



ASCENDER GUIDES





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# Create Account

You can use the Create Account wizard to create a StudentPortal account.

## User Information:

The screenshot shows the 'Create Account' wizard with four steps: User Information, Basic Information, Security Question, and Complete. The 'User Information' step is active, indicated by a yellow dot. The form contains three input fields: 'Student ID (000100):', 'Date of Birth (mm/dd/yyyy):', and 'Last 4 of SSN (1234):'. Each field has a small icon to its left. At the bottom right, there are 'Next' and 'Cancel' buttons.

<b>Staff ID</b>	Type your staff ID number.
<b>Last Name</b>	Type your last name
<b>First Initial</b>	Type the first letter of your first name.

☐ Click **Next**.

If you entered the data correctly, the Basic Information step opens.

## Basic Information:

The screenshot shows the 'Create Account' wizard with the 'Basic Information' step active, indicated by a yellow dot. The form contains three input fields: 'User Name:', 'Password:', and 'Password Verification:'. Each field has a small icon to its left. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

<b>User Name</b>	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. <ul style="list-style-type: none"> <li>Your user name must be 6-25 characters and must be unique within the district.</li> <li>Your user name is not case-sensitive.</li> <li>If you type a name that is already used, available alternatives are suggested.</li> </ul>
<b>Password</b>	Type a password that you will use when you log on to StudentPortal. Requirements: <ul style="list-style-type: none"> <li>The password must be 16-46 alphanumeric characters.</li> <li>Use a combination of the following: uppercase, lowercase, numeric and special characters <b>Not allowed:</b> [space] ! ? * &amp; ^ <b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; &lt; = &gt; @ [ \ ] _ ` {   } ~</li> <li>Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).</li> </ul>
<b>Confirm Password</b>	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
<b>PIN</b>	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. <b>Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.</b>
<b>Email Address</b>	Type your email address (e.g., someone@example.net).

☐ Click **Next**.

If you entered all required data correctly, the Security Question step opens.

## Security Question:

[Login](#)
[Create Account](#)

User Information      Basic Information      **Security Question**      Complete

Provide answers to three different questions. The information will assist you in resetting your password.

Question 1: Mother's maiden name. ▼  
 Answer 1: Answer 1

Question 2: High school mascot? ▼  
 Answer 2: Answer 2

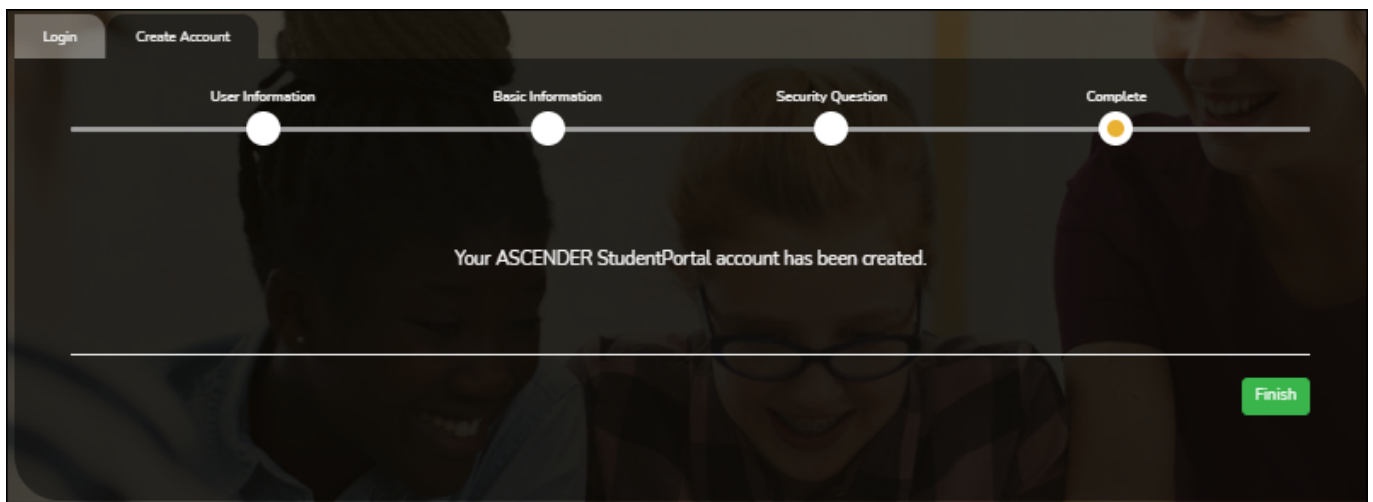
Question 3: Where were you born? ▼  
 Answer 3: Answer 3

[Back](#)
[Next](#)
[Cancel](#)

<b>Question #</b>	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password.  You must select three different questions. You cannot repeat any questions/answers.
<b>Answer</b>	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

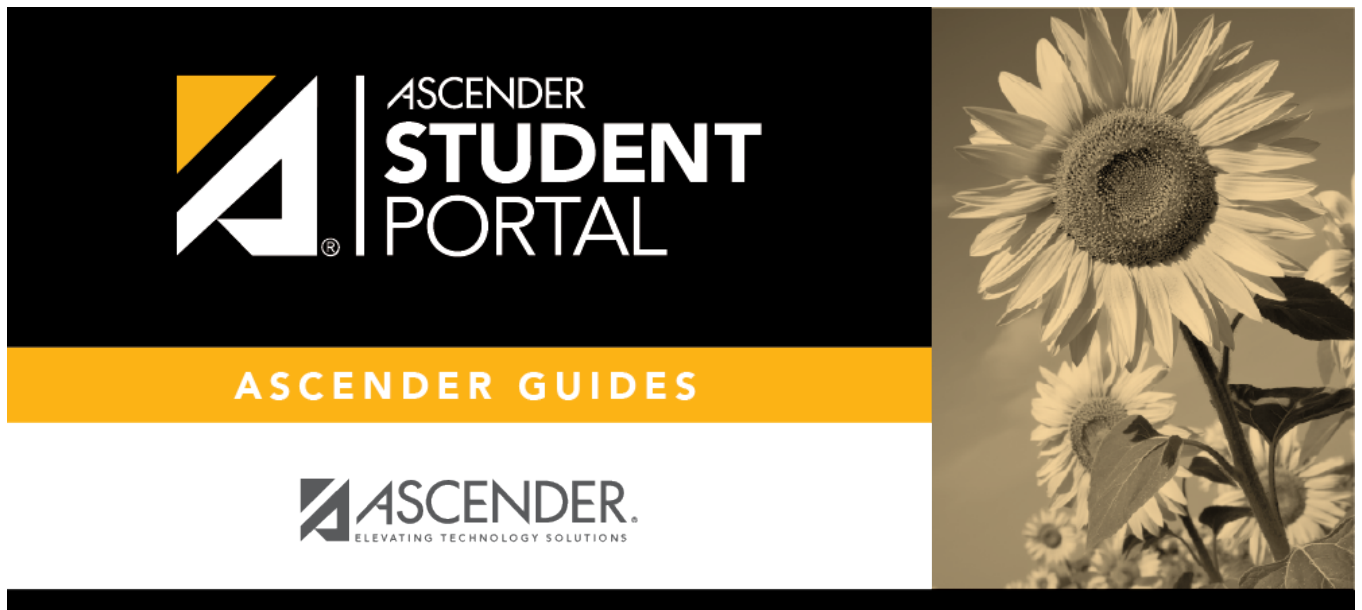
☐ Click **Next**.

If you entered all required data, the Complete page opens.



☐ Click **Finish**.

The Announcements page opens.



## Back Cover