



ASCENDER – Parent/Guardian Enroll a New Student Quick Reference

Create a ParentPortal User Account:

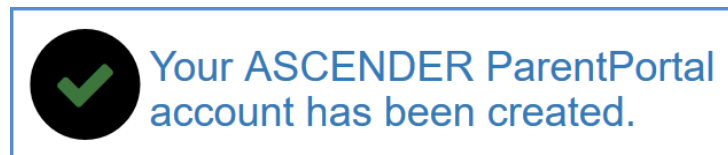
On the login screen click **Create Account**.

1. User Info – Step 1 of 3

- Create your **User Name** (6 to 25 alphanumeric characters).
- Create your **Password** (16 to 46 characters and must contain at least one of each of these character types: uppercase, lowercase, numeric, special characters. **Forbidden characters:** Space, !, ?, *, &, ^).
- **Re-enter** your password to **Confirm** it. Must match exactly.
- Enter your **eMail** address and confirm it.
- Optional - Enter your Mobile Number (10 digits).
- Click **Next**.

2. Registration – Security Question

- Select question and enter answer (case sensitive) to help you retrieve your password if forgotten.
- Click **Next**.



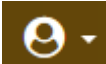
- Click **Finish**.

Verifying Account:

1. Verify your **Email Address** by clicking link received via email.
2. Verify your **Mobile Number** by entering the code received via text.

Enrolling the Student:

Step 1 – Student Name

1. Click on the  icon and select **My Account**.
2. Click on **Enroll a New Student**.
3. Scroll down “To get started, enter the student’s name;” enter **Student’s Name** (legal name).
4. Click **Continue**.

Step 2 – Enrollment Key

1. Type the Captcha letters in the blank field below them.

2. Click **Continue**.
3. **“Your key has been created and verified”**.
4. Click **Continue**.

Step 3 – Addresses and Contacts

Add **physical** and **mailing addresses** for the student, family members, and other contacts.

- Click **Add Address**. The **Address Manager** window opens.
- Type the complete **Physical Address** and **Mailing Address** in the fields provided. If you do not enter data in a required field, a message is displayed when you click “Save”, and you must provide the data to continue.
- Click **Save**. The window closes. To add another address, click **Add Address** again.
- Click **Edit** next to the address to make changes.
- Click **Save** to save your updates.
- Under **Family Contacts**, enter contact information for the Parent/Guardian, the student’s family members, and emergency contacts up to 6 contacts.
- Click **Add Contact**. Enter data in the fields. Be sure to enter the same email address for the Parent that was used to create their account.
- **Scrolling** may be required in order to view all fields.
- Click **Save**.
- To add another contact, click **Add Contact**.
- To edit an existing contact, click **Edit** next to the contact.
- Click **Save** to save your updates.
- Click **Continue**.

Step 4 – Student Information

Any existing students added to your account are listed.

NOTE: Scrolling is required to see all fields in Student Information. Do not “Submit to District” before you have scrolled all the way to the bottom to ensure you have entered all appropriate information.

- Click **Add/Edit Info** for the student.
- **Address Information** – Select your child’s address. To add another address, click **Return to Step 3**. When complete, return to Step 4.
- **Contact Information – IMPORTANT – Select a Primary Contact** from the list.
- Check all contacts in the box to the left of each name. This information is imported into the database on the appropriate campus. If you do not check a contact, they will not be imported into your child’s record.
- Scroll down to continue entering your child’s information.
- Note any instructions or additional information appearing beneath the field. Continue scrolling down.
- Click **Document (-)** next to any documents that you need to upload. Locate and upload the document.
- Click **Save and Continue** or **Save and Continue Later** if not complete and need to continue later.

NOTE: If you saved but didn’t submit yet, the next time you log into the portal, click the same button you clicked to begin adding your child: **“Enroll a New Student”**. Click **Student Enrollment** (Step 4). Click **Add/Edit Info** to continue.

Step 5 – Enrollment Forms

- Download and complete any required forms listed under **Downloadable Enrollment Forms**. These may need to be uploaded later or delivered to the campus.
- Complete all forms under **Standard Forms**. These forms are required, and you cannot complete the enrollment if these forms have not been completed.
- Click **Enroll Student**.

Step 6 – Final Steps

- Click **Add Another Student** to enroll another student. It will take you through the same steps as above.
- If finished entering students, you will see your student(s) listed under **Enrollment Confirmation**.
- Click **Print** under **Print Enrollment Confirmation**. The Confirmation will appear. Click **Print** in the upper right corner of the screen. After printing, click **Close Window** to be returned to the Final Steps screen.
- Click the person icon at the top to Logout or return to the My Account page.
- **Deliver any required documents (your ID, birth certificate, social security card, proof of residency, immunization record) that were not uploaded during New Student Registration to the campus or district office.** The campus will complete the registration process.

NOTE: You will be issued a **ParentPortal ID** for each student you successfully register. You **must have** the ParentPortal ID to attach the student to your account and possibly complete the enrollment process. **Instructions on linking your student to your account are below.**

Link the Student to Your ParentPortal Account

Once you have your child's **ParentPortal ID** you can add them to your ParentPortal account.

1. Log on to **Ascender ParentPortal**. The **My Account** tab is displayed.
2. Click **Link an Enrolled Student**.
3. On the **Link an Enrolled Student** screen, type the **ParentPortal ID** and **Birth Date**. They must match the student's record at the campus. If the Portal ID is sent by email, you may copy and paste the information.
4. Click **Add**.
5. Click **Save**. The student's name will now be displayed in the students list on the Navigation (menu) screen.

Once you have connected your child to your parent portal account, you may complete or update the student's registration data as needed in either Student Data Maintenance or Returning Student Registration. Check with your district to see what is needed to complete the New Student Registration process.