

New Student Registration How to Create a Parent Portal Account

TO CREATE YOUR PARENT PORTAL ACCOUNT:

1. Go to <https://ascenderportal.esc3.net/ParentPortal/login?distid=062901>
2. From the Login page, click **Create Account**
 - Create a user name and password.
 - Enter your email address and mobile number (make sure you use a current and valid email, as this will be tied to your Parent Portal and how you access your student's info).
 - Set up a security question.
3. Log on
4. Verify the email address

TO ENROLL A NEW STUDENT:

1. From the My Account page, click **Enroll a New Student**
2. Complete New Student Enrollment
 - Enter full name.
 - Obtain and enter Enrollment Key.
 - Enter address and contact information.
 - Enter student information.
 - Upload required documents- if you don't bring them in person (documents needed: student's birth certificate, student's social security, student's shot records, student's proof of residency, and the parent's driver's license or ID).
 - Complete all enrollment forms.
3. If necessary, you can click **Save and Continue Later**. Otherwise, try to complete all forms at once
4. Once complete, click **Enroll Student** to submit your info to the district's registrar/secretary
5. Print or screenshot the confirmation for your records

See Online Help for any further assistance you may need.