ASCENDER
PARENT
PORTAL

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS
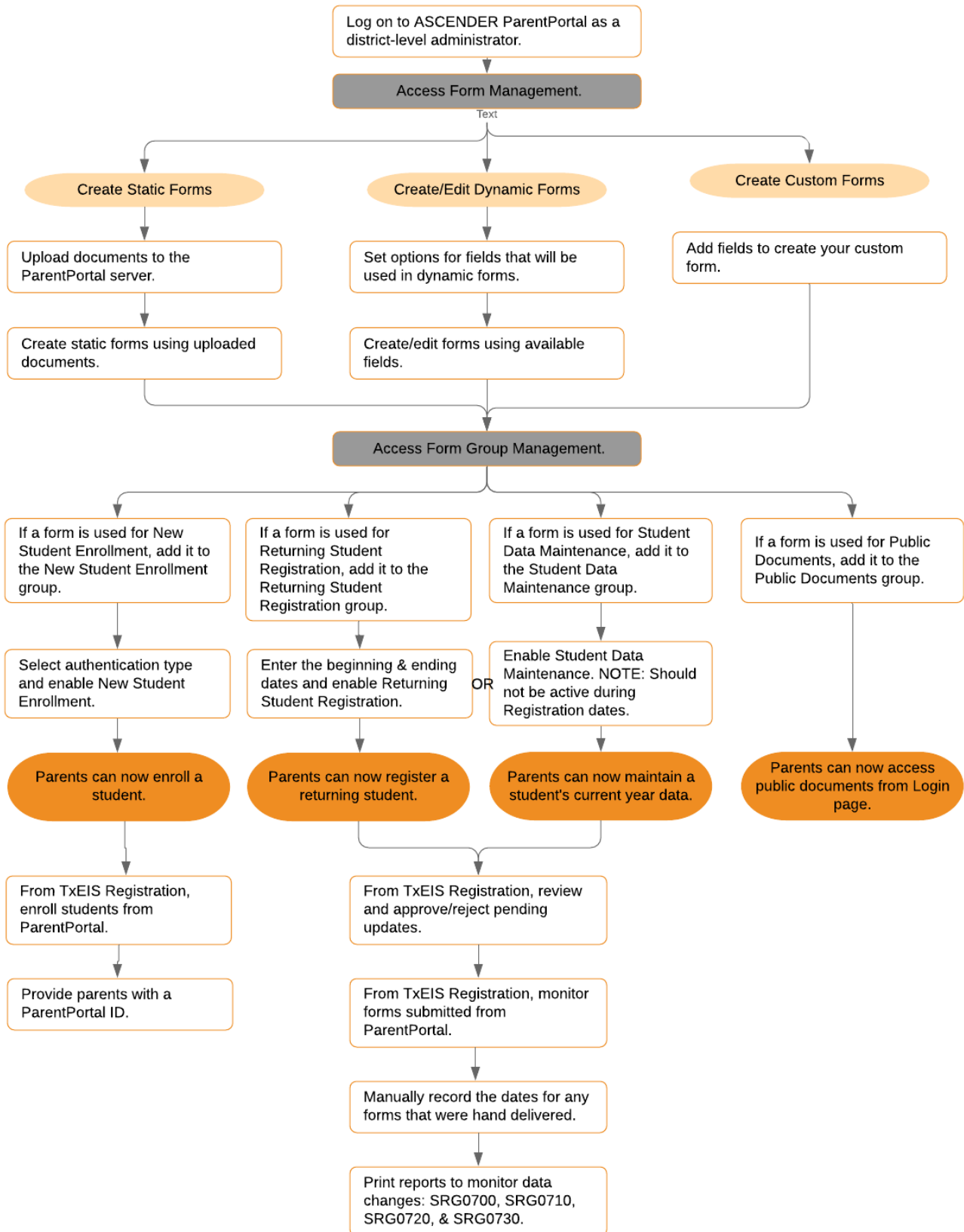
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ASCENDER ParentPortal - Enrollment, Registration & Data Updates
Administator Steps

Log on to ASCENDER ParentPortal as a district-level administrator.

Access Form Management.

Text

Create Static Forms

Upload documents to the ParentPortal server.

Create static forms using uploaded documents.

Create/Edit Dynamic Forms

Set options for fields that will be used in dynamic forms.

Create/edit forms using available fields.

Create Custom Forms

Add fields to create your custom form.

Access Form Group Management.

If a form is used for New Student Enrollment, add it to the New Student Enrollment group.

If a form is used for Returning Student Registration, add it to the Returning Student Registration group.

If a form is used for Student Data Maintenance, add it to the Student Data Maintenance group.

If a form is used for Public Documents, add it to the Public Documents group.

Select authentication type and enable New Student Enrollment.

Enter the beginning & ending dates and enable Returning Student Registration.

OR

Enable Student Data Maintenance. NOTE: Should not be active during Registration dates.

Parents can now enroll a student.

Parents can now register a returning student.

Parents can now maintain a student's current year data.

Parents can now access public documents from Login page.

From TxEIS Registration, enroll students from ParentPortal.

From TxEIS Registration, review and approve/reject pending updates.

Provide parents with a ParentPortal ID.

From TxEIS Registration, monitor forms submitted from ParentPortal.

Manually record the dates for any forms that were hand delivered.

Print reports to monitor data changes: SRG0700, SRG0710, SRG0720, & SRG0730.

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