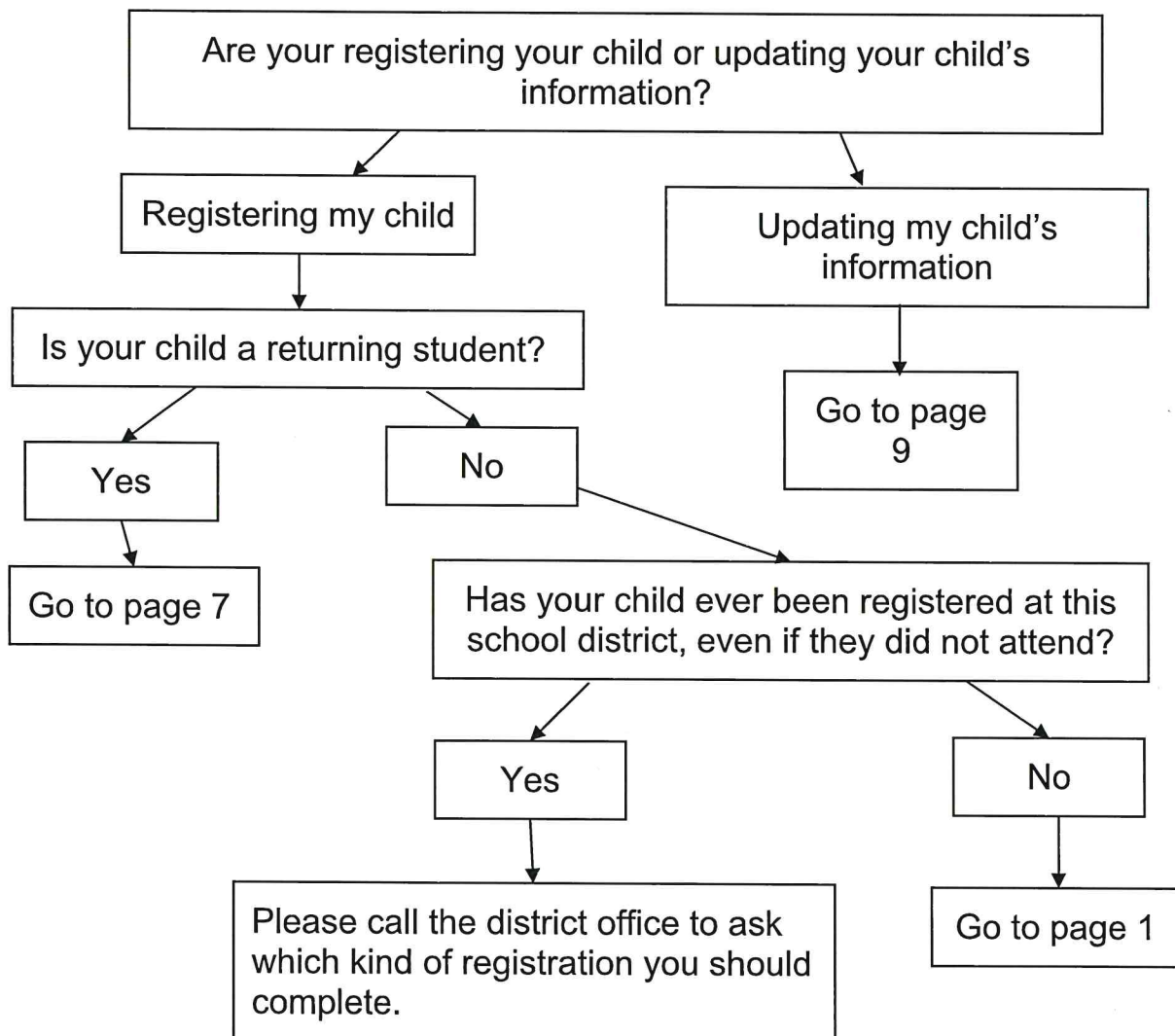


ASCENDER ParentPortal Parent Registration Guide

This guide will demonstrate how to register new students and returning students. It will also show how to update your child's information throughout the school year.

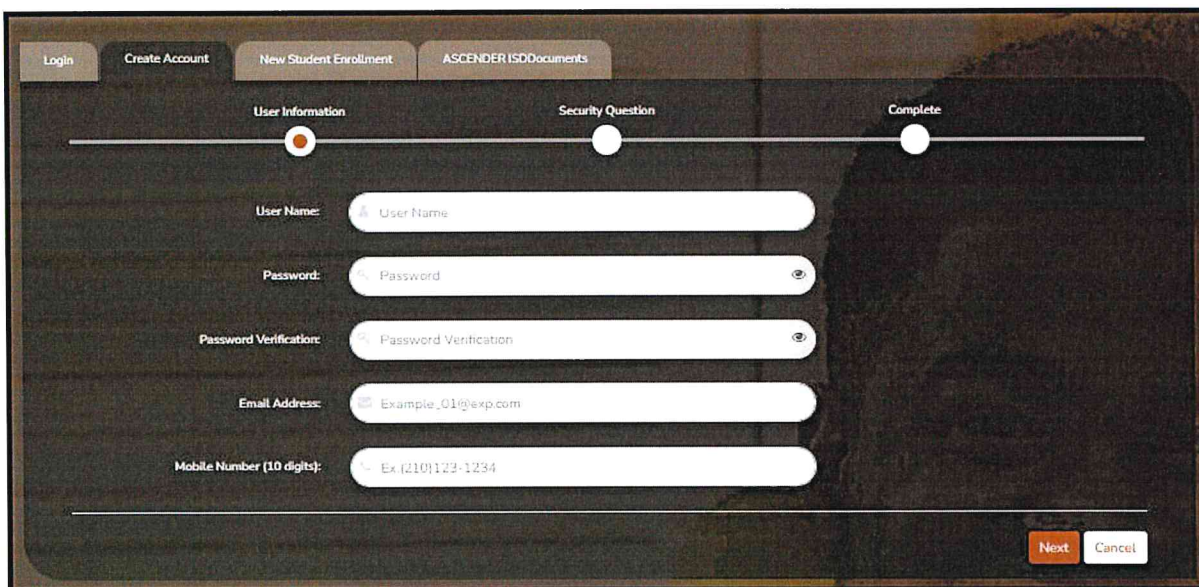
First:



Returning Student Registration

Follow these steps to enroll a returning student:

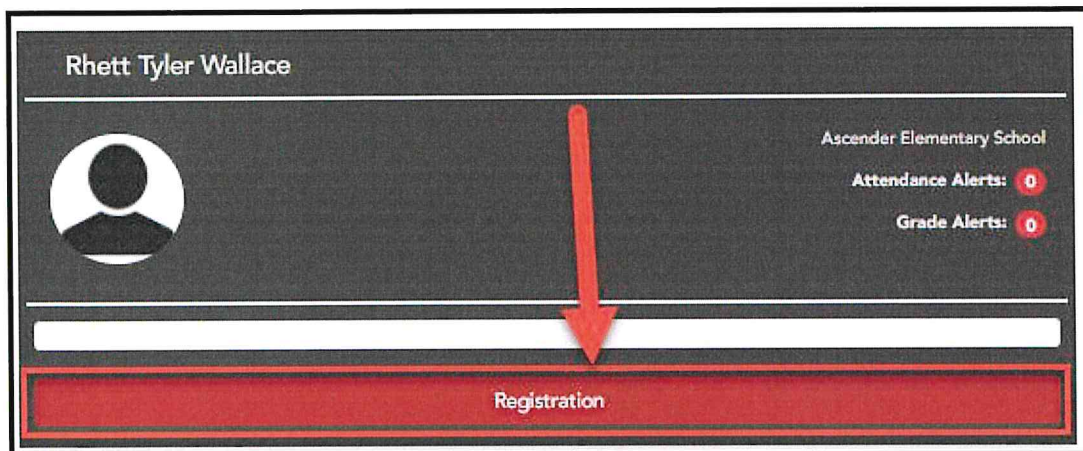
1. If you do not already have an account, go through the steps to create a ParentPortal account. Tip: Write down the answers to the security questions. If you are locked out, this will be the only way to recover your password. The answers are case sensitive.



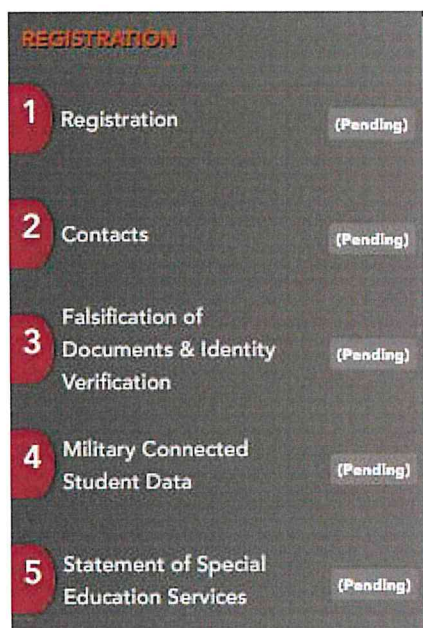
The screenshot shows a registration form with a progress bar at the top. The progress bar has three stages: 'User Information' (the first stage, which is currently active and highlighted with an orange dot), 'Security Question' (the second stage, highlighted with a white dot), and 'Complete' (the third stage, highlighted with a white dot). Below the progress bar, there are five input fields: 'User Name' (with a person icon), 'Password' (with a lock icon and a toggle eye icon), 'Password Verification' (with a lock icon and a toggle eye icon), 'Email Address' (with an envelope icon), and 'Mobile Number (10 digits)' (with a phone icon). The 'Email Address' field contains the text 'Example_01@xp.com' and the 'Mobile Number' field contains 'Ex. (210)123-1234'. At the bottom right of the form, there are two buttons: 'Next' (in an orange box) and 'Cancel' (in a white box).

2. If you need to add a student to your ParentPortal account, follow these steps:
 - a. Return to the main screen.
 - b. Select "Link an enrolled student" or "Add Student"
 - c. Insert the ParentPortal ID and birthdate of child
 - d. Select Add

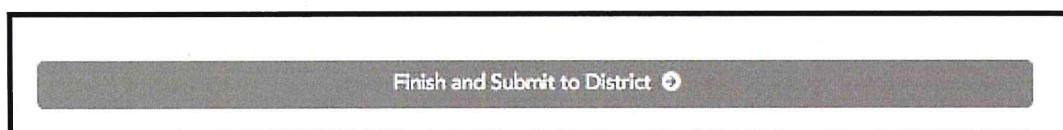
3. During the registration window, there will be a box displayed with your child's name and registration progress. Select "Registration" to begin.



4. Use the left navigation bar to select each form to fill out.



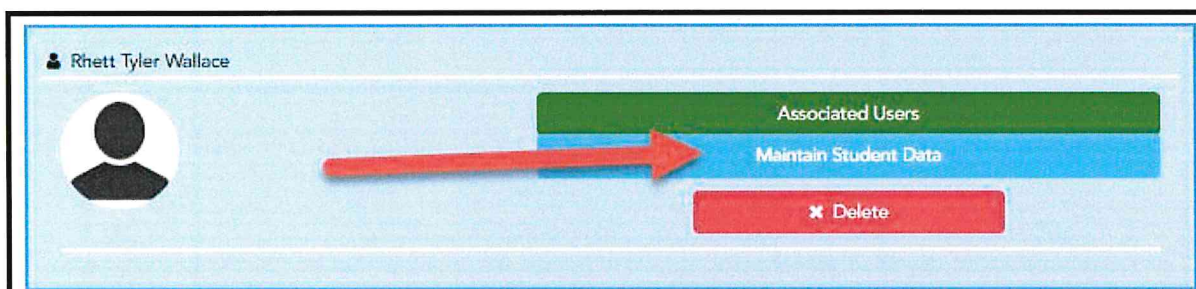
5. Once all forms are completed, select "Finish and Send to District"



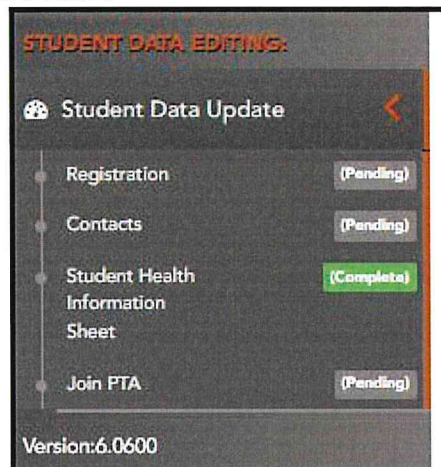
Update Student Information

This portion of the guide will show you how to update your student's information. The district sets what information can be updated. If you do not see the information you wish to update, or cannot update it because it is grayed out, please contact the campus for help.

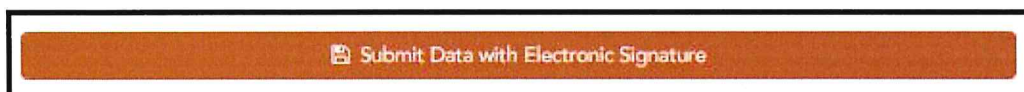
1. Log into the ParentPortal.
2. Select to "Maintain Student Data"



3. In the left navigation bar, the district has listed which forms can be updated. Select a form to update the information.



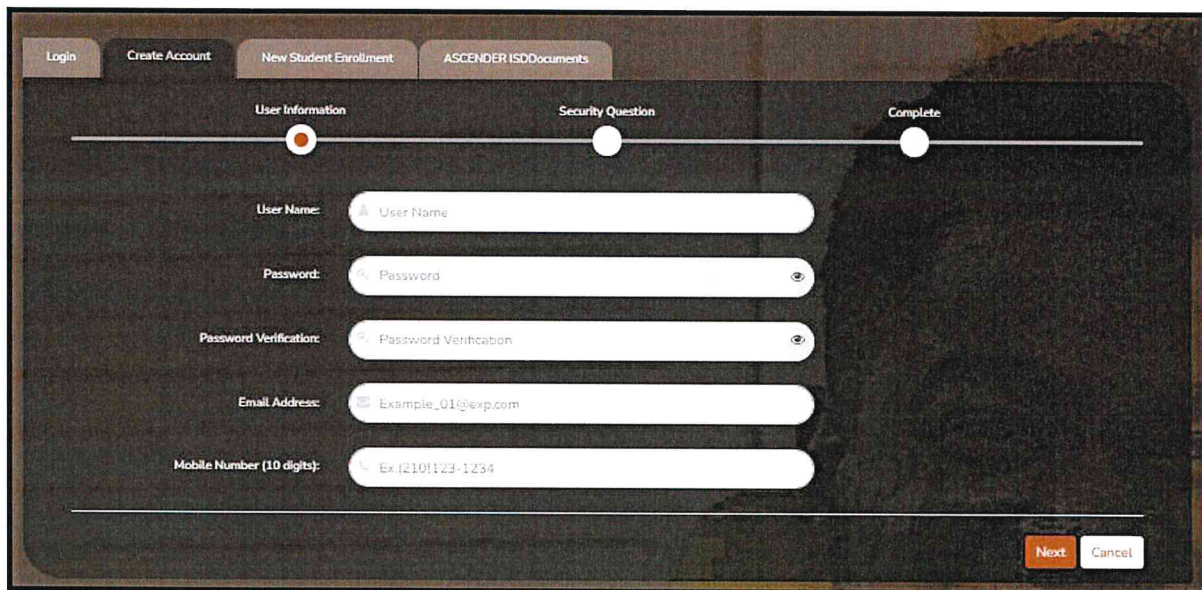
4. When finished updating the form you wish to update, select "Submit with Electronic Signature".



New Student Enrollment

Follow these steps to enroll a new student.

1. Go through the steps to create a ParentPortal account. Tip: Write down the answers to the security questions. If you are locked out, this will be the only way to recover your password. The answers are case sensitive.

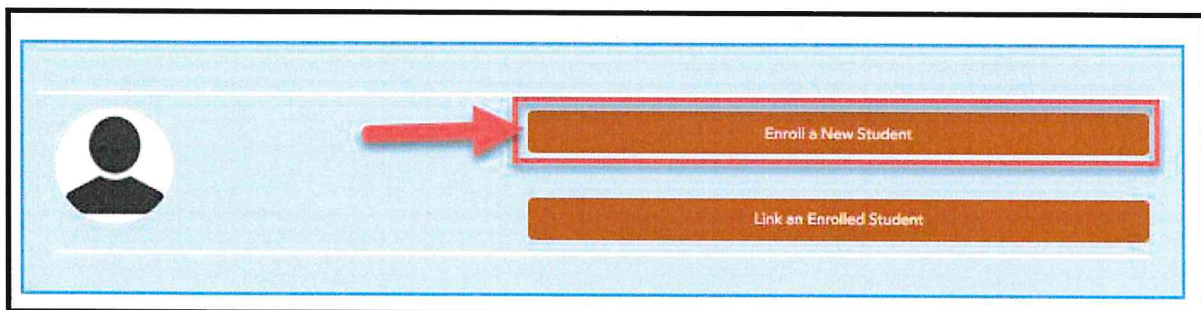


The screenshot shows a web interface for "New Student Enrollment". At the top, there are navigation tabs: "Login", "Create Account", "New Student Enrollment" (which is active), and "ASCENDER ISDDocuments". Below the tabs is a progress indicator with three steps: "User Information", "Security Question", and "Complete". The "User Information" step is currently active. The form contains the following fields:

- User Name:
- Password:
- Password Verification:
- Email Address:
- Mobile Number (10 digits):

At the bottom right of the form, there are two buttons: "Next" (orange) and "Cancel" (white).

2. Login. Select to enroll a new student.



3. Insert your child's name and select continue. IMPORTANT: It must be typed exactly as it appears on the child's identifying document/s such as a birth certificate or social security card. Please include your child's middle name if they have one.

Tip: If you have already done this step, hit the button "Skip to Step 4".

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

4. Request an enrollment key. The key will be sent to your email address. Insert the key exactly as it appears, select verify, and then select continue.

1. Click the "Request Enrollment Key".

2. Check your email for the message containing the enrollment key.

3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

5. Select to add an address. You can do this multiple times if you need more than one address entered. Enter the child's physical address and mailing address. If they are the same, select to copy the address. Select to save. IMPORTANT: When inserting the address, please make sure to separate the street number and street name as shown in the picture below.

Family Addresses

Street Number (Mailing)	111
Street Name (Mailing)	Canary Road
Street Direction (Mailing)	
Apartment Number (Mailing)	
City (Mailing)	Odessa
State (Mailing)	TEXAS
Zip (Mailing)	79726
Zip4 (Mailing)	

6. Select to add a contact. You can add as many contacts as you need. It is suggested to add the guardian/s and at least 2 emergency contacts. Once finished, select continue. IMPORTANT: The more information the better, please include a phone number and/or email for each contact. Also, when inserting the address, please make sure to separate the street number and street name as shown in the picture below.

The image shows a screenshot of a web form titled "Add Contact". The form contains the following fields and options:

- Contact: First Name: Jon
- Contact: Middle Name: (empty)
- Contact: Last Name: Wallace
- Contact: Generation: (dropdown menu, empty)
- Contact: Relation: Father
- Contact: Emergency Contact: Yes No
- Contact: Migrant: Yes No
- Contact: Street Number: 111
- Contact: Street Name: Canary Road
- Contact: Apartment Number: (empty)

At the bottom right of the form, there are two buttons: "Close" and "Save".

7. Select the "Add/Edit Info button" on the child you are registering.

Student Information

Student Name	Edit Data
Rhett Tyler Wallace	Add/Edit Info

Selected Student :
Select a new student list above.

8. Choose an address and which contacts you want associated with the selected child. You must also select which contact will be the child's primary contact. It is suggested to have the guardian/s and at least 2 emergency contacts.

Address Information

Select an address for this student: 3627 D Crown Ave Olive

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

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Joyce Wallace	<input type="radio"/>
<input type="checkbox"/>	Jan Wallace	<input type="radio"/>
<input type="checkbox"/>	Marisa Jenkins	<input type="radio"/>

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

9. Insert your child's demographic and special program information. At the bottom, upload the requested documents. Select save and continue.

First Name: Rhett

Middle Name: Tyler

Last Name: Wallace

Generation: ▼

Nickname:

Date of Birth:

Sex: Male Female

Student Email Address:

Student Cell Phone:

SSN:

Hispanic/Latino: Yes No

American Indian/Alaskan Native: Yes No

Asian: Yes No

Black/African American: Yes No

Hawaiian/Pacific Islander: Yes No

White: Yes No

Student Area Code:

Student Phone:

10. Select each form and fill out the information. Some forms are read only and do not need any information. Select "Enroll Student".

1.	Military Connected Student Data ⓘ Complete the form to the best of your knowledge.
2.	Student Directory Information Release ⓘ Complete the form to the best of your knowledge.
3.	Student Media Release ⓘ Complete the form to the best of your knowledge.
4.	Migrant Education Program - Family Survey ⓘ Complete the form to the best of your knowledge.

11. Recommended: Print the enrollment confirmation.

Enrollment Confirmation		
Student Name	Print Enrollment Confirmation	Enrollment Date/Time
When You Were	<input type="button" value="Print"/> ←	2022-03-16 13:45:23 (UTC)

12. Follow any further district guidelines given. You may need to visit the campus to deliver any downloaded forms or documents.

13. Once the campus has accepted your child's enrollment, they will send a ParentPortal ID. To add the student to your ParentPortal account, follow these steps:

- a. Return to the main screen.
- b. Select "Link an enrolled student"
- c. Insert the ParentPortal ID and birthdate of child
- d. Select Add