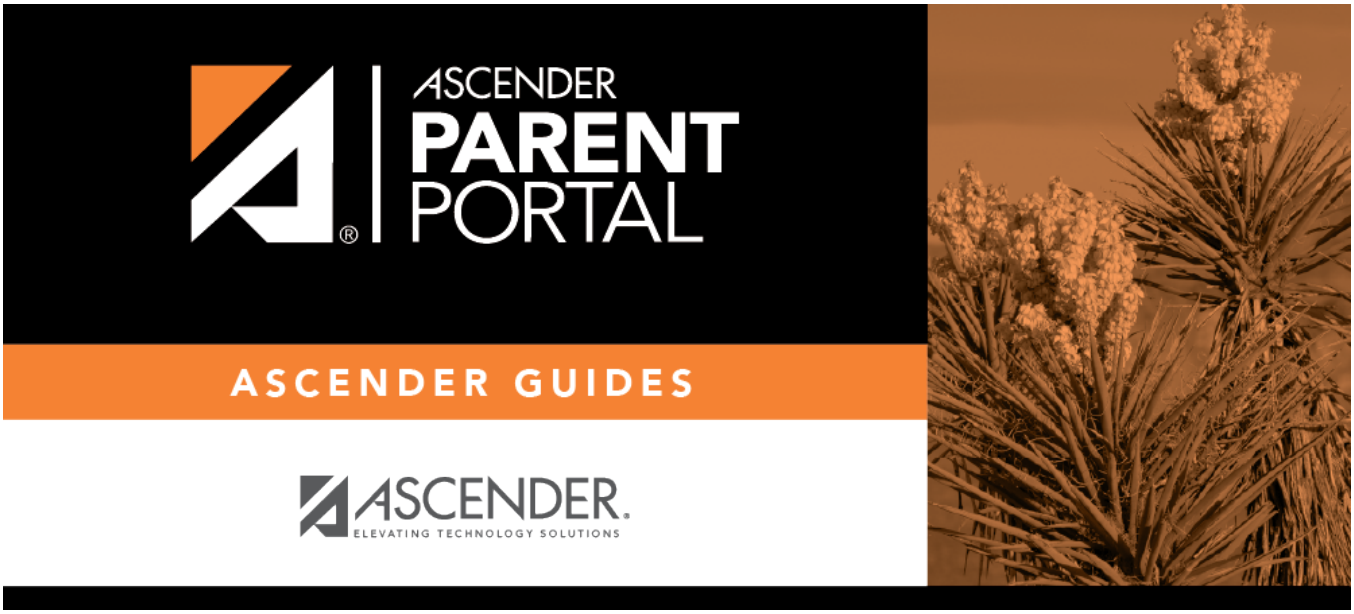


# Create Account (Crear cuenta)

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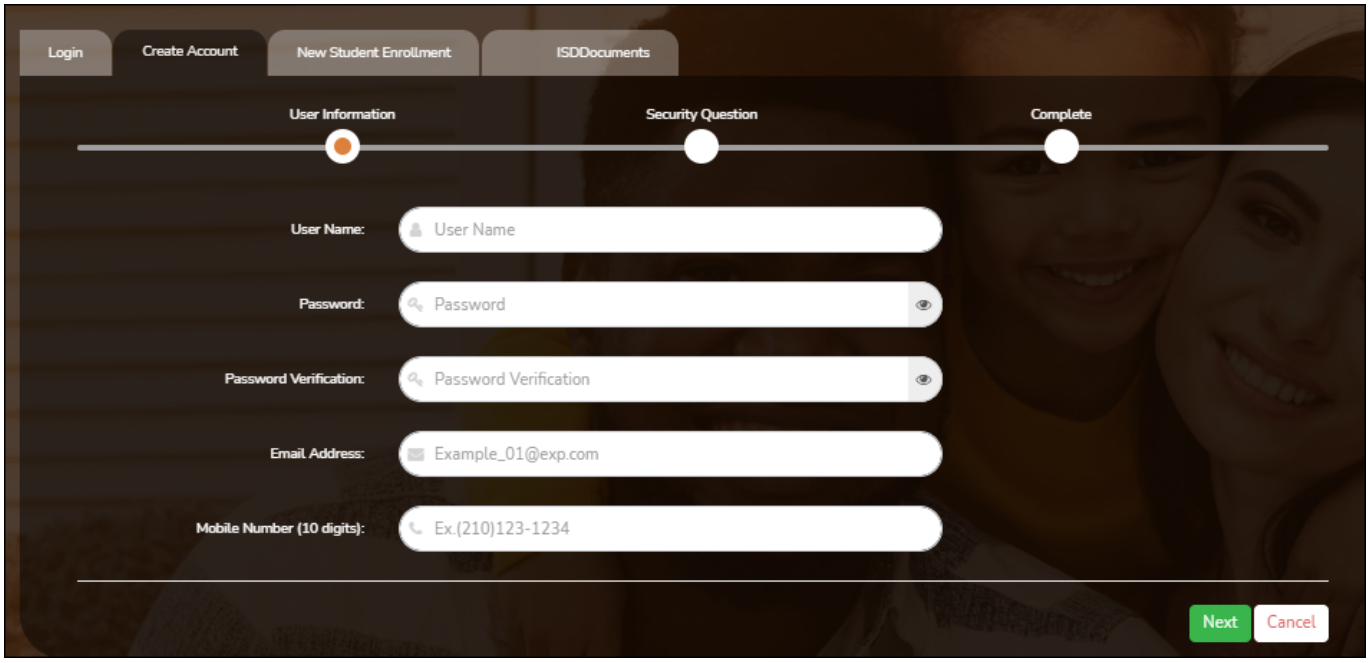
# Create Account

(Crear cuenta)

This page allows you to create an ASCENDER ParentPortal account.

**IMPORTANT:** Although you can create an ASCENDER ParentPortal account, you cannot access any student data until you add a student to your account. To add a student, you must provide at least one valid student portal ID, which you will get from your student's campus. You must have a valid student portal ID for every student you want to add to your account.

### User Information



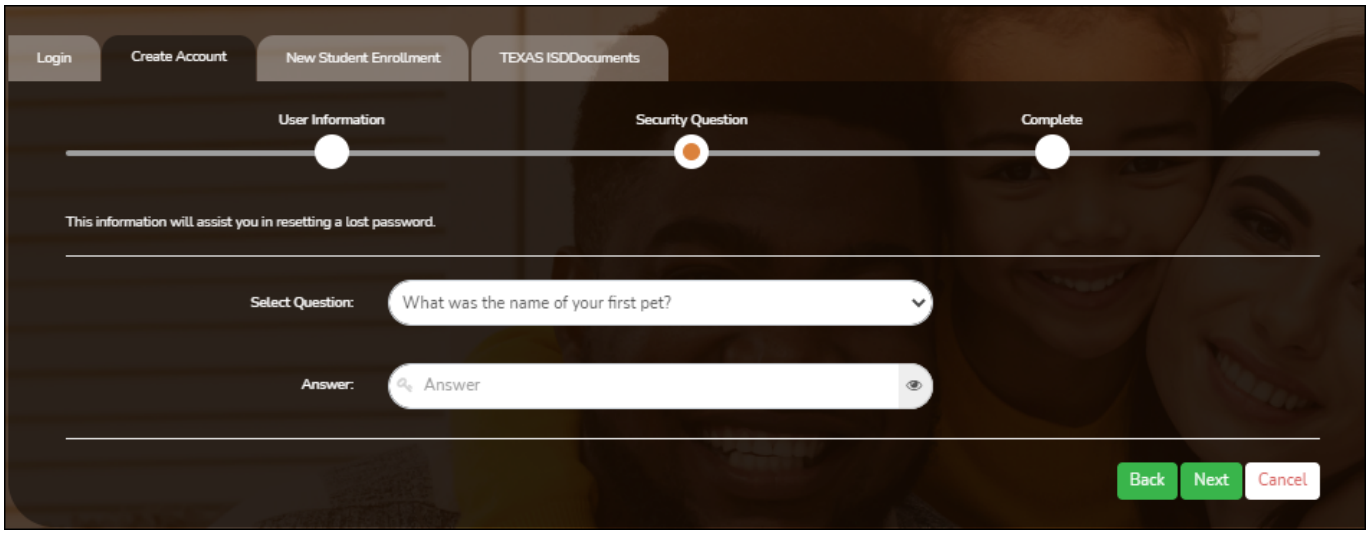

| | |
|---|---|
| **User Name** | Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.<br><br>Requirements:<br><br>• 6-25 alphanumeric characters<br><br>• Unique (no one else in the district is using it)<br><br>• Not case-sensitive |

| | |
|---|---|
| **Password** | Type a password that you will use when you log on to ASCENDER ParentPortal.<br><br>A show/hide toggle allows you to view or mask the characters you are typing.<br>Requirements:<br><br>• 16-46 alphanumeric characters<br><br>• Three of the following: uppercase, lowercase, numeric, and special characters<br><br>• Case-sensitive |
| **Password Verification** | Re-enter your password to verify that you typed it as intended. |

| | |
|---|---|
| **Email Address** | (Required) Type your email address. You cannot enter an address that is already in use.<br><br>**NOTE:** If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated. |
| **Mobile Number** | Type your ten-digit mobile number. You cannot enter a number that is in use. |

❑ Click **Next**.

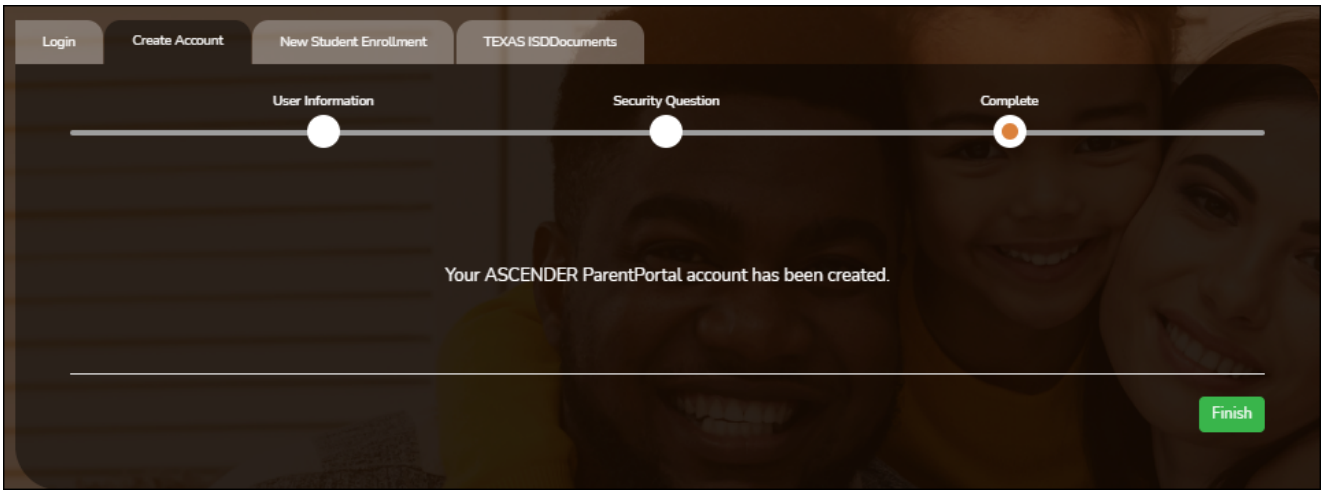
### Security Question




| | |
|---|---|
| **Select Question** | Select a question. If you need to reset your password, you will be asked this question. |

| | |
|---|---|
| **Answer** | Type the answer to the question.<br><br>You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.<br><br>**IMPORTANT**: The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters). |

❑ Click **Next**.




**Complete**

❑ Click **Finish**.

- The My Account page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

# Crear cuenta

This page allows you to create an ASCENDER ParentPortal account.

**IMPORTANT:** Although you can create an ASCENDER ParentPortal account, you cannot access any student data until you add a student to your account. To add a student, you must provide at least one valid student portal ID, which you will get from your student's campus. You must have a valid student portal ID for every student you want to add to your account.

**Información del usuario**

| | |
|---|---|
| **User Name** | Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.<br><br>Requirements:<br><br>• 6-25 alphanumeric characters<br><br>• Unique (no one else in the district is using it)<br><br>• Not case-sensitive |
| **Contraseña** | Escriba una contraseña que utilizará para iniciar sesión en ASCENDER ParentPortal.<br><br>Un interruptor para mostrar/ocultar le permitirá ver o esconder los caracteres que está escribiendo.<br><br>Requisitos:<br>• De 8 a 64 caracteres alfanuméricos<br>• Tres de los siguientes tipos de caracteres: letras mayúsculas, letras minúsculas, números y caracteres especiales<br>• Distingue entre mayúsculas y minúsculas |
| **Repita la contraseña** | Vuelva a capturar la contraseña para verificar que la escribió correctamente. |

| | |
|---|---|
| **Dirección de correo electrónico** | scriba su dirección de correo electrónico. No puede escribir una dirección que ya se esté usando. |
| **Número de teléfono celular** | Escriba los diez dígitos de su número de teléfono celular. No puede escribir un número que ya se esté usando.}} |

❑ Haga clic en **Siguiente**.

**Pregunta de seguridad**

| | |
|---|---|
| **Select Question** | Select a question. If you need to reset your password, you will be asked this question. |

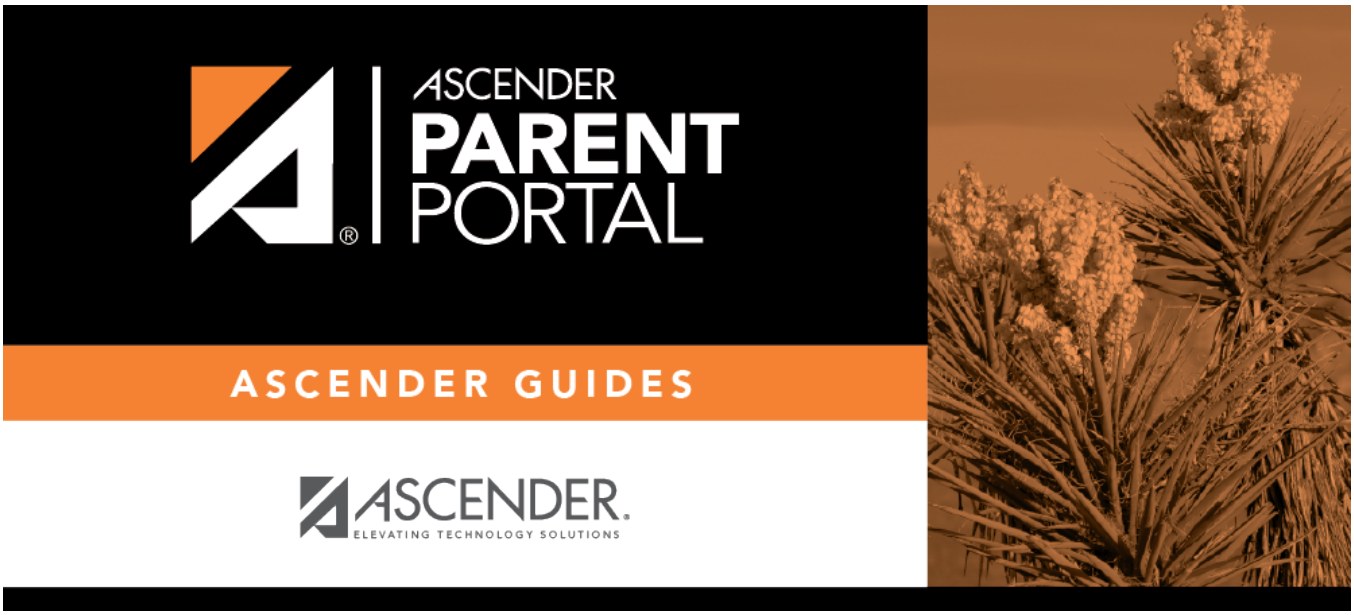
| | |
|---|---|
| **Answer** | Type the answer to the question.<br><br>You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.<br><br>**IMPORTANT**: The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters). |

❑ Haga clic en Siguiente.

❑ Haga clic en **Terminar**.

- The My Account page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.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# Back Cover