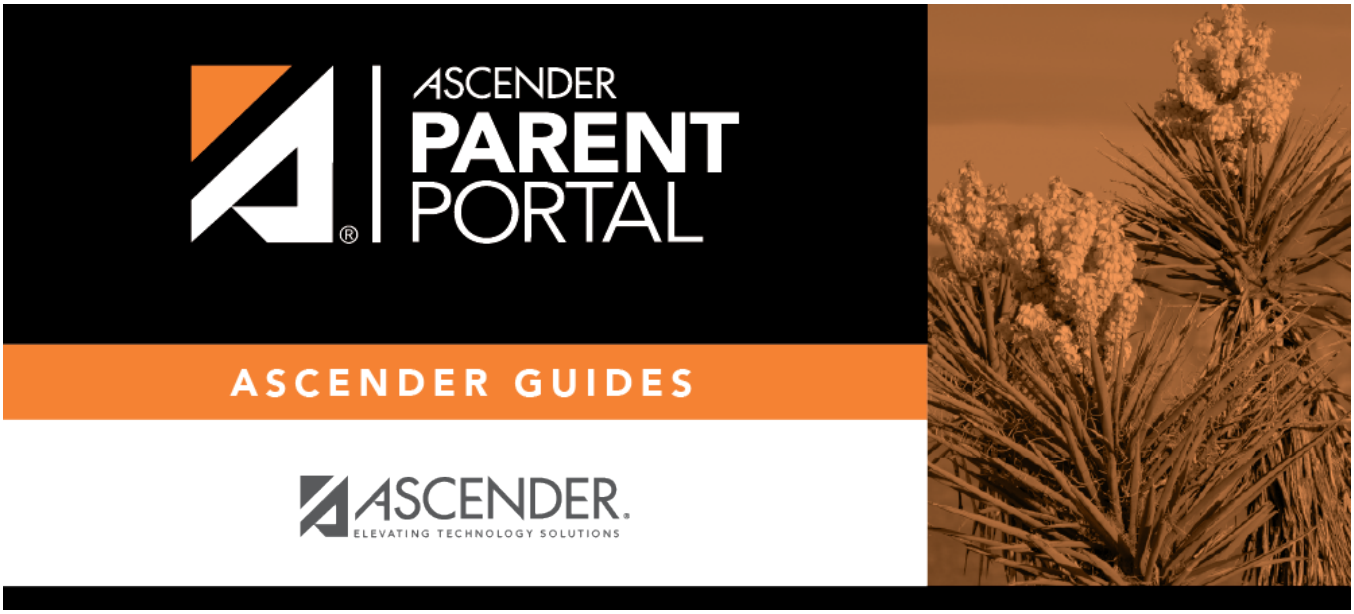



# Administrator Login

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>

# Administrator Login

Welcome to ASCENDER ParentPortal Admin. The administrator access site provides web access to features and options that are only available to district- and campus-level administrators.

Your user name and password are created by district administrative staff.

## Log on to ASCENDER ParentPortal Admin:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

| | |
|---|---|
| **User Name** | |
| **Password** | Type the most recent password entered for this account. Your password is case-sensitive. |

❑ Click **Log In**.

The Admin > User Maintenance page is displayed.

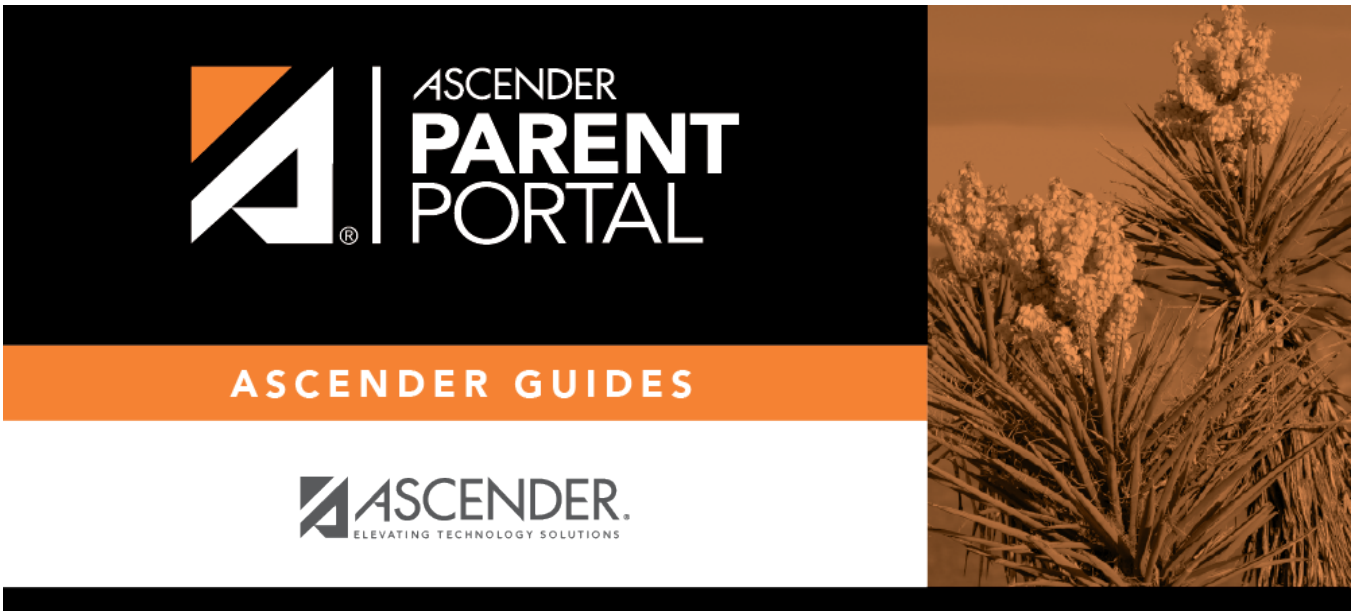
**WARNING!** If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system will lock out your account for 5 minutes. Try logging on again after 5 minutes.

## Change Language:

By default, ASCENDER ParentPortal is displayed in English. To access ParentPortal in Spanish, select *Spanish* from the drop-down field in the top-right corner. Your language selection will be retained for the current session.

Some content will only be displayed in Spanish if the district has provided Spanish content; otherwise, English content is displayed.

**MOBILE DEVICE USERS:** On a mobile device, tap the menu in the top-right corner to access the language field.


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