



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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☐ Under **Legal Name:**

Field	Description
Title	Click ▼ to select your legal title. If this field is not required by the LEA, you can leave it blank.
Last	Type your 25-character maximum last name. This field is required.
First	Type your 17-character maximum first name. This field is required.
Middle	Type your 14-character maximum middle name.
Generation	Click ▼ to select your generation code.

☐ Under **Marital Status:**

Local	Click ▼ to select your marital status.
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☐ Under **Driver's License:**

Number	Type your driver's license number. The field can be a maximum of 19 characters.
State	Click ▼ to select the two-character abbreviation of the state in which you hold a driver's license.

☐ Under **Restriction Codes:**

Local	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from local distribution.
Public	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from public distribution.

☐ Under **Email:**

When an email address is updated, email messages are sent to both the old and new email addresses notifying you of the change.

Work E-mail Address	Type your work email address. The field can be a maximum of 45 characters.
Verify E-mail Address	Type the same address that you entered in the previous Work E-mail Address field.
Home E-mail Address	Type your home email address. The field can be a maximum of 45 characters.
Verify E-mail Address	Type the same address that you entered in the previous Home E-mail Address field.

☐ Under **Emergency Contact Information:**

Name	Type the name of the person to contact in case of an emergency. The field can be a maximum of 26 characters.
Phone Number	Type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact.

Relationship	Type the relationship with your emergency contact. The field can be a maximum of 25 characters.
Emergency Notes	Type any important notes that may be pertinent about you in an emergency situation. The field can be a maximum of 25 characters.

☐ Under **Mailing Address:**

Number	Type the street number for your mailing address. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
City	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
State	Click ▼ to select the two-character abbreviation of your state for your mailing address.
Zip	Type the five-digit zip code for your mailing address.
Zip+4	Type the additional four digits of your zip code.

☐ Under **Alternate Address:**

Number	Type the street number for your mailing address. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
City	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
State	Click ▼ to select the two-character abbreviation of your state for your mailing address.
Zip	Type the five-digit zip code for your mailing address.
Zip+4	Type the additional four digits of your zip code.

☐ Under **Phone Numbers:**

Home	Type the three-digit area code and seven-digit phone number of your home phone.
Cell	Type the three-digit area code and seven-digit phone number of your cell phone.
Business	Type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone.



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