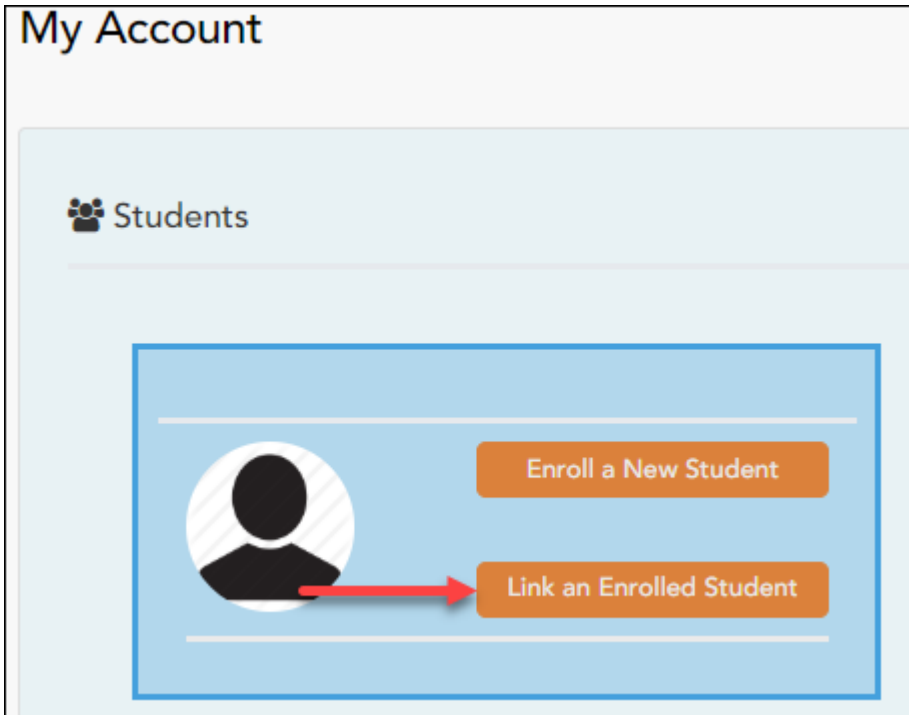


Once you receive the ParentPortal ID by Email from the School or from the Campus Secretary:

I. Add the student to your ParentPortal account.

### **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 menu.



□ From the My Account page, click **Link an Enrolled Student**.

A pop-up window opens.

Link an Enrolled Student
✕

Obtain the ParentPortal ID from the student's campus.

**ParentPortal ID:**

**Birth Date (MM/DD/YYYY):**  • (Ex: 03/11/1994)

<b>ParentPortal ID</b>	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID.  The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
<b>Birth Date</b>	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.

### During the Registration window:

II. [Register your returning student for the upcoming school year.](#)

### **ASCENDER ParentPortal > Summary**

Campuses typically require enrolled returning students to re-register each year for the upcoming school year and to complete forms that are required annually. Registration typically occurs during a range of dates according to district requirements. During those dates, you can access Registration from the student's Summary page.