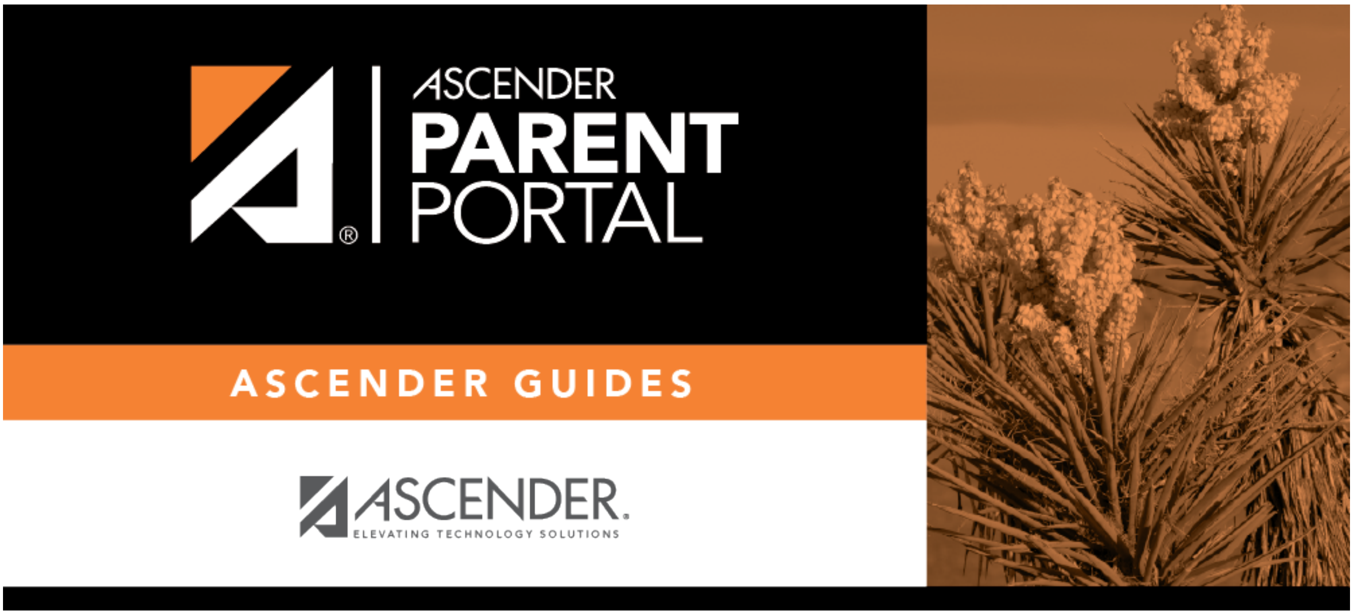
ASCENDER
PARENT
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER ParentPortal: Parent: Add/Register Student

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ParentPortal Admin: Enrollment, Registration, and Data Updates

Parent: Add/Register Student

With a ParentPortal ID, the parent can add the student to his ASCENDER ParentPortal account and complete Returning Student Registration during the registration window.

Prerequisites:

- This guide assumes that several required steps have already been performed by the district to enable Returning Student Registration and/or Student Data Maintenance at the campus. See District: Set Up & Enable Forms.

- This guide also assumes that:
  - The student is enrolled in the district.
  - The parent's email address for the student is verified via ParentPortal. *

* A parent must have already created a ParentPortal account AND verified his/her email address. (Verifying the email address can be done during the creation of a new account or for an existing account on ParentPortal > My Account (**Email Address**)). **NOTE:** The parent's email address MUST match the **E-mail** field on Registration > Maintenance > Student Enrollment > Contact for a contact selected as **Parent/Guardian**.

* If **Guardian Verified** is selected on Registration > Maintenance > Student Enrollment > Contacts, and the email address for the ParentPortal account matches the email address for that guardian on the Contacts tab, the parent can complete Returning Student Registration and Student Data Maintenance. This workaround allows parents access even if they do not have a valid email address.

Once you receive the ParentPortal ID:

1. Add the student to your ParentPortal account.

   ASCENDER ParentPortal > My Account

   If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

☐ From the My Account page, click **Add or Remove Student**. (This step is not necessary if you clicked **Add an Already Enrolled Student to My Account** on the pop-up window.)

☐ Add the following information under **Add Student to ParentPortal**.

ParentPortal ID	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID. The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
Birth Date	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

☐ Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.

During the Registration window:

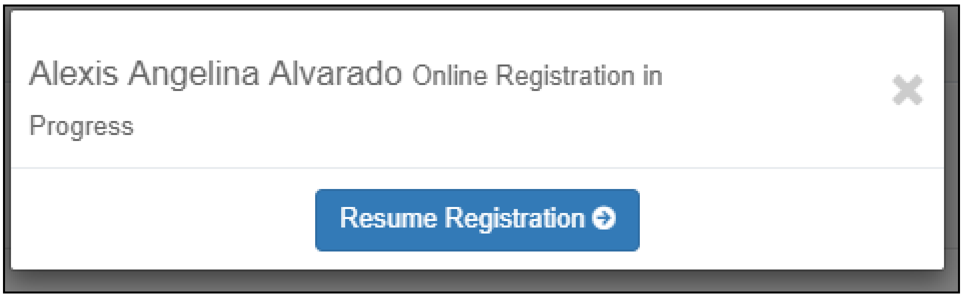
1. Register for the upcoming school year.

ASCENDER ParentPortal > Summary

During the annual online registration window:

You can easily see your student's progress in the registration process and access the page where you can complete the forms.

If your student's registration is in progress, a pop-up window opens from this page.



Alexis Angelina Alvarado Online Registration in Progress

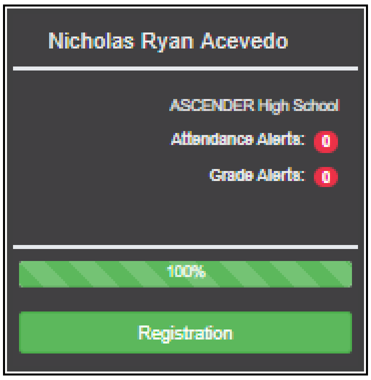
☐ Click **Resume Registration** to continue the registration process.

Or, click ✕ to close the pop-up window and continue registration later.

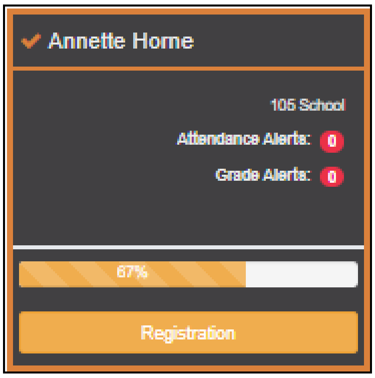
Once you have completed registration, the pop-up window will no longer appear.

NOTE: On the Summary page, the **Registration** button will be red, yellow, or green depending on how far along you are in the process.

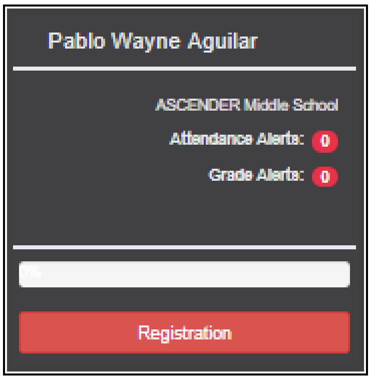
- The information is green if all forms are completed (i.e., 100%).


Nicholas Ryan Acevedo
ASCENDER High School
Attendance Alerts: 0
Grade Alerts: 0
100%
Registration

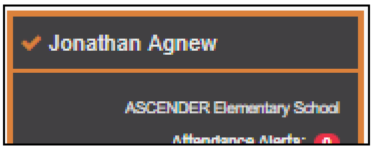
- The information is yellow if most of the forms are completed (i.e., 50%-99%).


Annette Home
105 School
Attendance Alerts: 0
Grade Alerts: 0
67%
Registration

- The information is red if fewer than half of the forms are completed (i.e., 0%-49%).


Pablo Wayne Aguilar
ASCENDER Middle School
Attendance Alerts: 0
Grade Alerts: 0
0%
Registration

- The card is highlighted and has a check mark for the selected student.



☐ To begin or resume the registration process, click **Resume Registration** on the pop-up window, or click the **Registration** button on the student's card.

The Registration page opens.

☐ Click **Start Registration**.

The first form in the list opens on the right side of the page.

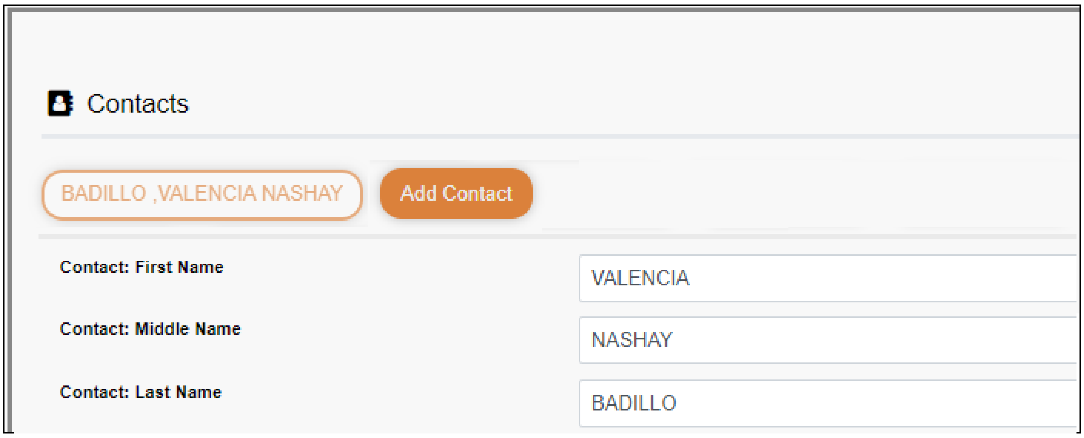
Depending on the form type and district requirements, a form will require one of two actions:

- View only or download
- Review and update

  - **View only or download:** View the form and acknowledge that you have viewed the form. There is no data to enter.
    - For a static form, click **Download Attached Document** to open, save, and/or print the form.
    - For a standard form, the form automatically opens on the right side of the page.
    - By clicking **Next Form**, you are confirming that you viewed the form.

  - **Review and update:** Review existing data. Add or update data as needed.

    - For a dynamic form, add or change data. Type over the existing data with new data where applicable.
    - For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.



Contacts

Contact: First Name VALENCIA

Contact: Middle Name NASHAY

Contact: Last Name BADILLO

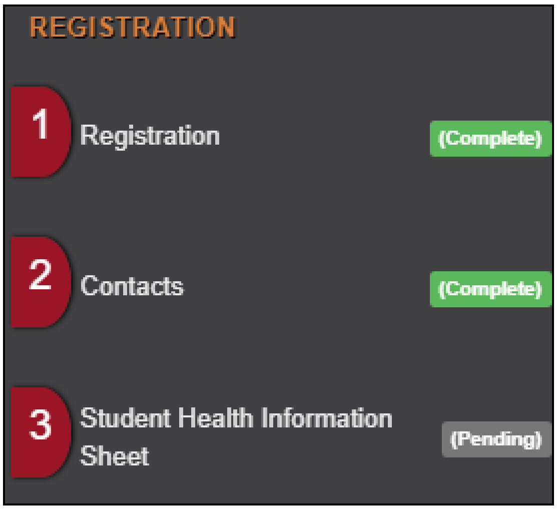
- If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
- Texas standard forms must be re-submitted each year. All data must be re-entered.

❏ Click **Next Form**.

The next form in the list is displayed on the right.

❏ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.
- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.
- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.



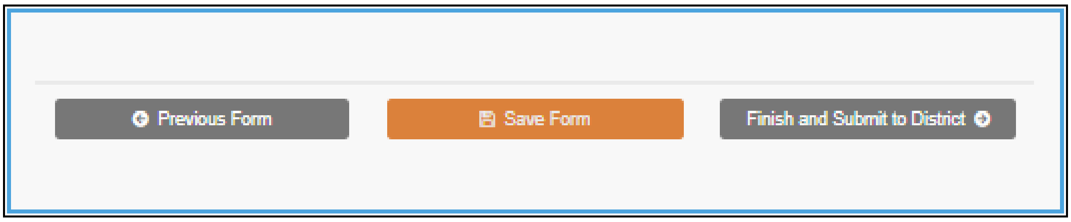
REGISTRATION

1 Registration (Complete)

2 Contacts (Complete)

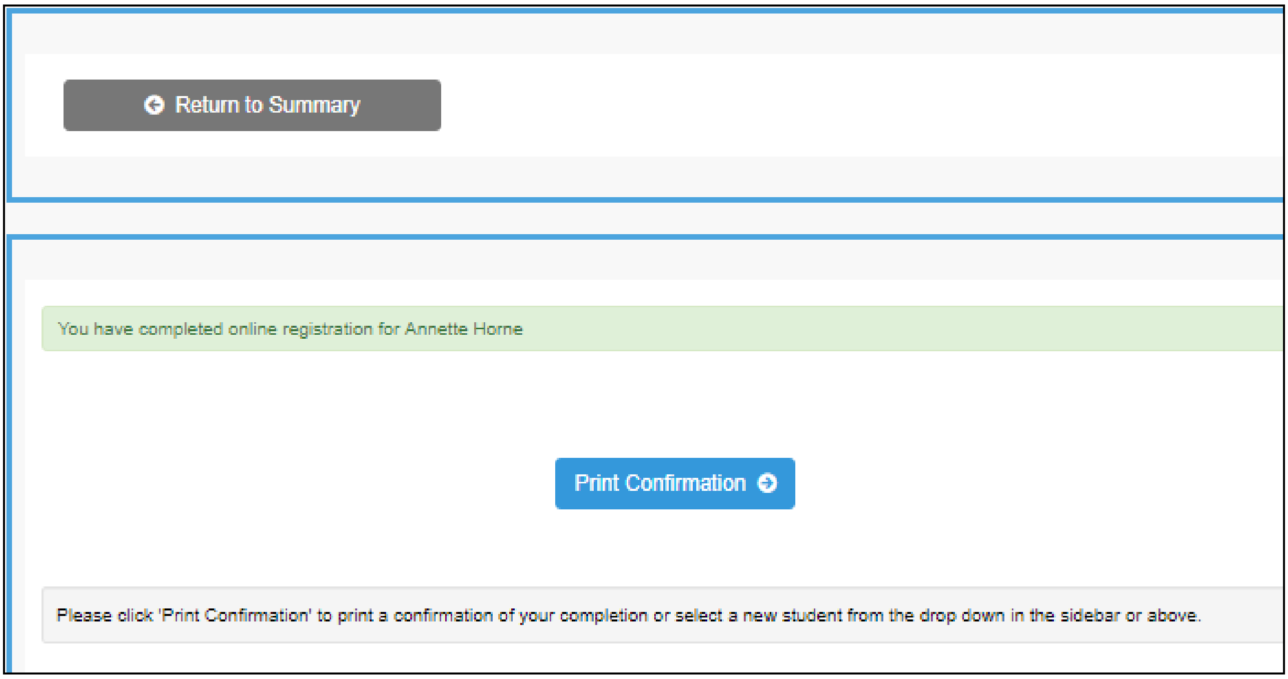
3 Student Health Information Sheet (Pending)

When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.


Previous Form
Save Form
Finish and Submit to District

☐ Click **Finish and Submit to District**.

The final page opens allowing you to print a confirmation for your records.

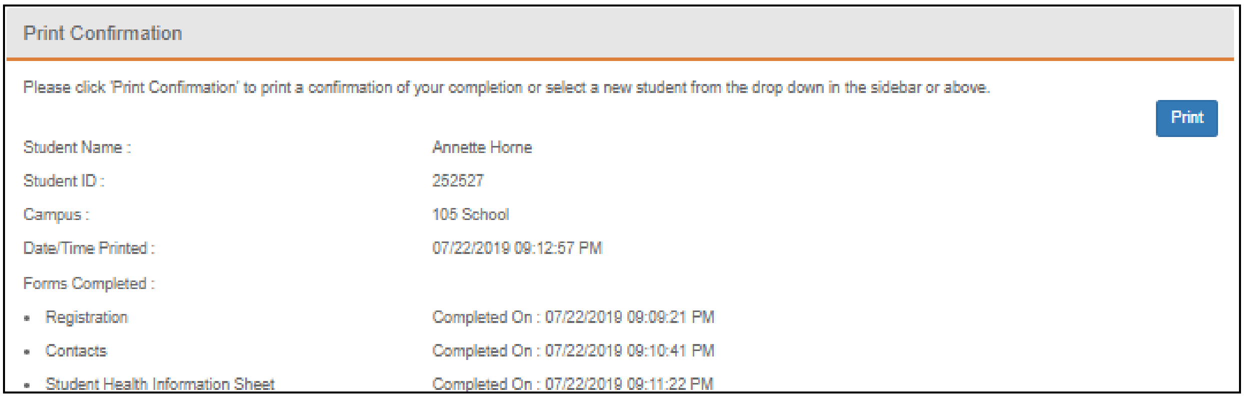

Return to Summary
Print Confirmation

You have completed online registration for Annette Horne

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.

☐ Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.


Print Confirmation
Print

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.

Student Name :	Annette Horne
Student ID :	252527
Campus :	105 School
Date/Time Printed :	07/22/2019 09:12:57 PM
Forms Completed :	
• Registration	Completed On : 07/22/2019 09:09:21 PM
• Contacts	Completed On : 07/22/2019 09:10:41 PM
• Student Health Information Sheet	Completed On : 07/22/2019 09:11:22 PM

Print this page for your records, then click **Close Window**.

Edit Data:

❏ To update data you already entered, return to the form, type over existing data, and submit the form again.

2. Monitor pending data changes.

Pending Changes:

Dynamic Forms:

Until the change is approved by the campus, both the previous and new data are displayed, and an asterisk is displayed next to the fields to indicate that the change is pending.

If the administrator rejects a change for a dynamic form field, a message will be displayed next to the field indicating the reason for the rejection.

The message is cleared once you change the field and resubmit.

Standard Forms:

Until the change is approved by the campus, the **Show Changed Values** button appears on the form allowing you to toggle between viewing the previous and new values.

❏ Click **Show Changed Values** to view the previous data.

The changed data is highlighted and reflects the most recent change. Click **Show New Values** to return.

> If you edit a pending field, your most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

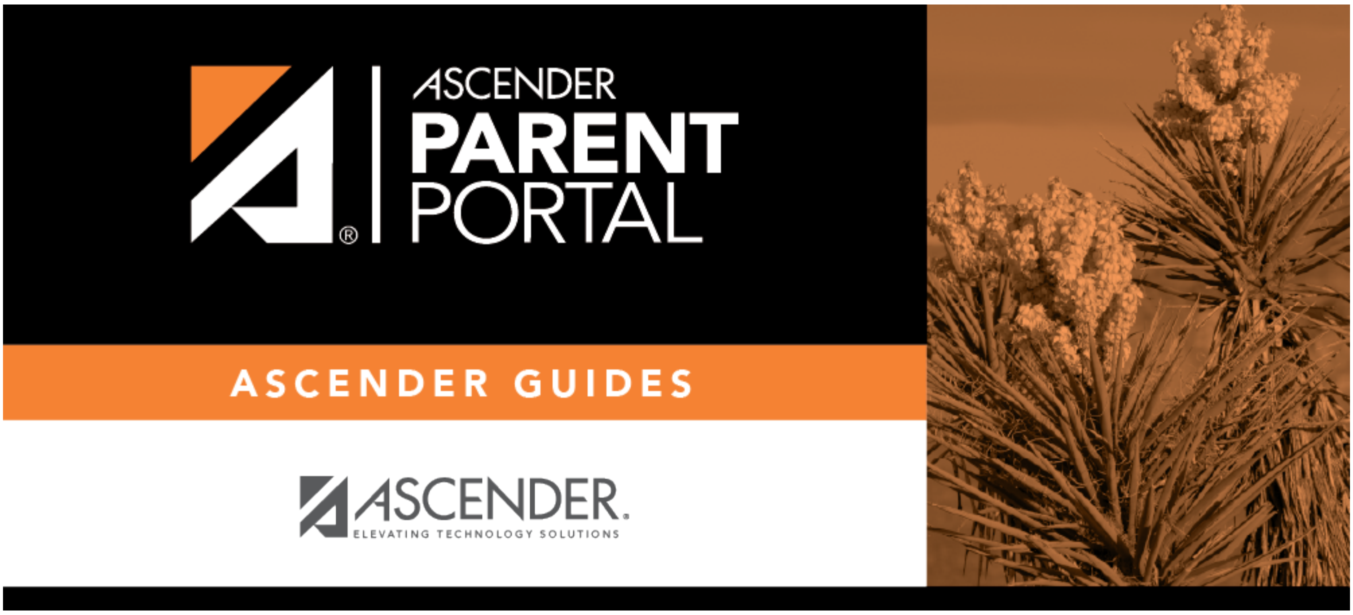
What Happens Next?

All data changes submitted via ParentPortal must be reviewed by an administrator before the student’s record is updated.

See Campus: Review & Accept Data Changes.

- For a dynamic form, each request is approved or rejected individually. For example, if you update your phone and address, the campus may approve the phone number change, but may require proof of residence before an address change is approved.
- For a standard form, the form is accepted or rejected as a whole.

If campus staff rejects a submitted change, you will be notified by email. The email message should inform you why a particular change was rejected and what to do. Contact the student’s campus for more information.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