Parent Portal

← Return to Login

Create Account

User Information   Select Question   Complete

User Information

User Name	👤 User Name	→ see page #4
Password	🔑 Password 👁	
Re-enter Password	🔑 Re-enter Password 👁	
Email Address	✉ Example_01@exp.com	
Mobile Number (10 digits)	📞 Ex. (210)123-1234	

Next   Cancel

User Name	Type a user name that will identify you when you log on to ASCENDER ParentPortal, such as a combination of letters from your first and last name. Requirements: • 6-25 alphanumeric characters *on front sheet* • Unique (i.e., not used by anyone else in the district) • Not case-sensitive
Password	Type a password that you will use when you log on to ASCENDER ParentPortal. A show/hide toggle 👁 allows you to view or mask the characters you are typing. Requirements: • 8-64 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Re-enter Password	Re-enter your password to verify that you typed it as intended.

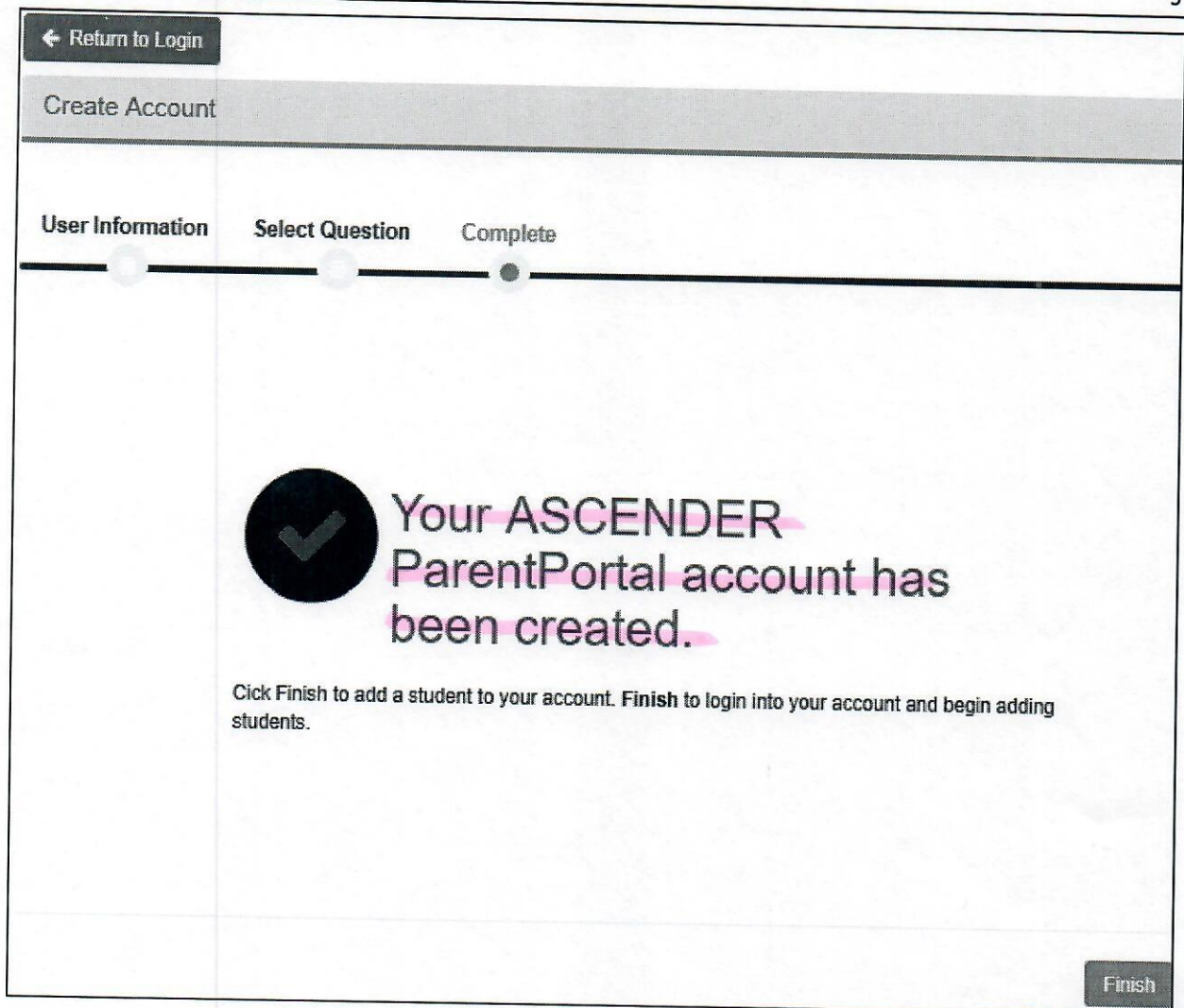|	
Email Address	Type your email address. You cannot enter an address that is already in use.
Mobile Number	Type your ten-digit mobile number. You cannot enter a number that is in use.

☐ Click **Next**.

Security Question

Select Question	Select a question, or type your own question into the field. This question will be asked in the event that you need to reset your password.
Answer	Type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. **IMPORTANT:** The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

☐ Click **Next**.

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Create Account

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✓ **Your ASCENDER ParentPortal account has been created.**

Cick Finish to add a student to your account. **Finish** to login into your account and begin adding students.

Finish

☐ 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. ↑ Important ↑

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.

2. Complete the new student enrollment process.

ASCENDER ParentPortal > My Account

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the header menu.