

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



## Back Cover