



ASCENDER GUIDES



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There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

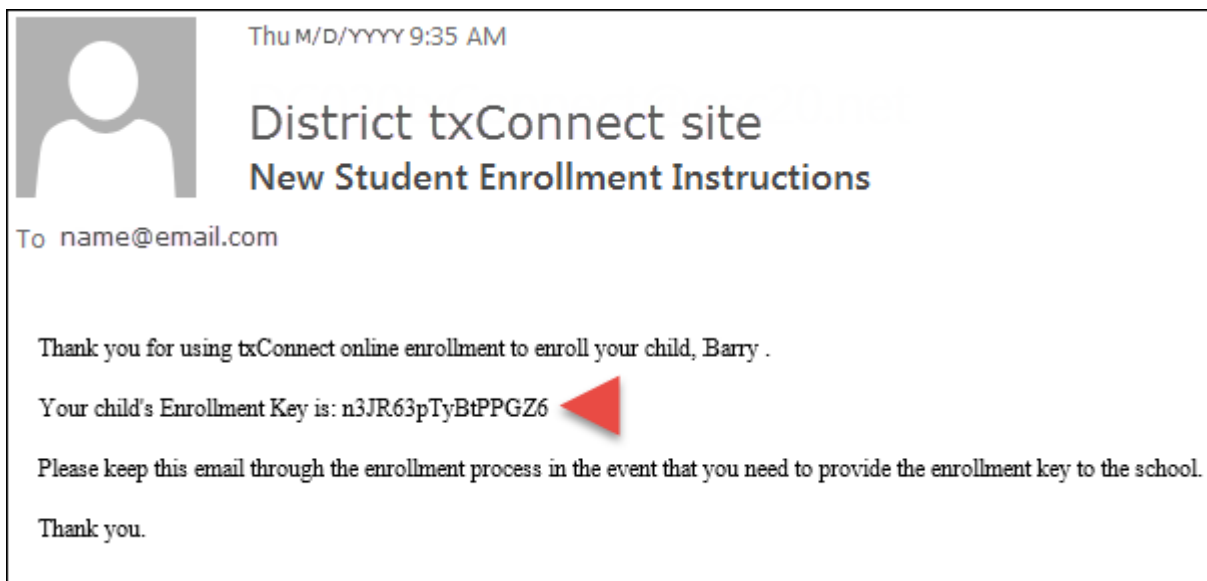
- **Option 1 - Email Validation**

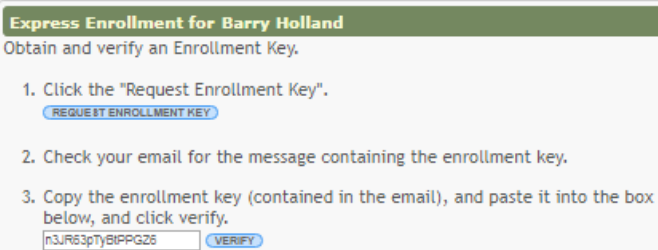
For this option, an enrollment key is sent to you in an email message.

Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student. A message is sent to your email address that contains the new 16-character student enrollment key.

Check your email inbox for the message that contains the enrollment key.



Enrollment Key	You must enter the exact enrollment key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field. 
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Click **VERIFY**.

If you typed the enrollment key correctly, the message “Your key has been created and verified!” is displayed.

The screenshot shows a web interface titled "Express Enrollment for Barry Holland" with the subtitle "Obtain and verify an Enrollment Key." It lists three steps: 1. Click the "Request Enrollment Key" (with a button labeled "REQUEST ENROLLMENT KEY"), 2. Check your email for the message containing the enrollment key, and 3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify. Below the instructions is a text input field and a "VERIFY" button. At the bottom, a yellow banner displays the message "Your key has been created and verified!" with a "Continue" button.

- Option 2 - CAPTCHA Validation

The screenshot shows a web interface titled "Express Enrollment for Barry Holland" with the subtitle "Obtain and verify an Enrollment Key." On the left, there is a sidebar with three steps: 1. Step 1 Enrollment Overview, 2. Step 2 Enrollment Key (highlighted in yellow), and 3. Step 3 Addresses & Contacts. The main content area shows step 1: "1. Enter the letters displayed below in the box provided, and click Continue." Below this is a CAPTCHA image showing the letters "MKPDTT" and a text input field. A "Continue" button is next to the input field.

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

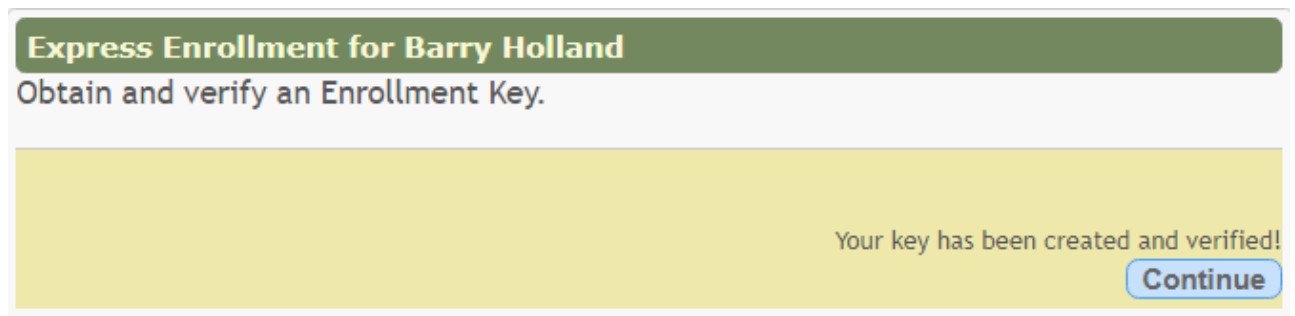
For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

Type the CAPTCHA code exactly as it appears on the page.

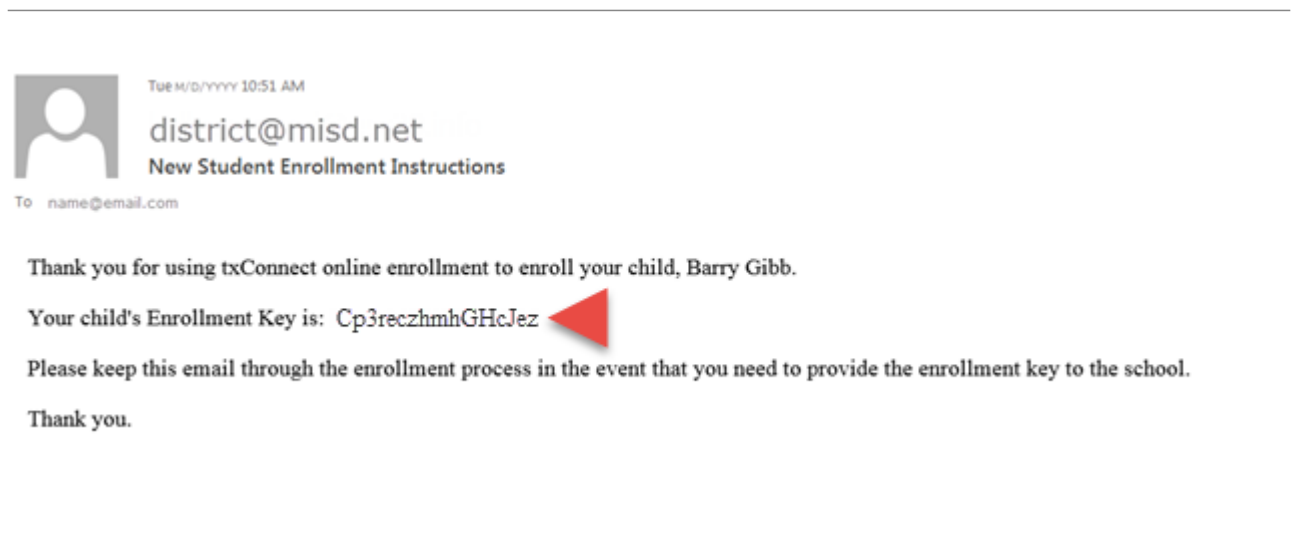
The screenshot shows a step titled "1. Enter the letters displayed below in". Below the title is a CAPTCHA image showing the letters "MKPDTT". Below the image is a text input field containing the text "MKPDTT" and a "Continue" button.

Click **Continue**.

If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.



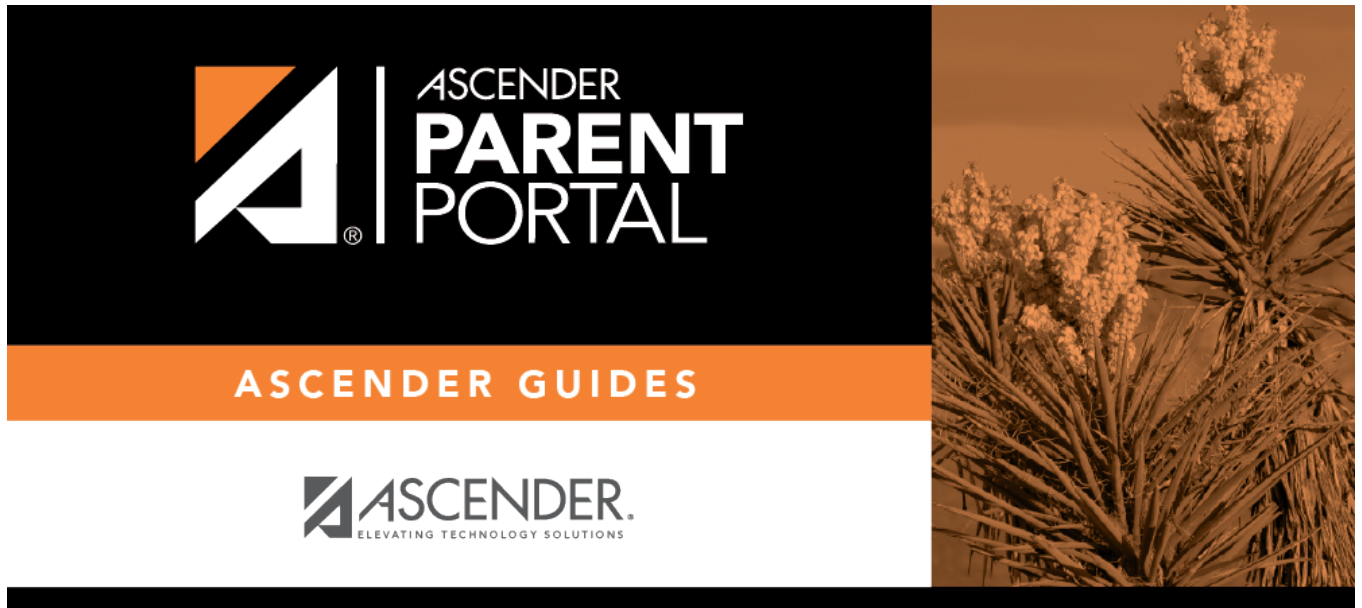
Also, the parent will receive an enrollment key by email.



The parent should save this information for his records.

Click **Continue**. The Step 3 - Addresses & Contacts page opens.

Also, a message is sent to the parent's email address which includes the student's enrollment key.



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