

ASCENDER GUIDES





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ASCENDER ParentPortal - Enrollment, Registration & Data Updates Administrator Steps

Log on to ASCENDER ParentPortal as a district-level administrator. Access Form Management. Create Custom Forms Create Static Forms Create/Edit Dynamic Forms Add fields to create your custom Upload documents to the Set options for fields that will be ParentPortal server. used in dynamic forms. Create static forms using uploaded Create/edit forms using available documents. fields. Access Form Group Management. If a form is used for New If a form is used for If a form is used for Student If a form is used for Public Student Enrollment, add it to Returning Student Data Maintenance, add it to Documents, add it to the the New Student Enrollment Registration, add it to the the Student Data Public Documents group. group. Returning Student Maintenance group. Registration group. Enable Student Data Select authentication type Enter the beginning & ending Maintenance. NOTE: Should and enable New Student dates and enable Returning not be active during Enrollment. Student Registration. Registration dates. Parents can now access Parents can now enroll a Parents can now register a Parents can now maintain a public documents from Login student. student's current year data. returning student. page. From TxEIS Registration, From TxEIS Registration, review enroll students from and approve/reject pending ParentPortal. updates. From TxEIS Registration, monitor Provide parents with a ParentPortal ID. 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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