Parent Guide: New Student Enrollment, Online Registration, & Data Updates

Create Account & Enroll a New Student

Follow these steps to enroll a new student in the district.
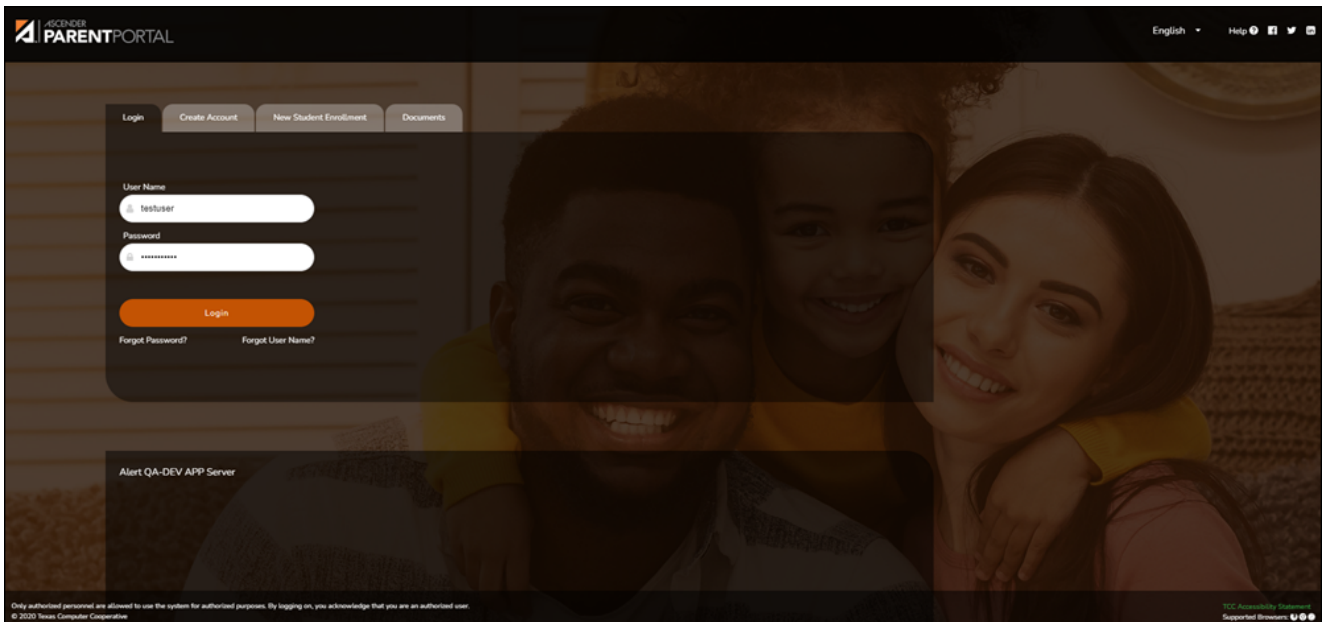
I. Create an ASCENDER ParentPortal account and log on.

ASCENDER ParentPortal > Login

Before enrolling a student, create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.

☐ Click **Create Account**.

The Create Account - User Information page opens.

User Information

User Name	Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name. Requirements: • 6-25 alphanumeric characters • Unique (no one else in the district is using it) • 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: • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • 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. **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. 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. **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.
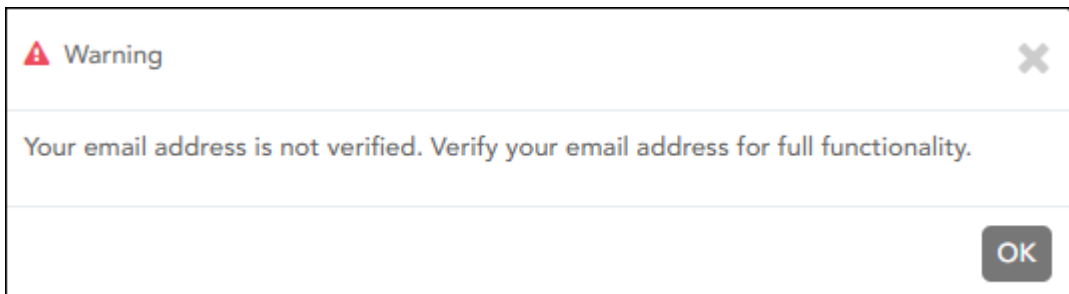
> **NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

II. 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.

If you have not already verified your email address using the link that was sent to your email address, you must do this now to continue.

> **IMPORTANT:** If you do not have access to an email address, contact your student's campus.