



STEP 1: CREATING A PARENT PORTAL ACCOUNT (SKIP TO STEP 2 IF YOU ALREADY HAVE AN ACCOUNT)

If you are new to the Ascender parent portal please click on the "Create Account" button under the Login heading.

- Create your **User Name** (6 – 25 alpha-numeric characters).
- Create your **Password** (8 – 46 characters using 3 of the following character types: UPPERCASE letters, Lowercase letters, Numbers (0-9), special characters). **This is case sensitive.**
- Retype your password to **confirm** it. Must match exactly.
- Type your **E-mail** address. This is required to register your new student and is used to receive attendance and grade alerts if set. *We strongly advise the use of Gmail as this email platform has proven to be successful in sending and receiving emails to and from the Ascender product.*
- Click **Next**.
- Select a **Question** and enter an **Answer** (case sensitive) to help you retrieve your password if forgotten.
- Click **Next**.
- A message appears that says **Your ASCENDER ParentPortal account has been created.**
- Click **Finish**.
- A Warning message will appear that says '**Your email address is not verified**'. This does not apply at this time. Click "OK" or the "X" in the upper right corner to close it.
- Logout of the Parent Portal.

Validate your Email Account

- Refer to your email account to see the email that was automatically sent when you created your Parent Portal account. FYI – The email is from Maypearlisd_parentportal@ascendertx.com, (be sure to check spam folder)
- Click on the **Validate Email** link in the email. A message should appear that says '**Your Email has been verified successfully**'.
- Click on the red **Return to Login** button.
- Log back in to the Parent Portal – enter the **Username** and **Password** you created and click the green Login button.