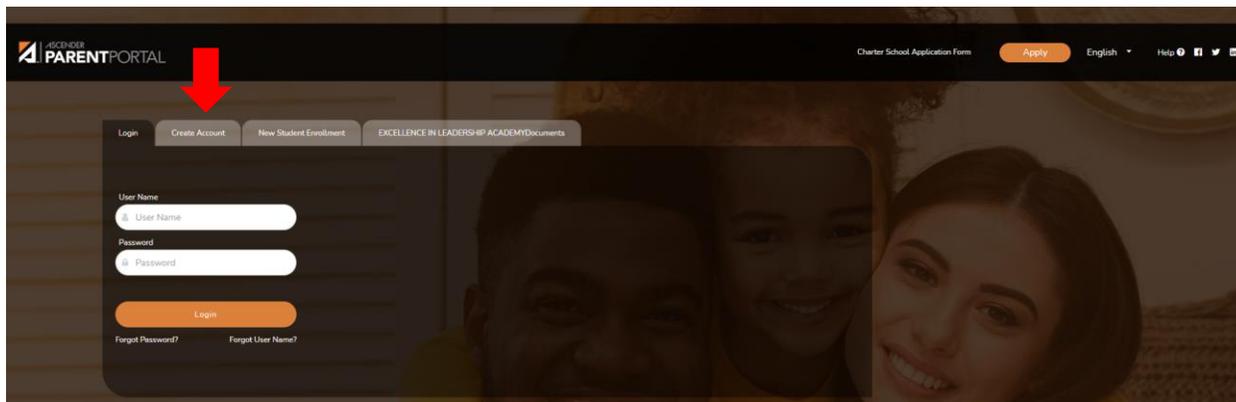


Registration Manual

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

A screenshot of the 'Create Account' form, Step 1: User Information. The form has three steps: 'User Information', 'Security Question', and 'Complete'. The 'User Information' step is active. The form includes fields for 'User Name', 'Password', 'Re-enter Password', 'Email Address', and 'Mobile Number (10 digits)'. A red arrow points to the 'Email Address' field. The 'Next' button is highlighted with a red arrow.

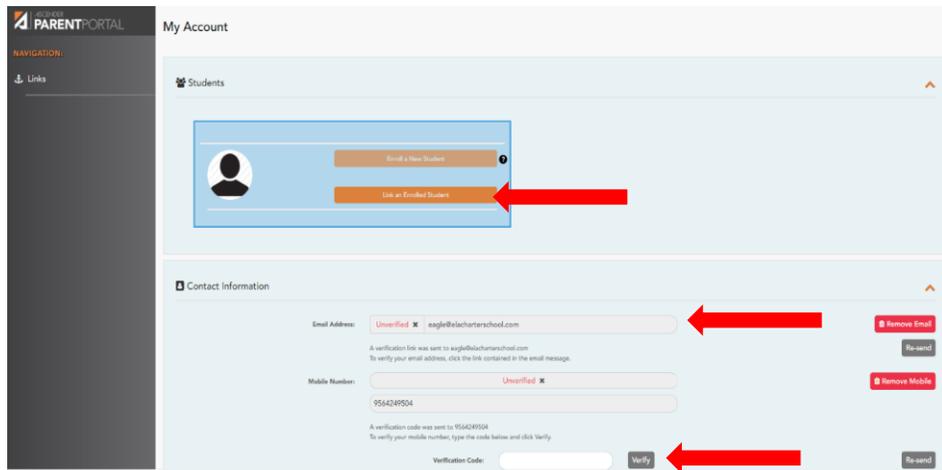
3. Select your security question and provide an answer you will remember.

A screenshot of the 'Create Account' form, Step 2: Security Question. The form has three steps: 'User Information', 'Security Question', and 'Complete'. The 'Security Question' step is active. The form includes a 'Select Question' dropdown menu and an 'Answer' input field. A red arrow points to the 'Next' button.

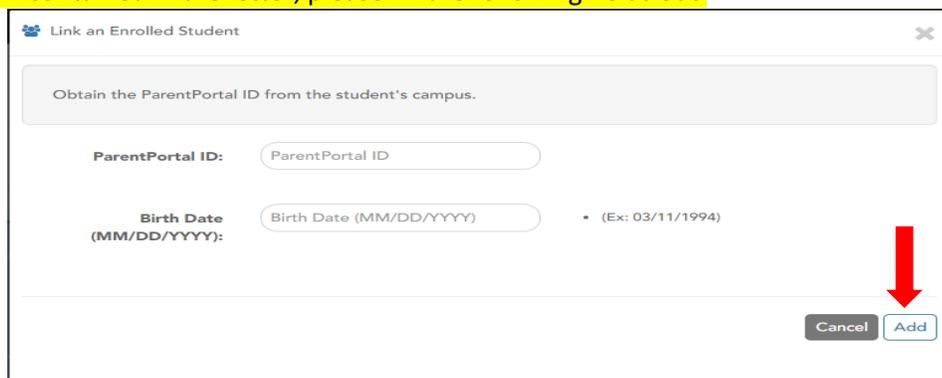
4. Now that your account has been created, click **“Finish”**.

A screenshot of the 'Create Account' form, Step 3: Complete. The form has three steps: 'User Information', 'Security Question', and 'Complete'. The 'Complete' step is active. The form displays a green checkmark icon and the text 'Your ASCENDER ParentPortal account has been created.' A red arrow points to the 'Finish' button.

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 **“Link an Enrolled Student”** for students returning for **2021-22**.



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.



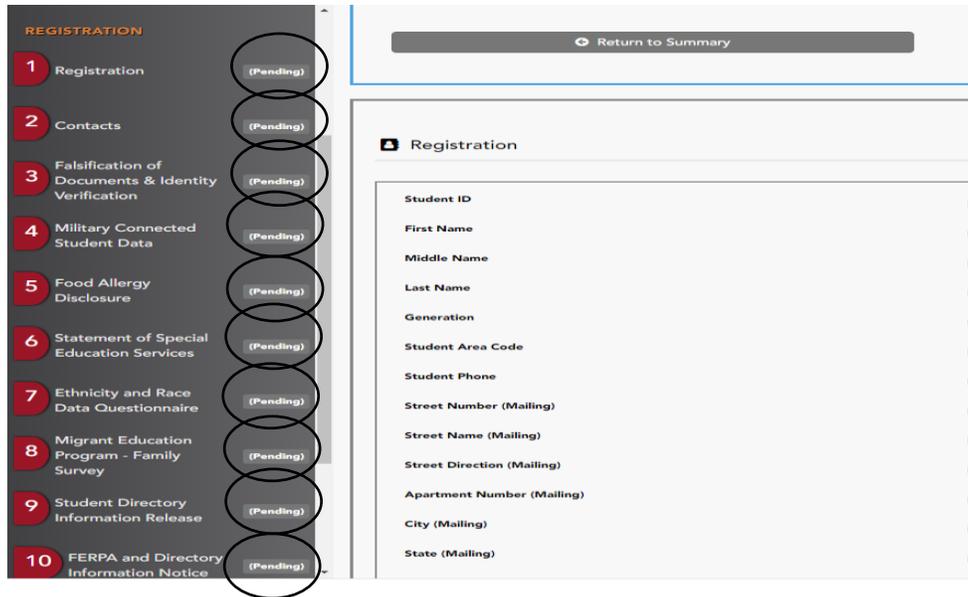
7. Click on registration



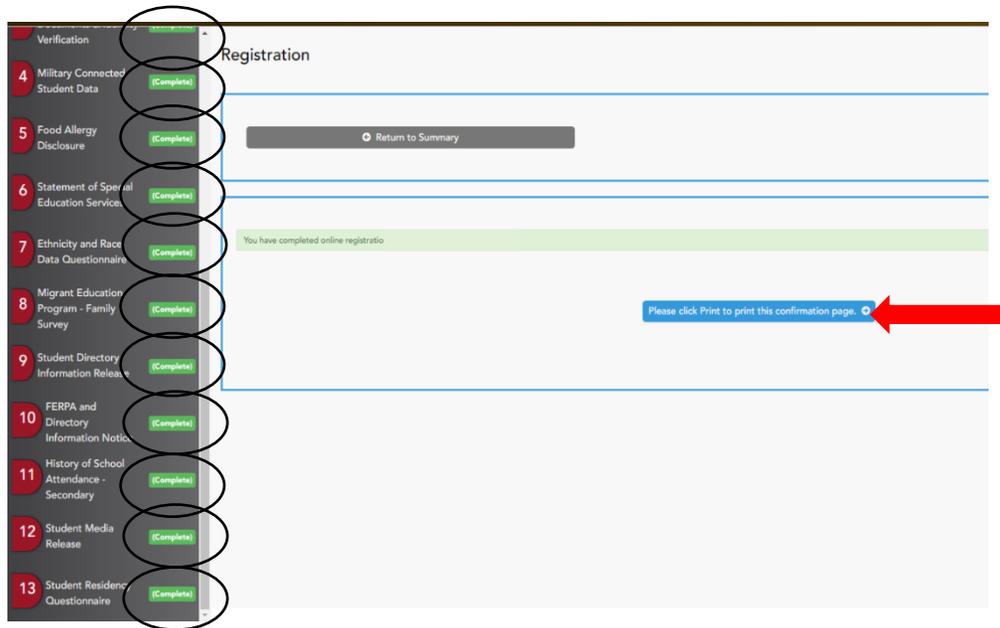
8. Click on Start Registration



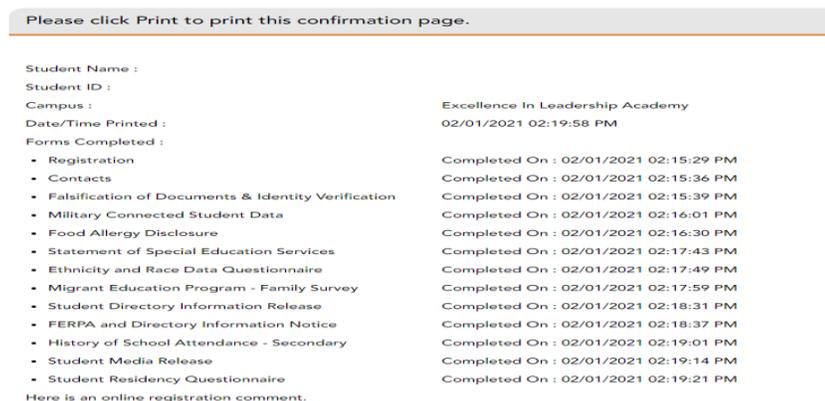
9. Please click on every tab on the left and verify that the information is correct, if it is not correct or if you wish to change any of the information, you may do so.



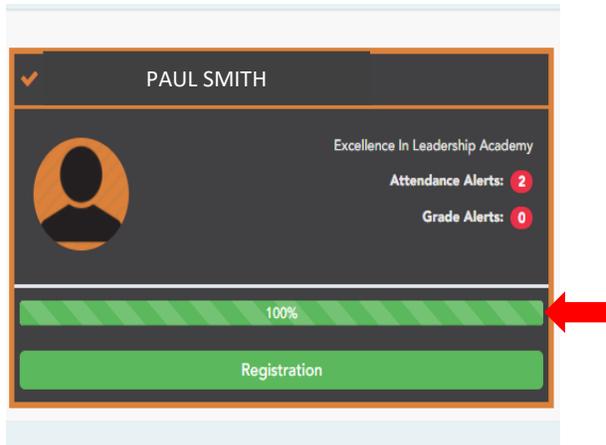
10. Once the tabs on the left are marked **“Complete,”** click on **“Submit”** and you may print the confirmation page.



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).



12. If your screen shows **"100%"**, your child's registration process is complete.



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

