

Before enrolling a student, the parent must 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 New Account**.

The screenshot displays the ASCENDER ParentPortal interface. At the top left, the logo reads 'ASCENDER PARENTPORTAL'. The main header area features a large image of a tree with the ASCENDER logo overlaid. To the right of the image is a 'Login' section containing two input fields (username and password), a 'Login' button, and a 'Create Account' button. Below the login section is a 'District Message' area with a welcome message and instructions for returning students. The bottom of the page is divided into three columns: 'New Student Enrollment' with a 'Create Account' button, 'ISD Documents' with a 'View/Download Documents' button, and an 'ASCENDER Accessibility Statement'.

The Create Account - User Info page opens.

User Information

[← Return to Login](#)

Create Account

User Information
Security Question
Complete

User Information

User Name:


Password:

Re-enter Password:

Email Address:

Mobile Number (10 digits):

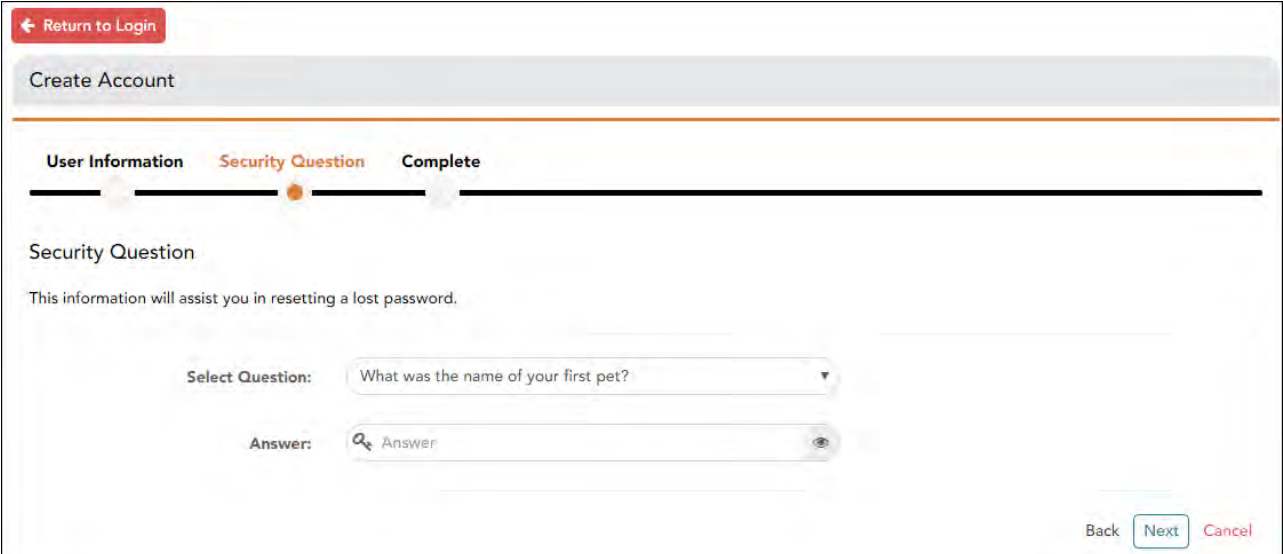
- 6-25 alphanumeric characters
- 8-46 characters using 3 of the following:
 - UPPERCASE letters
 - Lowercase letters
 - Numbers (0-9)
 - Special characters
- Passwords must match
- Required
- (Optional)

User Name	<p>Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Six to 25 alphanumeric characters • Unique (no one else in the district is using it) • Not case-sensitive
Password	<p>Type a password that you will use when you log on to ASCENDER ParentPortal.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • 8-64 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Re-enter Password	<p>Re-enter your password to verify that you typed it as intended.</p>

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



← Return to Login

Create Account

User Information **Security Question** Complete

Security Question

This information will assist you in resetting a lost password.

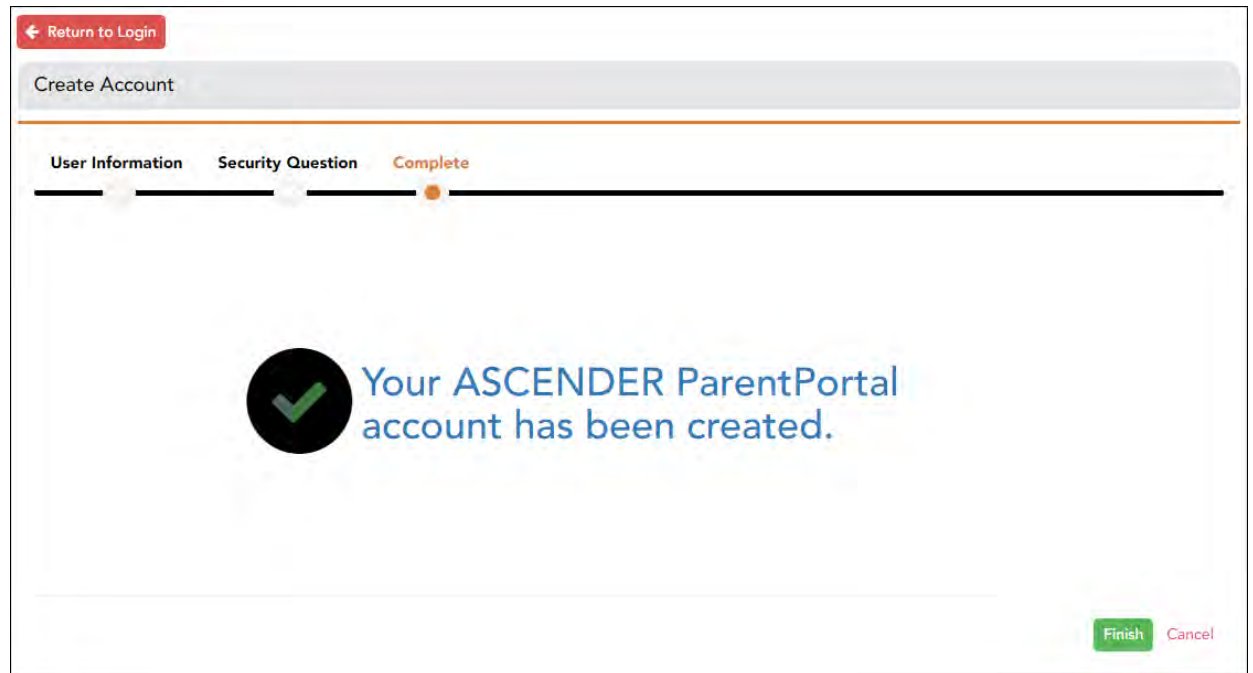
Select Question: What was the name of your first pet?

Answer: Answer

Back Next Cancel

Select Question	Select a question, or write your own question in the space. 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**.



□ 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.

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.

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.

Verify the email address:

You must provide and verify your email address before you can access features that require your email address.

You can update your email address at any time.

If no email address has been entered, enter the address.

Email Address	Type your current email address. You cannot enter an email address that is already in use.
Confirm Email Address	Retype the email address to confirm that you typed it as intended.

Click **Verify Email Address**.

You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this ASCENDER ParentPortal account, you should have received an email message in your inbox with a code allowing you to verify your email address.

- If the email has been verified, your email address is displayed.
- If your email address has not been verified, you can click **Resend Code** to send a new code.

To enroll a student who has never been enrolled in the district, click **Enroll a New Student**.
USE NEXT HOW TO ENROLL NEW STUDENT GUIDE AVAILABLE ON KENEDY ISD ONLINE REGISTRATION PAGE.