Registration Manual

1. Head to this site: https://portals01.ascendertx.com/ParentPortal/login?distid=108809 and then click "Create Account."



2. Create your username and password, enter a cell phone number and a valid email.

*PLEASE MAKE SURE YOU USED THE <u>SAME EMAIL</u> AS THE ONE YOU PROVIDED FOR THE SCHOOL, IF YOU ARE NOT SURE PLEASE CALL THE FRONT OFFICE (956)-424-9504.

/ser Information Security Question Complete		
Information		
User Name:	Luser Name	6-25 alphanumeric characters
Password:	(at Password	 8.46 characters using 3 of the following: UPPERCASE letters Lovercase letters Numbers (0-9) Special characters
Re-enter Password:	Re-enter Password	 Passwords must match
Email Address:	Example_01@exp.com	Required
	E- E- (210)122 1224	(Ontional)

3. Select your security question and provide an answer you will remember.

Create Account		
User Information Security Out	tion Complete	
	Complete	
Converting Opportion		
Security Question		
Security Question	g a lost password.	
Security Question This information will assist you in resettin Select Question:	g a lost password. What was the name of your first pet?	
Security Question 'his Information will assist you in resettin Select Question:	g a lost password. What was the name of your first pet?	
Security Question his information will assist you in resettin Select Question: Answer:	g a lost password. (What was the name of your first pet?) (a _e	1

Now that your account has been created, click <u>"Finish".</u>

Jser Information	Security Question Complete	
	Your ASCENDER ParentPortal	
	account has been created.	

5. Once you create your account, you must verify your account via an email sent to the email you provided. If you provided a cell phone number, please verify it via a text message sent to your cell phone. Make sure to click <u>"Link an Enrolled Student"</u> for students returning for <u>2021-22.</u>

	My Account		
ی لینی	¥ Students	Ernd a two Societ	^
	Contact Information		^
	Email Address:	Unverified X eagle@elacharterschool.com A verification link was sent to eagle@elacharterschool.com b verifivour email addess. cick the bix contained in the email message.	🛢 Remove Email Re-send
	Muhile Namber:	Unverfied x 954249504 A verification code was set to 954249554	🖨 Remove Mobile
		To verify your mobile number, type the code below and click Verify Verification Code: Verification Code:	Resend

6. The following step must be completed using the information given to you by your child's teacher. Using the information contained in the letter, please fill the following fields out.

📽 Link an Enrolled Student		>
Obtain the ParentPortal	D from the student's campus.	
ParentPortal ID:	ParentPortal ID	
Birth Date (MM/DD/YYYY):	Birth Date (MM/DD/YYYY) • (Ex: 03/11/1994)	1
		Cancel

7. Click on registration

~	PAUL SMITH
9	Excellence In Leadership Academy Attendance Alerts: (2) Grade Alerts: (0)
	Registration

8. Click on Start Registration

Registration	1 A A A A A A A A A A A A A A A A A A A
C Return to Summary	Start Registration O

9. Please click on every tab on the left and verify that the information is correct, if it is not correct or if you wish to change any of the information, you may do so.



10. Once the tabs on the left are marked <u>"Complete,"</u> click on "Submit" and you may print the confirmation page.

Verification	
4 Military Connected Completed	
5 Food Allergy Disclosure O Return to Summary	
6 Statement of Spin al Remaining	
7 Ethnicity and Race Education (Ecompleted online registratio	
8 Program - Family (Complete)	Please click Print to print this confirmation page.
9 Student Directory Information Releas	
10 FERPA and Directory Information Notice	
11 History of School Attendance - Secondary	
12 Student Media Release	
13 Student Residence (Emminis)	

11. This is what the confirmation page will look like if the steps before were completed correctly (data is subject to change based on every student).

Please click Print to print this confirmation page.			
Student Name :			
Student ID :			
Campus :	Excellence In Leadership Academy		
Date/Time Printed :	02/01/2021 02:19:58 PM		
Forms Completed :			
Registration	Completed On : 02/01/2021 02:15:29 PM		
Contacts	Completed On : 02/01/2021 02:15:36 PM		
 Falsification of Documents & Identity Verification 	Completed On : 02/01/2021 02:15:39 PM		
 Military Connected Student Data 	Completed On : 02/01/2021 02:16:01 PM		
Food Allergy Disclosure	Completed On : 02/01/2021 02:16:30 PM		
 Statement of Special Education Services 	Completed On : 02/01/2021 02:17:43 PM		
 Ethnicity and Race Data Questionnaire 	Completed On : 02/01/2021 02:17:49 PM		
 Migrant Education Program - Family Survey 	Completed On : 02/01/2021 02:17:59 PM		
 Student Directory Information Release 	Completed On : 02/01/2021 02:18:31 PM		
 FERPA and Directory Information Notice 	Completed On : 02/01/2021 02:18:37 PM		
 History of School Attendance - Secondary 	Completed On : 02/01/2021 02:19:01 PM		
Student Media Release	Completed On : 02/01/2021 02:19:14 PM		
 Student Residency Questionnaire 	Completed On : 02/01/2021 02:19:21 PM		
Here is an online registration comment.			

12. If your screen shows <u>"100%"</u>, your child's registration process is complete.



13. If you would like to add a sibling, click on <u>"Add Student"</u> and repeat steps #'s 6-12.

