



Parent Guide: Summary Document

- Create a new account.....Page 2
- Enrolling a New Student.....Page 3
- Linking an Enrolled Student.....Page 5
- Maintaining Student Data.....Page 6



Parent Guide: Summary Document

Creating an Account

1. Click on **Create Account**
2. User Information – Username must be 6-25 characters and alphanumeric. Password must be 8-46 characters and must use uppercase, lowercase, numbers and special characters.

Create Account

User Information Security Question Complete

User Information

User Name: aruiz1234 ✓ • 6-25 alphanumeric characters

Password: ***** ✓ • 8-46 characters using 3 of the following:
◦ UPPERCASE letters
◦ Lowercase letters
◦ Numbers (0-9)
◦ Special characters

Re-enter Password: ***** ✓ • Passwords must match

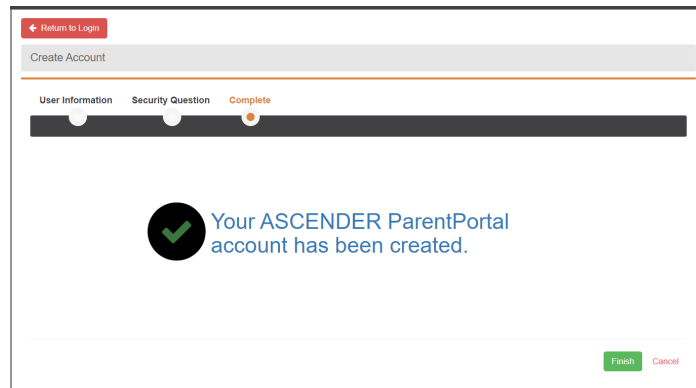
Email Address: alyssa.ruiz@esc13.txed.net ✓ • (Optional)

Mobile Number (10 digits): 512-938-8344 ✓ • (Optional)

Next Cancel

3. Select a security question and type the answer. Note: The answer is case sensitive.

4. Click **Finish**



5. You will receive an email notification containing a verification link. To move on, open the email and click the link to verify the email address. Click Return to Login and login with your credentials.

Enrolling a New Student

1. Student Name - Enter the student's full name as it appears on his/her birth certificate and click **Continue**.

A screenshot of the 'New Student Enrollment' form. At the top, it says 'Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.' Below this is a progress bar with six steps: 'Student Name', 'Enrollment Key', 'Addresses & Contacts', 'Student Information', 'Enrollment Forms', and 'Final Steps'. Step 1 is highlighted with a red dot. The main form area has a 'Student Name' input field. Below it, there is a section titled 'New Student Enrollment steps' with a list of six steps. A blue button labeled 'Skip to Step 4' is visible. Underneath, there is a prompt 'To get started, enter the student's name:' followed by three input fields for 'First Name', 'Middle Name', and 'Last Name'. At the bottom, there is a 'Generation' dropdown menu and a blue 'Continue' button.

2. Enrollment Key – The district will choose a way for the parent to obtain an enrollment key, **either by email or by CAPTCHA. Email verification is strongly preferred and recommended.**

- a) **Email Validation:** an enrollment key is sent to you in an email message. Click “Request Enrollment Key” and check your email. Once you receive the email, enter the key and click verify. **The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.** If the code is entered correctly, the message “Your key has been created and verified!” is displayed.
3. **Addresses & Contacts** – Add physical addresses and mailing addresses for the student, family members, and other contacts.
 - a) Add address: Click **Add address** to add an address. Type the complete address in the fields provided. **Click copy to copy data from the physical address fields to the mailing address fields if applicable.** Click **Save**.
 - b) Edit address: Click **Edit** next to the address to edit an existing address. The add address window opens. Update the fields as needed. Click save.
 - c) Add contact: Click **Add contact** to add a contact. The add contact window opens. Enter data in the fields, including the contact’s complete name and address. Click **Save**. Add additional contacts as needed.
 - d) Edit contact: Click **Edit** next to the contact’s name. Update the fields as needed. Click **Save**.
4. **Student Information** – Any existing students added to your account are listed.
 - a) Click **Add/Edit Info**.
 - b) The page is re-displayed allowing you to select the student’s address and contacts and enter additional information for the selected student.

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name Enrollment Key Addresses & Contacts **Student Information** Enrollment Forms Final Steps

1 2 3 4 5 6

Student Information

Selected Student: Janie Lou Strayhan [Choose Another Student](#)

Address Information

Select an address for this student: 14447 Mountaineer Ridge ▾

[Return to Step 3](#) Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Sybil Sales	<input type="checkbox"/>

[Return to Step 3](#) Click here if you need to add or edit a contact.

First Name: Janie

Middle Name: Lou

Last Name: Strayhan

Generation: ▾

Nickname:

Date of Birth: 09/09/2012

- c) **Address Information:** Select an address for the student from the drop-down list. These are the addresses entered in step 3.
- d) **Contacts:** Select contacts for the student from those entered in Step 3. Select up to six who should be listed as contacts for the students. Of those selected, select **Primary Contact** for the one who is the student’s primary contact.
- e) **Student Demographic Information:** Enter student demographic data in the fields provided.
- f) **Attaching a Document:** If the field contains a button, you can click the button to upload a file related to online enrollment, such as birth certificate, driver license, immunization record, or proof of residency.

Choose a file and type a description of the file you are uploading. A message is displayed indicating that the file upload was successful and the details are displayed. Click **Close**.

- g) Any additional forms required by your district will be listed here. You will not be able to move on until filling out these forms and saving.
 - h) Click **Enroll Student** when all data and forms are ready. Your student's enrollment information is submitted to the district for review and acceptance. A confirmation notice will be sent to you by email.
5. Final Steps – Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 6.
6. Under Enrollment Confirmation: All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling. If your student's enrollment has been successfully submitted, the submission date-time stamp is displayed.

Student Name	Print	Enroll Student
Sandy Sitas	Print	2019-07-10 13:57:22.106

7. Visit In Person – A visit in person to the district or campus may be necessary to complete the enrollment process. If you have downloadable forms or need to turn in copies of required documents, these will all need to be turned in. Contact your campus for these instructions.
- a) **When the district or campus has completed and accepted your student's enrollment, the campus will issue a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.** Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under Students. Contact your campus for information about obtaining a ParentPortal ID for your student.

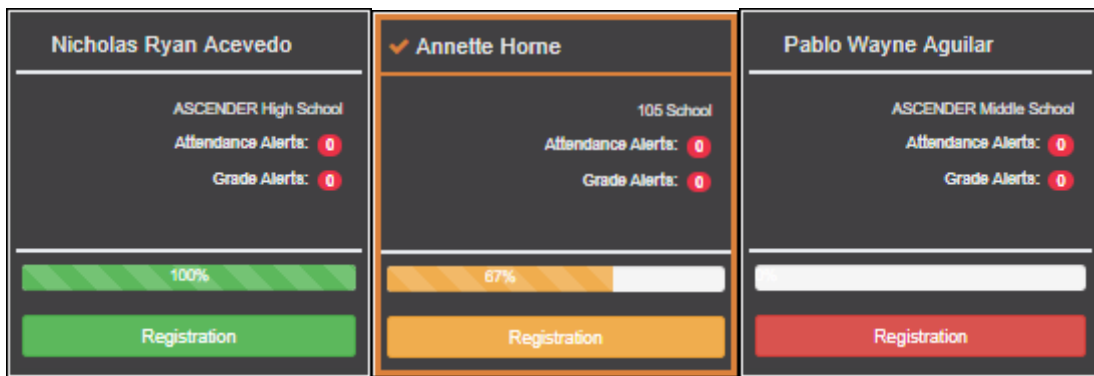
Linking an Enrolled Student

*You will need your ParentPortal ID so that you can add your student's to your Ascender ParentPortal account and complete Returning Student Registration during the registration window. If you do not have your Parent Portal ID, please contact your campus.

Before starting registration, your student must already be enrolled in the district and the parent's email address for the student must already be verified.

After retrieving your ParentPortal ID follow the steps below: From the My Account Page, click **Link an Enrolled Student**

1. If you do not have this ID, you will need to contact the student’s campus. Type each student’s complete birthdate. The date entered here must match the birth date in the student’s record at the campus.
 - a) Click **Add**
 - b) If your student was successfully added to your account, his/her name will appear on the page. This will give you access to your student’s data.



The card is highlighted and has a check mark for the selected student.

2. Click **Start Registration**
 - a) View/Download/Review/Update depending on the form type and district requirements.
3. Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.
4. Click **Finish and Submit to District**
 - a) The final page opens allowing you to print a confirmation for your records.
 - b) To update/edit your data, return to the form, type over existing data, and submit the form again.
5. All data changes submitted via ParentPortal must be reviewed by an administrator before the student’s record is updated.

Maintaining Student Data

If allowed by your district, you can submit a request to update your student’s current year records at any time, such as an address or phone number change.

Ascender ParentPortal>Summary Page>Registration

Summary

Campus Message

<p>✓ GOOFY MOUSE</p> <p>FLORENCE HIGH SCHOOL</p> <p>Attendance Alerts: 2</p> <p>Grade Alerts: 3</p> <p>100%</p> <p>Registration</p>	<p>Mickey Mouse JR</p> <p>FLORENCE ELEMENTARY</p> <p>Attendance Alerts: 0</p> <p>Grade Alerts: 0</p> <p>100%</p> <p>Registration</p>	<p>MINNIE R MOUSE</p> <p>FLORENCE ELEMENTARY</p> <p>Attendance Alerts: 0</p> <p>Grade Alerts: 0</p> <p>100%</p> <p>Registration</p>
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On the Navigation Bar under Registration any form that can be edited or updated will be displayed. Click the form name and type over existing text with new information. Save.

This functionality is not working yet, we will update you when it is ready.

My Account>Maintain Student Data

GOOFY MOUSE

Associated Users

Maintain Student Data

Do Not Use

Delete