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ASCENDER GUIDES

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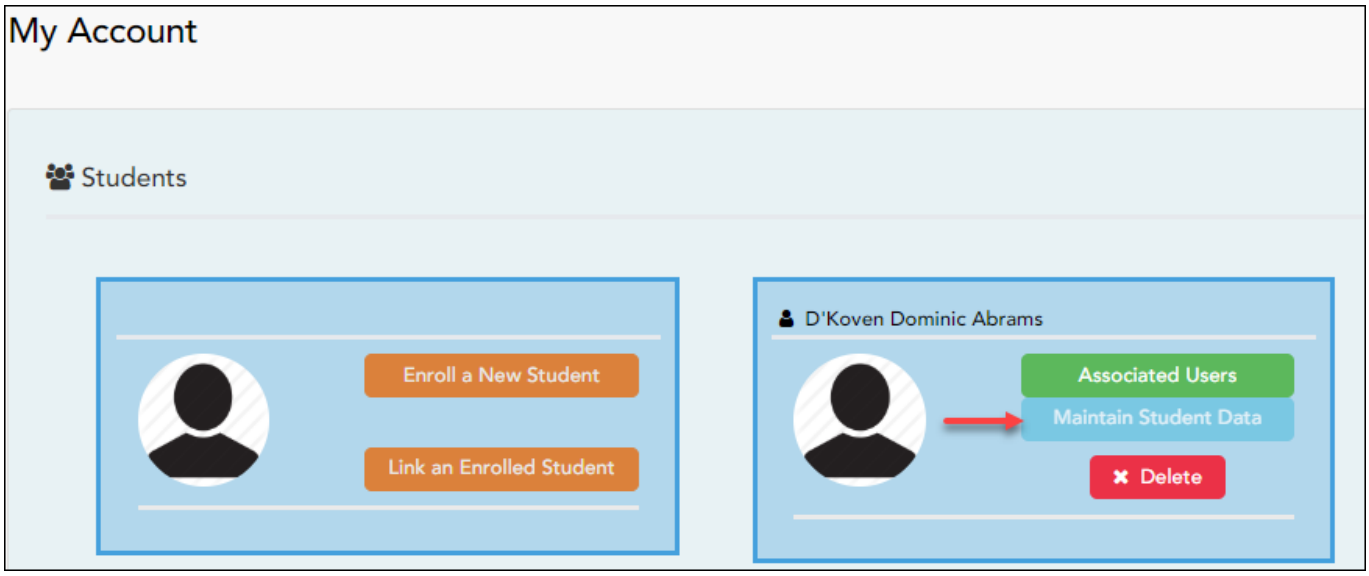
Table of Contents

❑ From the My Account page, click **Maintain Student Data**.

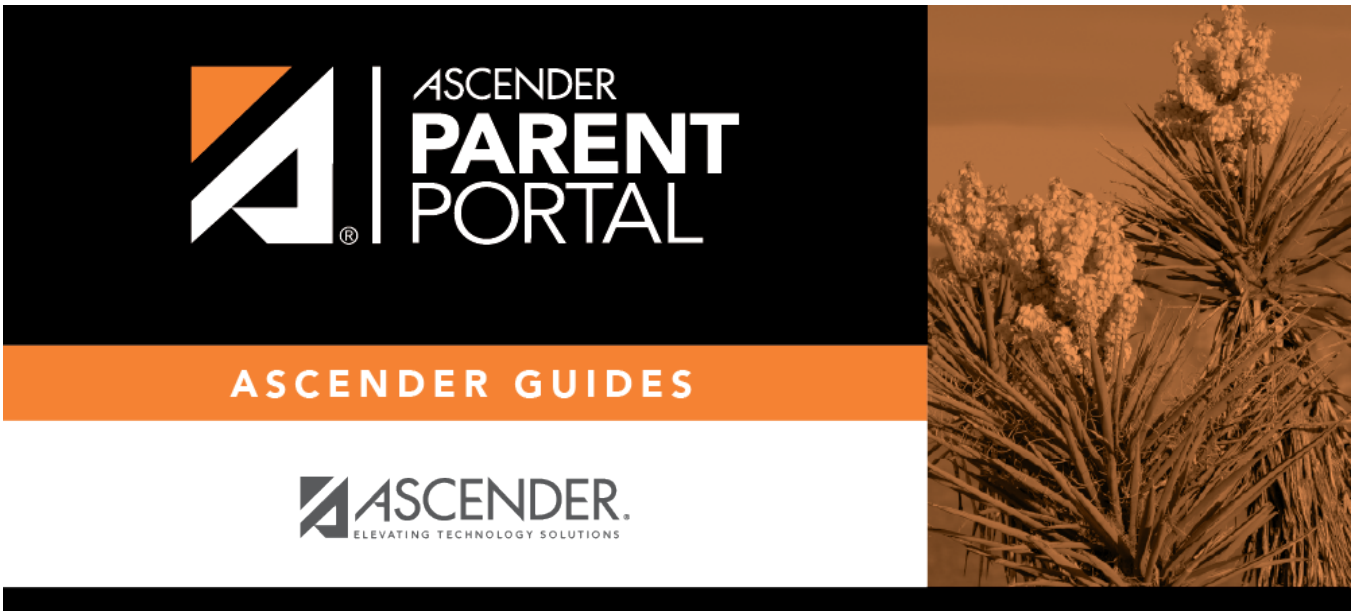


The Student Data Maintenance page opens.

❑ In the left-side navigation bar, click **Student Data Editing** to expand and view the forms that can be updated.

❑ Click the form name, and the form opens on the right.

❑ Type over existing text with new information.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PORTAL
ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

Back Cover