



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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☐ From the EmployeePortal Login page, click **Forgot User Name**. The Recover User Name page is displayed.

User Information

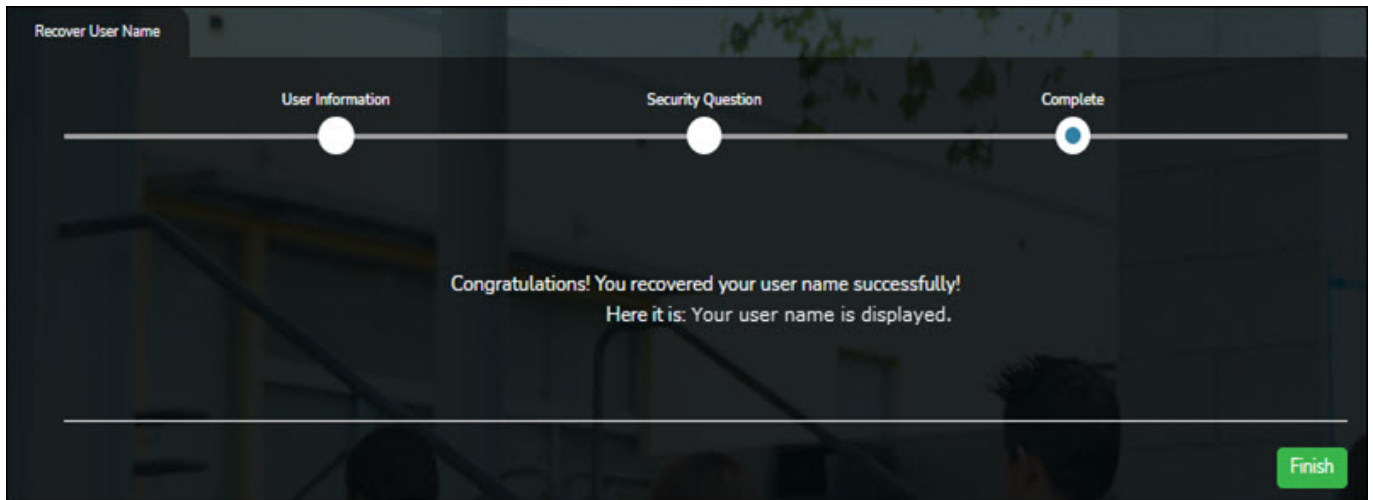
Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

Security Question

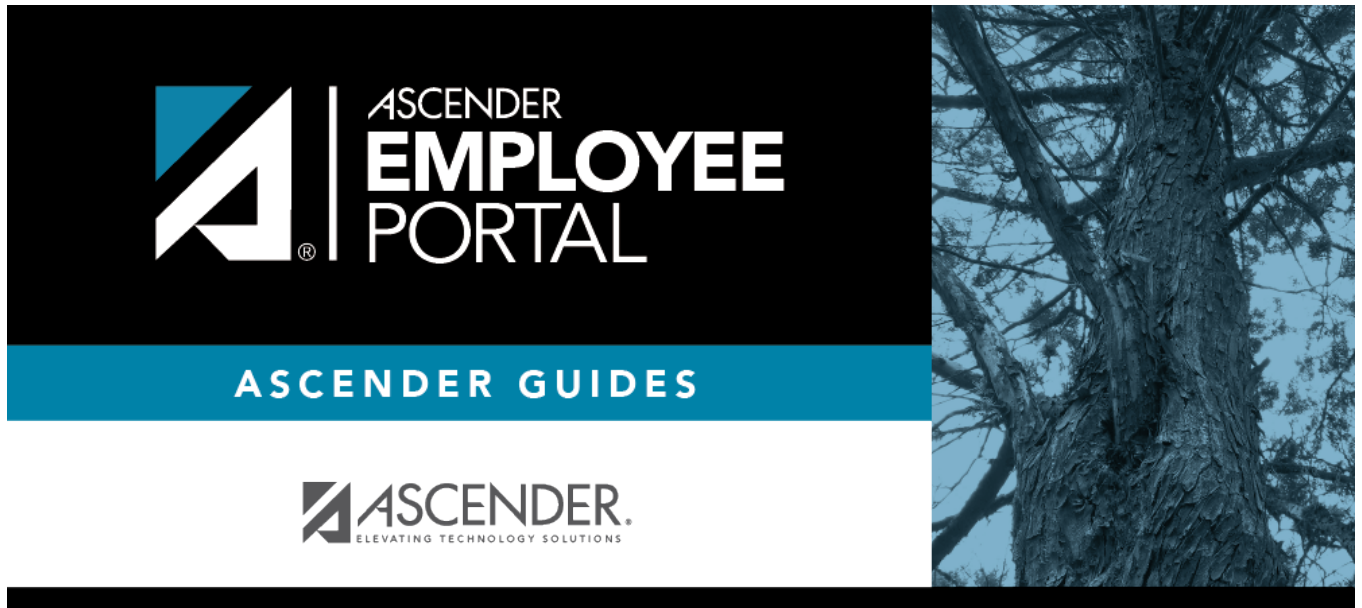
Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

☐ Click **Next**.

Your user name is displayed.



□ Click **Finish**. You are redirected to the EmployeePortal Login page.



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