

## Enrolling a New to the District Student

### Step 1

Do you have a parent portal account?      Yes – If Yes, go to Step 2.  
No – If No, follow the guide below

### Creating a parent Portal Account

Click on the link for the parent portal home page

<https://portals12.ascendertx.com/ParentPortal/login?distid=175903>

- Click on the Create Account tab
- Create your username and a password.
- Enter your e-mail address (The e-mail address must match what your student’s campus has on file in the software system or you will not be able to link your student to your account)
- Enter mobile number (This is optional)
- Click the green next button
- Select a hint question to use if you forget your password and enter the answer. Click on the next button.
- You will receive a message that your Ascender Parent Portal account has been created.
- Login into your e-mail address and click on the Validate Email link. You should get a message that your Email has been verified successfully.
- Click Finish

### Step 2

### Enroll a New to the District Student

- Log in to your portal account
- Click on the “Enroll a New Student” button
- Follow the 6 steps
  - Step 1 – Enter student first, middle and last name exactly like it is listed on the B/C
  - Step 2 – Enter the characters displayed and click continue
  - Step 3 – Enter the family address and contact information
  - Step 4 – Click on the Add/Edit Info button and enter the student’s information
  - Step 5 - Enter the Standard Enrollment form information and Click on the Enroll Student Button. If you have the capability, you can also upload student’s B/C, Proof of Res, & Immunization record.
  - Step 6 – Print Confirmation. If you have another student to enroll, click on the Add Another student button