

ASCENDER Parent Portal

Parent Guide

Create Account

This page allows you to create an ASCENDER ParentPortal account.

IMPORTANT: Although you can create an ASCENDER ParentPortal account, you cannot access any student data until you add a student to your account. To add a student, you must provide at least one valid student portal ID, which you will get from your student's campus. You must have a valid student portal ID for every student you want to add to your account.

Login

User Name

Password




Recover User Name/Reset Password

User Information

The screenshot shows a 'Create Account' form with a progress bar at the top indicating 'User Information' is the current step. The form contains the following fields and requirements:

- User Name:** 6-25 alphanumeric characters
- Password:** 8-64 characters using 3 of the following: uppercase letters, lowercase letters, numbers (0-9), and special characters.
- Re-enter Password:** Passwords must match.
- Email Address:** Required.
- Mobile Number (10 digits):** (Optional).

User Name	<p>Capture a username that will identify you when you log in to ASCENDER ParentPortal, as a combination of letters of your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • From 6 to 25 alphanumeric characters • Unique (that is, no one else in the district is using it) • It does not distinguish between upper and lower case
Password	<p>Type a password that you will use when you log on to ASCENDER ParentPortal. 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	<p>(Required) Type your email address. You cannot enter an address that is already in use.</p> <p>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.</p>
Mobile Number	<p>Type your ten-digit mobile number. You cannot enter a number that is in use.</p>

❖ Click Next.

Welcome Page

Ascender ISD

English ?

Login

User Name

Password

Login or Create Account

Recover User Name/Reset Password

- District Message -

Hello! Welcome to Ascender Parent Portal

Please review each question carefully filling out all information that is required. All information is confidential, but must be filled out completely in order for your child to be

New Student Enrollment

- New Students: If you are new to the district and wish to enroll a student, click Create Account
- Returning Students: Log on and complete the Returning Student Enrollment process

Ascender ISD Documents

Click View/Download Documents to view and download the following documents

- ASCENDER Parent Portal Guide

ASCENDER Accessibility Statement

We recognize the importance of providing an application that is accessible to the widest possible audience, regardless of technology or ability. This application endeavors to conform to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0 and we strive to adhere to the accepted guidelines and standards for accessibility and usability as comprehensively as possible. Should you experience any difficulty accessing this application, please contact us.

Create Account

View/Download Documents

Welcome to ASCENDER ParentPortal. This site provides web access to school-related information about your students, including attendance, grades, discipline, assessments, and immunizations.

District Messages:

Read the district messages for updates or important information on ACSENDER Parent Portal.

To access the Ascender parent portal, you must log on.

- If you are a new user and do not have an ASCENDER ParentPortal account, you must create your account.
- Once you have an ASCENDER ParentPortal account, to gain access to your student's records, you must provide a unique portal ID for each student. Your student's district or campus will provide the portal ID.

Retrieve User Name/Reset Password

This page allows you to recover your user name or reset your password.

← Return to Login

Retrieve User Name

Email Address

✉

Retrieve User Name

Reset Password

User Name

👤

Email Address

✉

Next

Reset Password

Retrieve User Name

E-mail Type your current email address.

- ❖ Click **Retrieve User Name**.
A message is sent to your email address that contains your User Name.
- ❖ Return to ParentPortal, and log on using your user name and password.

Reset Password

You have two options for resetting your password: By User Name and By Email Address.

1. By User Name:

User Name Type your User Name.

- ❖ Click **Next**.
You are prompted to enter the answer to one of your hint questions.
- ❖ Type the answer and click **Next**.

Password Type a new password.
Re-enter Password Re-type a new password.

- ❖ Click **Finish**.
The My Account page opens.

2. By Email Address:

Email Address Type your email address.

- ❖ Click **Reset Password**.
A message is displayed indicating that instructions for resetting your password were sent to the email address entered.
- ❖ Click **Close** to close the message.
Return to ParentPortal, and log on using your user name and password.

Security Question

Select Question	Select a question, or write your own question in the space. You will be asked this question in case you need to reset your password.
Answer	<p>Write the answer to the question.</p> <p>You will have to answer the question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.</p> <p>IMPORTANT: The answer is case sensitive (that is, you should always write it exactly as it appears here, including upper- and lower-case letters).</p>

❖ 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.

Student Information

A student summary card is displayed for each student added to your account which displays the number of unread alerts for your student (according to your alert settings).

Publish Grades

If your student's report card or interim progress report (IPR) is available, a button is displayed.

- Click the Report Cards button to view the student's report card.

Secondary Report Card

Student Information		Student Details		School Information																																																																																		
Student Name	Jennifer Lopez	Student ID	123456	School Name	Anywhere MS																																																																																	
<table border="1"> <thead> <tr> <th rowspan="2">Course</th> <th rowspan="2">ID</th> <th rowspan="2">Title</th> <th colspan="4">Semester 1</th> <th colspan="4">Semester 2</th> <th rowspan="2">Final Grade</th> <th rowspan="2">Grade of Course</th> </tr> <tr> <th>Grade</th> <th>CP</th> <th>Grade</th> <th>CP</th> <th>Grade</th> <th>CP</th> <th>Grade</th> <th>CP</th> </tr> </thead> <tbody> <tr> <td>Math</td> <td>01</td> <td>Algebra 1</td> <td>B</td> <td></td> <td>B</td> <td></td> <td>B</td> <td></td> <td>B</td> <td></td> <td>B</td> </tr> <tr> <td>Science</td> <td>02</td> <td>Physical Science</td> <td>C</td> <td></td> <td>C</td> <td></td> <td>C</td> <td></td> <td>C</td> <td></td> <td>C</td> </tr> <tr> <td>Language & Arts</td> <td>03</td> <td>English 1</td> <td>D</td> <td></td> <td>D</td> <td></td> <td>D</td> <td></td> <td>D</td> <td></td> <td>D</td> </tr> <tr> <td>History & PE</td> <td>04</td> <td>World History</td> <td>F</td> <td></td> <td>F</td> <td></td> <td>F</td> <td></td> <td>F</td> <td></td> <td>F</td> </tr> <tr> <td>Art</td> <td>05</td> <td>Art</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Course	ID	Title	Semester 1				Semester 2				Final Grade	Grade of Course	Grade	CP	Grade	CP	Grade	CP	Grade	CP	Math	01	Algebra 1	B		B		B		B		B	Science	02	Physical Science	C		C		C		C		C	Language & Arts	03	English 1	D		D		D		D		D	History & PE	04	World History	F		F		F		F		F	Art	05	Art									
Course	ID	Title	Semester 1						Semester 2				Final Grade	Grade of Course																																																																								
			Grade	CP	Grade	CP	Grade	CP	Grade	CP																																																																												
Math	01	Algebra 1	B		B		B		B		B																																																																											
Science	02	Physical Science	C		C		C		C		C																																																																											
Language & Arts	03	English 1	D		D		D		D		D																																																																											
History & PE	04	World History	F		F		F		F		F																																																																											
Art	05	Art																																																																																				

- Click the Interim Progress Report button to view the student's IPR.

Interim Progress Report

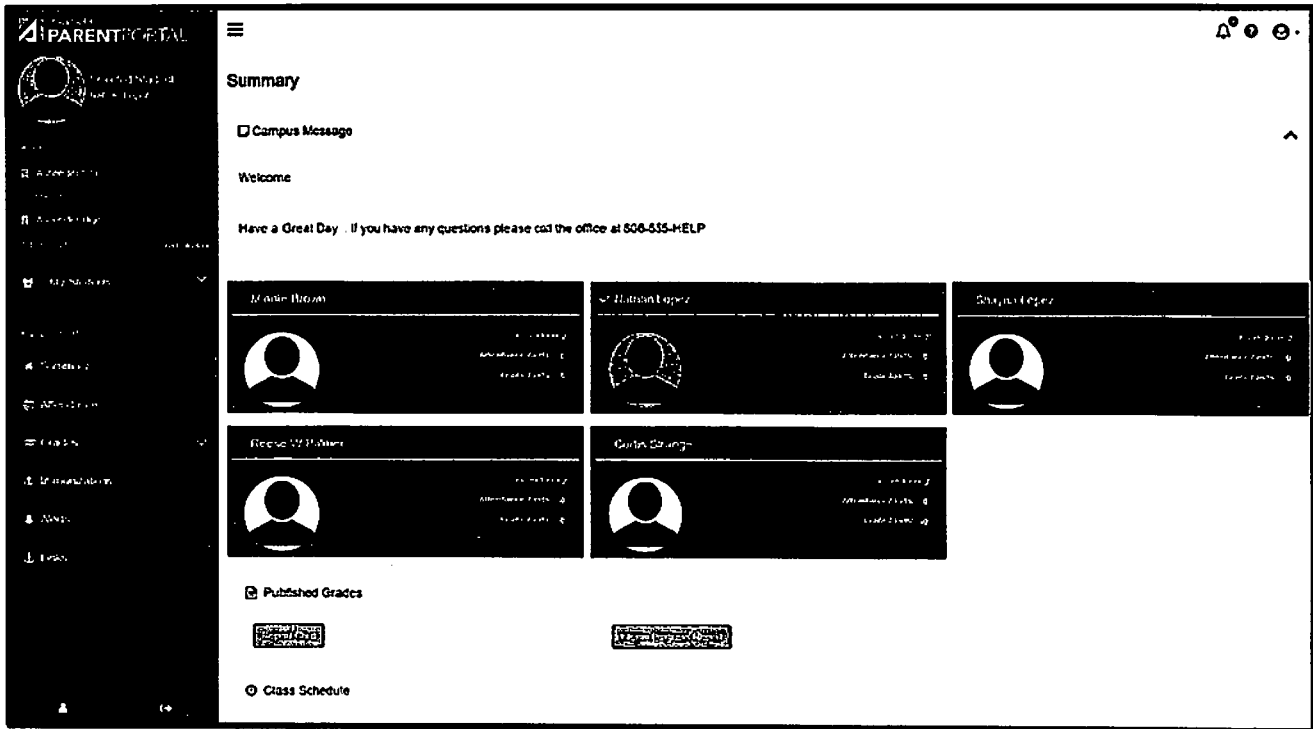
Student Information		Student Details		School Information	
Student Name	Jennifer Lopez	Student ID	123456	School Name	Anywhere MS
Course Number	Course Title	Period	Teacher Name	Current Avg	Comment Dates
1001	Math	01-01	Mr. Smith	85	
1002	Science	02-01	Ms. Jones	75	
1003	Language Arts	03-01	Mr. Lee	65	
1004	History & PE	04-01	Ms. Park	55	
1005	Art	05-01	Mr. Kim	95	

The report is displayed. Click **Print Screen** to print the screen as it appears on the page. **NOTE:** Print screen dimension can be no greater than 992 pixels.

- Only the most current report card or IPR is provided.

Summary Page

ASCENDER ParentPortal > Summary






The Summary page is the first page displayed when you successfully log on to ASCENDER ParentPortal. This page provides your student's schedule, current average for each class, and attendance for the current date. You may also see a district or campus message if available.

If your student's report card or IPR is available, a link is provided.

Campus

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

Top-right

-  - Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.
-  - Click to view ASCENDER ParentPortal online Help.
-  - Click to log out of ASCENDER ParentPortal or to update your account.

Campus Message

If campus notes have been entered, they are displayed.

Attendance Page

Attendance

Semester: 1

Detailed View

Detailed View
Calendar View
Totals View

Legend

- U: Unexcused Absences
- T: Tardies
- E: Excused Absences
- S: School Related

Period	Course	Instructor	9/18	9/24	10/3	10/7	10/14	11/5	11/14	11/15	11/18
1	Band 4	SMITH, HOWARD DALE									
2	ASP	BACON, LAVERN									
3	Pre-Calculus	WHITE, TAMIY									
3	CR Math	WHITE, TAMIY									
4	Economics-Free	SHELTON, ELAKE									
5	Boys Athletics	JOHNSON, MATTHEW									
6	CMS Engineer	KEITH, TOBY									
7	English 4	WOODS, TIGER									
7	ELA-Cor Ready	WOODS, TIGER									

The Attendance page displays your student's daily attendance and semester totals.

Detailed Attendance - Displays attendance details in a table view.

Calendar View - Displays attendance details in a calendar view instead of a table view.

Totals View - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and the attendance data displayed, you must log out and log in again.

Detailed Attendance

Detailed Attendance is the default view.

Your student's schedule is displayed.

- The date appears in the column heading *only* if your student was marked absent or tardy for any period during that day.
- If your student was present and on time for the entire day, nothing appears for the date.

If your student was *not* present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: School Related

Detailed View

The **Simple** view is selected by default, which displays the four main absence types:



- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

All applicable codes are listed in the **Legend**.

Class Schedule

Period	Course	Instructor	Room	Last Updated	Current Average 04:27 AM 01/04/2020	Today's Attendance 04:27 AM 01/04/2020
1	US Govt	Jones, Jerry		10/10/2019	97	
2	Theatre Arts 2	Kay, Mary	114	10/24/2019	94	
3	Food Science	Majors, Lee	FCS	10/21/2019	95	
4	Anatomy & Phys	Keith, Toby	103	10/21/2019	98	
5	CollegePrepMath	Curbs, Jame				
5	Financial Math	Curbs, Jame	107	10/21/2019	98	
6	English 4	Kay, Mary	114	10/22/2019	100	
7	Interior Design	Majors, Lee	FCS	10/21/2019	95	
8	Alce	Woods, Tiger	FCS			

The student's class schedule is displayed if enabled by the district, including period, course title, instructor name, room number, current attendance and current grade average for each class.

Instructor	<p>If the instructor has provided an email address, his name is displayed as a link to his email address. If you click the name, the default email client (as specified in his Internet Options settings) opens with the instructor's address in the To field.</p> <p>TIP: If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.</p>
	<p>If the instructor has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.</p>
Last Updated	The date when the instructor last updated grades or attendance is displayed.
Current Average	<p>The student's current grade average for each class is displayed.</p> <p>If the course is set up to post letter grades, letter grades are displayed.</p> <p>If the course is not graded, the message "Non-graded Course" is displayed in place of a grade.</p>
Today's Attendance	<p>Attendance for the current date is displayed for each class if it has been posted. Otherwise, it is blank.</p> <p>If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.</p>

Grades Page

Cycle & Semester Grades

The Cycle and Semester Grades page displays your student's cycle and semester grade averages.

- ❖ You can also view assignment grades for the current semester.

Cycle Grades - Displays current grade averages for the current cycle, and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

- If the student is failing a course, the grade will appear red.

Each cycle grade is hyperlinked – the previous cycles along with the current cycle average is displayed.

- ❑ Click on the grade to view the assignments that are associated with the cycle grade. A pop-up window will display

Blank Grades:

Homework/Daily work

Assignment	Date	Grade
Scarcity vs Shortage	8/20/19	100
Opportunity Cost	8/22/19	100
Taxes Vocabulary	9/25/19	100
Production Possibilities Frontier	9/4/19	100
Identifying Econ Systems	9/5/19	90
Economic Systems Notes	9/5/19	100
Homework/Daily work average		99

Quiz

Assignment	Date	Grade
States and Abbreviations	9/3/19	95
Quiz average		95

Test

Assignment	Date	Grade
Island Group Project	8/21/19	95
Stock Simulator I	9/20/19	100
Test average		98

Posted Average 97

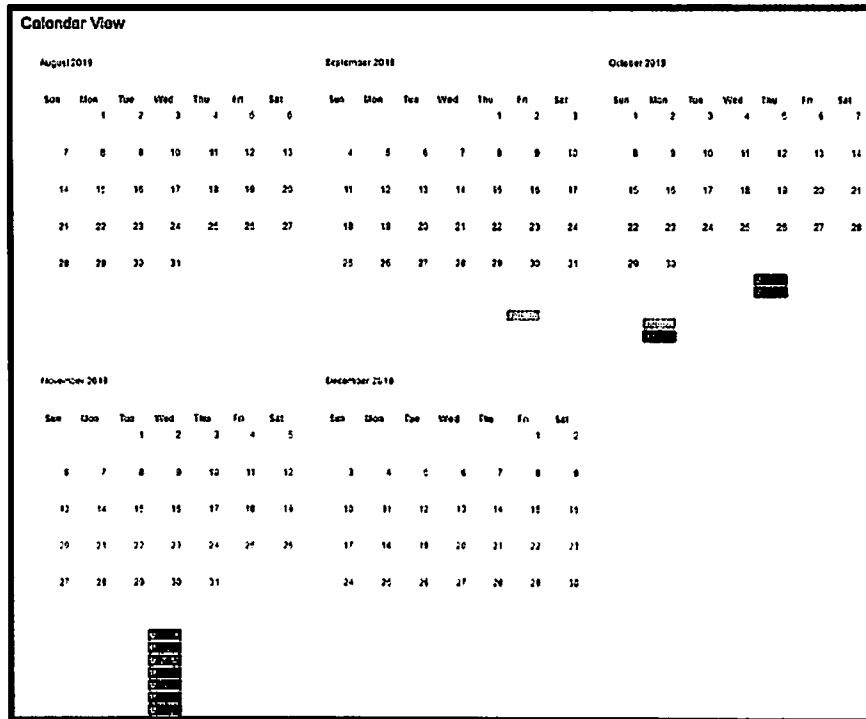
Calendar View

❖ Click or tap Calendar View.

All months for the selected semester are displayed.

- If your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

NOTE: If your student had multiple types of absences on the same date (such as a tardy and an unexcused absence), the date will be shaded according to the most severe absence type. For example, "Unexcused Absence" is the most severe (red), and "School Related" is the least severe (blue).



Totals View

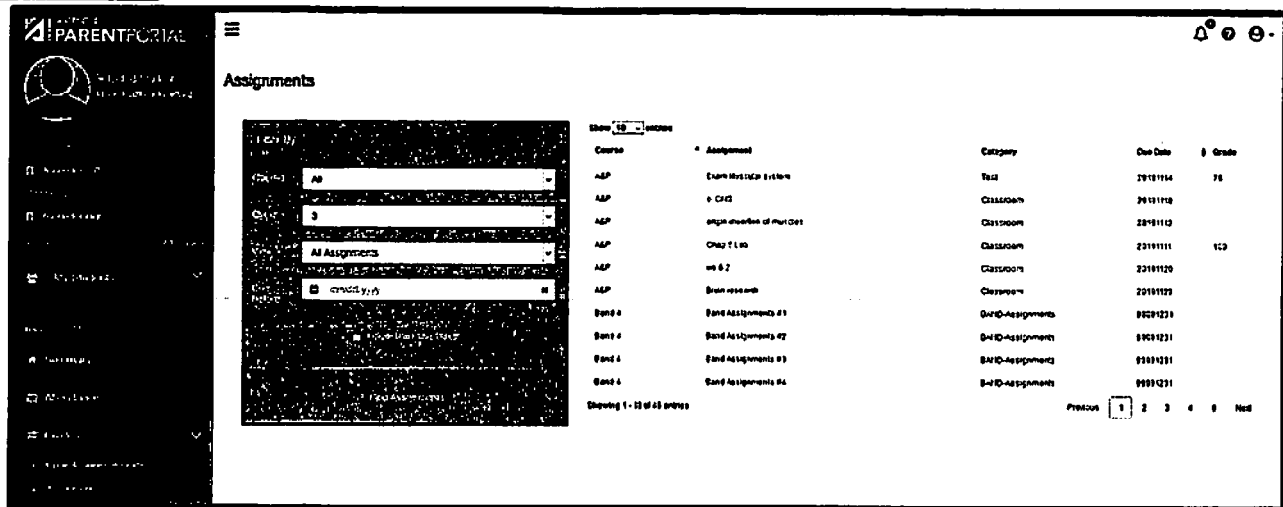
Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: School Related	T: Tardies
1	Band 4	SMITH, HOWARD DAVE	7	1	6	0	1
2	ABP	BACCHI, KEVIN	4	1	3	0	2
3	Pre-Calculus	WHITE, TADJULY	5	2	3	0	0
3	CR Math	WHITE, TADJULY	5	2	3	0	0
4	Economics/Free	SHELTON, ELAINE	3	1	2	0	0
5	DC's Athletics	JOHNSON, MATTHEW	3	1	2	0	0
6	CMT Engineering	KEITH, TOBY	3	0	3	0	0
7	English 4	WOODS, TIGER	3	0	3	0	0
7	ELA-Coll. Ready	WOODS, TIGER	3	0	3	0	0

❖ Click or tap **Totals View**.

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Assignments



The Assignments page allows you to view your student's assignments for all courses and all cycles, including graded, ungraded, dropped, missing, etc.

Filter by:

Course	Select a specific course, or click All to view assignments in all courses.
Semester	Select a specific semester, or click All to view assignments for all semesters.
Cycle	Select a specific cycle, or click All to view assignments for all cycles.
Grade	<p>Select which assignments to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All - View all assignments. <input type="checkbox"/> Only Graded - View only assignments that have been graded. <input type="checkbox"/> Only Pending - View only assignments that have been assigned but not yet graded. <input type="checkbox"/> Only Dropped - View only assignments that the instructor has dropped (i.e., not included in cycle average). <input type="checkbox"/> Only Excluded - View only assignments that the instructor has excluded (i.e., not included in cycle average). <input type="checkbox"/> Only Missing - View only assignments that the instructor has marked as missing for the student. <input type="checkbox"/> Only Incomplete - View only assignments that the instructor has marked as incomplete for the student. <input type="checkbox"/> Only Failing - View only assignments that the student has a failing grade for. <input type="checkbox"/> Only Late - View only assignments that the instructor has marked as turned in late. <input type="checkbox"/> Only Redo's - View only assignments that the instructor has allowed the student to redo.
Category	The categories depend on how the instructor has set up the course. Select a specific category, or click All to view assignments in all categories.

As you select filters, the assignments are displayed according to your selections.

- If an assignment grade has been dropped, the message "dropped" is displayed *next to* the grade.
- If an assignment grade has been excluded, the message "excluded" is displayed *in place of* the grade.
- If an assignment is missing, the message "missing" is displayed *in place of* the grade.
- If an assignment is incomplete, the message "incomplete" is displayed *in place of* the grade.
- If the student is withdrawn from the course, the message "(withdrawn)" is displayed *next to* the course title.

Cycle & Semester Grades

Cycle Grades		Semester Grades							
Semester Grades		Period	Class	Withdrawal Date	Teacher	Exam	Semester Average	Final Grade	Credits
		1	Band A		JONNY N. SMITH	X	100		0.5
		2	English 4		TIGER WOODS	213	91		0.5
		2	ELA-C&E Ready		TIGER WOODS	X	94		0.5
		2	Pre-Calculus		TONY ROMO	092	92		0.5
		3	CR Math		TONY ROMO	027	93		0.5
		4	Economics/Free		BLAKE SHELTON	108	95		0.5
		5	A&P		KEVIN BACON	100	96		0.5

Semester Grades - Displays your student's posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

Click Semester Grades.

- Your student's posted semester and final averages are displayed. This data is only available for closed semesters. For the current semester, no data is displayed.

Exam	The student's semester exam grade for the course is displayed.
Semester Average	The student's posted semester average for the course is displayed.
Final Grade	<p>The student's posted final grade for the course is displayed.</p> <ul style="list-style-type: none"> • For one-semester courses, this grade is posted after the semester is closed. • For year-long courses, this grade is only posted after the final semester of the school year is closed.
Credits	The number of credits received
(Note Icon)	<p>Click the icon to view a note entered by the teacher.</p> <ul style="list-style-type: none"> • If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name. • If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment.

Immunizations

The Immunizations page displays your student's immunization (vaccination) data on file at the campus.

This is display only.

Date	Description	Series Description	Reaction	Exemption	APCdevt Date
02/16/2002	DTP	2nd In Series	N		
02/16/2002	Polio	2nd In Series	N		
02/16/2002	MM (TITER Series of 3 Booster)	2nd in Series	N		
02/16/2002	Pneumococcal Conjugate (PCV7)	1st In Series	N		
03/23/2003	DTP	Booster	N		
03/25/2003	MMR	1st In Series	N		
03/25/2003	MM (TITER Series of 3 Booster)	Booster	N		
03/25/2003	Varicella (chickenpox)	1st In Series	N		
05/18/2000	Hepatitis A	2nd In Series	N		
05/09/2014	Varicella (chickenpox)	2nd In Series	N		
05/09/2014	Tdap	Booster	N		
05/20/2014	Meningococcal (MCV4)	1st In Series	N		
05/21/2002	DTP	2nd In Series	N		
05/21/2002	Polio	2nd In Series	N		
05/21/2002	MM (TITER Series of 3 Booster)	3rd In Series	N		
06/21/2002	Hepatitis B	1st In Series	N		
06/21/2002	Pneumococcal Conjugate (PCV7)	2nd In Series	N		
09/07/2001	Hepatitis B	1st In Series	N		
10/07/2005	DTP	Booster	N		
10/07/2005	Polio	Booster	N		
10/07/2005	MMR	2nd In Series	N		
10/07/2005	Hepatitis A	1st In Series	N		
10/07/2005	Pneumococcal Conjugate (PCV7)	3rd In Series	N		
10/09/2001	DTP	1st In Series	N		
10/09/2001	Polio	1st In Series	N		
10/09/2001	MM (TITER Series of 3 Booster)	1st In Series	N		
10/09/2001	Hepatitis B	2nd In Series	N		

Discipline

The Discipline page displays your student's discipline records for the semester. You can also view records for a particular date.

Discipline

Filter By:

Date	Infraction	Disciplinary Action	Reported By	Administrator	Comment
11/12/2019 03:34 PM	Violation of Student Code of Conduct Not Covered Under TEC	In-School Suspension	HILL, FATH	Jones Indiana	<i>Student was wearing a cap inside the classroom. Caps should not be worn inside the classroom - please refer to the Student Handbook for more information. Please contact the office for more information. Office Number 604-915-HELP</i>

By default, all of the student's discipline records for the semester are displayed.

Filter By:

- To view discipline records for a particular cycle, select the semester and cycle.

Date	The date and time of the discipline incident are displayed.
Infraction	The specific violation is displayed.
Disciplinary Action	A description of the action taken by campus officials in response to the discipline incident is displayed.
Reported by	The name of the staff member who reported the incident is displayed.
Administrator	The name of the campus administrator who is handling the incident and taking action is displayed.

Additional comments about the discipline incident may be displayed in italic font below the fields, if entered by campus administrators.

Set Alerts

Notification Type:

Your email address or mobile number must already be verified on the My Account page.

How would you like to receive alerts: No Alert

Indicate if you want to receive alert notices at your email address, sent as text messages to your cell phone, or not sent. This field is only displayed if the district has set up notification services.

- **Email message** - Receive alert notices by email. This option is only available if you have successfully registered your email address on the My Account page.
- **Text message** - Receive alert notices as text messages. This option is only available if you have successfully registered your cell phone number on the My Account page.
- **No Alert** - Do not receive alert notifications. You will still be able to view alerts once you have logged on to the ParentPortal.

Attendance Alerts

Attendance Alerts

Allow up to one hour for changes to take effect.

Unexcused Absences: First Occurrence Only

Excused Absences: No Alert

Tardies: No Alert

Attendance alerts allow you to be notified if your student is marked late or absent.

For each type of absence (Excused, Unexcused, and Tardy), indicate when you want to be notified:

- **No alert** - Select if you do not want to be notified of your student's unexcused absences.
- **First occurrence only** - Select if you only want to be notified of an unexcused absence for the first period the student is absent.
- **All occurrences** - Select if you want to be notified of all unexcused absences for all periods of the day.

Grade Average Alerts

Class Average Alerts

An alert will be sent each time the student's average in any class falls below the threshold.

Set Class Average Threshold:

Current Selection: OFF

Set Custom Average Threshold?	Yes - Change the grade average that triggers an alert. No - Leave the setting as it is (Current Selection).
Custom Average Threshold	If you selected Yes , type a numeric grade (0-110). Any time your student's average falls below this grade, you will receive an alert.

Average alerts allow you to be notified if the student's grade average in a class falls below a specified grade. By default, you will receive an alert any time the student's grade average in a class falls below failing. You can change the alert by specifying another grade.

Assignment Alerts

Assignment Grade Alerts

An alert will be sent each time the student receives an assignment grade that falls below the threshold.

Set Assignment Grade Threshold:

Current Selection: OFF

Set Custom Assignment Threshold	Yes - Change the assignment grade that triggers an alert. No - Leave the setting as it is (Current Selection).
Custom Assignment Grade Threshold	If you selected Yes , type a numeric grade (0-110). Any time your student receives an assignment grade below this grade in any class, you will receive an alert.
Incomplete Assignments	Yes - Receive an alert when the student's assignment is marked as incomplete. No - Do not receive an alert for incomplete assignments.
Missing Assignments	Yes - Receive an alert when the student's assignment is marked as missing. No - Do not receive an alert for missing assignments.

Incomplete Assignments: No
Missing Assignments: No

Assignment grade alerts allow you to be notified if the student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time the student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

Alerts Page

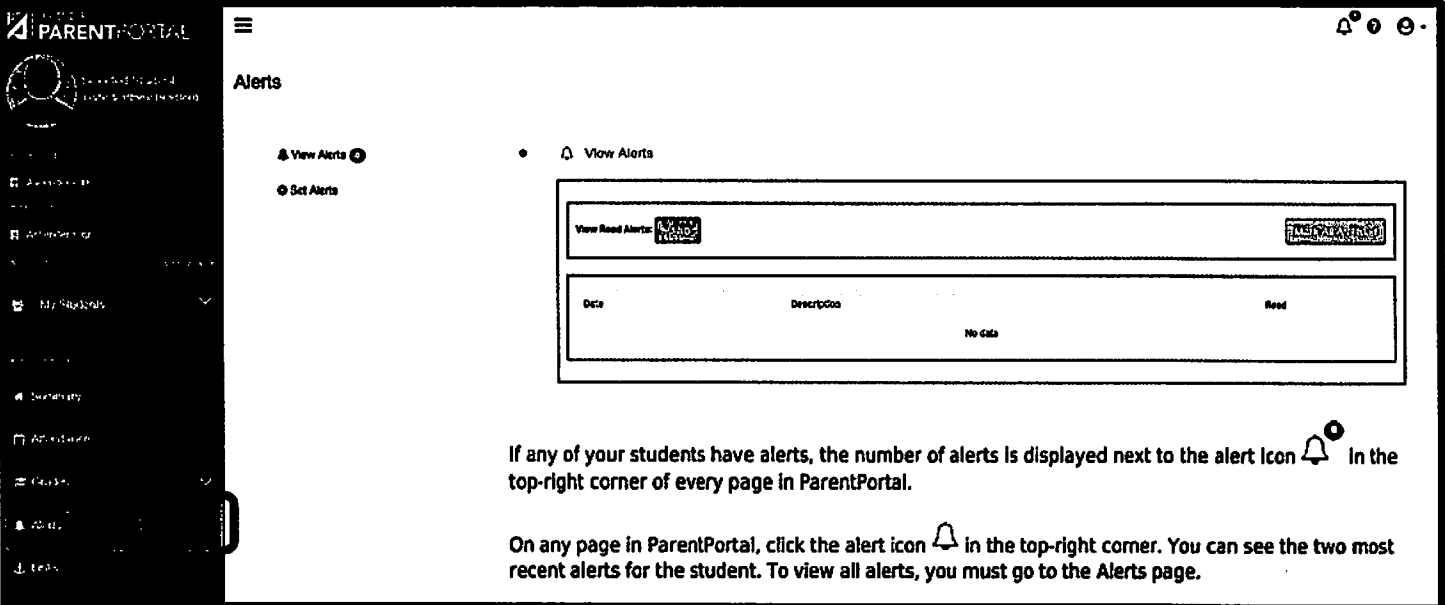
Alerts are messages notifying you if the student has any grades or attendance information you should be aware of, such as an absence, tardy, or low grade.


- **View Alerts** - View alert messages that have been generated according to your alert subscription.
- **Set Alerts** - Change your alerts subscription at any time so that you only receive the alert messages you want to see.


By default, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

You can change your alerts subscription at any time.



If any of your students have alerts, the number of alerts is displayed next to the alert icon  in the top-right corner of every page in ParentPortal.

On any page in ParentPortal, click the alert icon  in the top-right corner. You can see the two most recent alerts for the student. To view all alerts, you must go to the Alerts page.

View Alerts

View Alerts is the default view.

- The number of new, unread alerts is displayed in a red circle.

The complete alert message is displayed under **Description**.

If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

Tips:

- New, unread alerts are bold.
- Once you have read an alert, you can select **Read**. The alert will no longer be bold.
- Clear the **Read** check box to change the alert back to unread.
- You can adjust the page to show or hide any alerts you have already read:
 - To see only new, unread alerts, set **View Read Alerts** to **No**.
 - To see all alerts, set **View Read Alerts** to **Yes**.

Links Page

The Links page displays any external website links provided by the district.

☐ Click the icon to go to the websites

Links

<p>HB5 Graduation</p> <p>High School Graduation Requirements for all students</p> <p>HB5 Graduation ↗</p>	<p>Service Center</p> <p>Region 17 Education Service Center great resources for parents, students and educators.</p> <p>Service Center ↗</p>
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Contact Information

Contact Information

Email Address:

Mobile Number:

Update and verify email address and mobile phone information.

Email

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.

Current Email Address

This field is displayed if your email address has previously been entered.

- The message "Unverified" is displayed if the email address has not been verified.

Email Address: <input type="text" value="Unverified x rachandg@icloud.com"/>	<input type="button" value="Remove Email"/>
A verification link was sent to rachandg@icloud.com To verify your email address, click the link contained in the email message.	
	<input type="button" value="Re-send"/>

If no email address has been entered, type your current email address. Your email address must be entered in a valid format (e.g., name@domain.com).

- You cannot enter an email address that is already in use.

New Email Address If you have not verified your email address, type the address and click **Update Email**.

- A message is sent to your email inbox allowing you to verify your address.
- Click **Remove Email** to clear the email address and prevent verification. If necessary, click **Re-send** to resend the message.
- **Confirm Email Address** Retype the email address to confirm that you typed it as intended.

Follow the instruction on the email to continue to verify the email.

Mobile Number:

Registering your mobile phone number enables you to receive alert notifications as text messages.

- **IMPORTANT:** If you change cell phone carriers, you may stop receiving alert messages, and you may need to re-register the number.
- Type the cell phone number to be registered in the *AAANNNNNNN* format, where *AAA* is the area code, and *NNNNNNN* is the number. **Do not use hyphens.**
- Click **Verify Mobile**.

You will receive a text message at the number entered which will contain a verification code. The fields above will be replaced with the **Verification Code** field.

Follow the instruction on the email to continue to verify the mobile number.

My Account Page

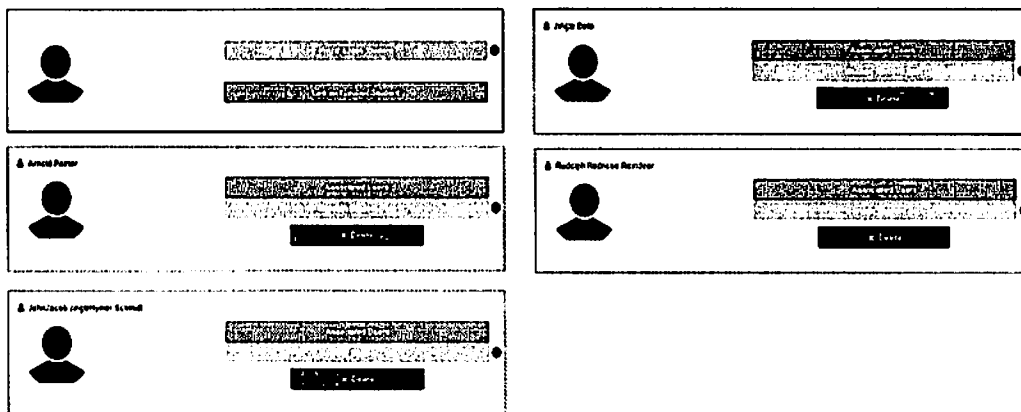
On the right corner of the tool bar click the profile icon  - select **MyAccount**



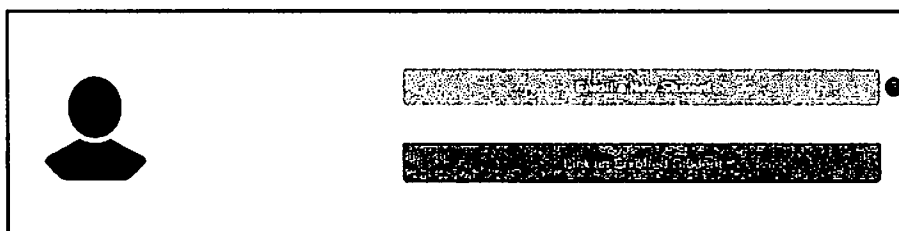
Students:

All the students that are associated with the user will be displayed

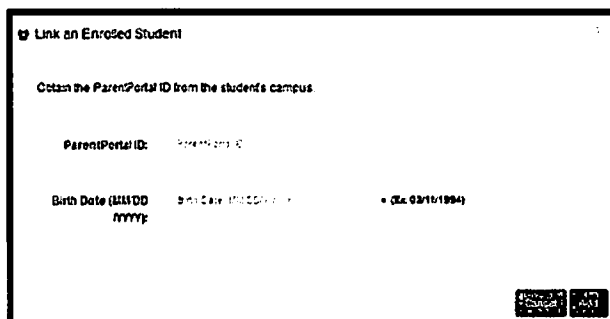
 Students



To Link an Enrolled to your account:



o Click **Link an Enrolled Student** to your account:



- o The Parent Portal ID will need to be obtained by calling the campus your student is enrolled at.
 - o Enter the Parent Portal ID and the student's date of birth
 - o Click **Add**

The student will now be available to view and update on the Student screen.

Security Information

Security Information

Password: *****
 Security Question: What was your phone number growing up?
 Answer: 2211327



Password

You can update your ParentPortal account password at any time.

- Click **Update Password**. A pop-up window opens:

Update Password							
Old Password:	<table border="1"> <tr> <td>Old Password</td> <td>Type your current password in order to verify your access.</td> </tr> <tr> <td>New Password</td> <td> Type a password that you will use when you log on to txConnect. <ul style="list-style-type: none"> The password must be 8 to 25 alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd1234). Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters). </td> </tr> <tr> <td>Confirm Password</td> <td>Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.</td> </tr> </table>	Old Password	Type your current password in order to verify your access.	New Password	Type a password that you will use when you log on to txConnect. <ul style="list-style-type: none"> The password must be 8 to 25 alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd1234). Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters). 	Confirm Password	Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.
Old Password	Type your current password in order to verify your access.						
New Password	Type a password that you will use when you log on to txConnect. <ul style="list-style-type: none"> The password must be 8 to 25 alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd1234). Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters). 						
Confirm Password	Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.						
New Password:							
Confirm Password:							

- Click **Save**. the Password is changed.

Security Questions

Security questions and answers are used to verify your identity if you have forgotten your password. You can change the question, the answer, or both at any time.

- Click **Update Security Question**. A pop-up window opens.

Update Security Question	
Question:	What was the name of your first pet? ▼
Answer:	parent

Question	<ul style="list-style-type: none"> Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	<ul style="list-style-type: none"> Type the answer to the question. <p>You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer.</p> <ul style="list-style-type: none"> IMPORTANT: The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

- Click **Save**.