

Create Account

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Create Account

Welcome to ASCENDER TeacherPortal!

- Teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. **Administrative user accounts are retained.**
- To register, you must provide your staff ID and name. You must be associated with the district for the current school year. Upon registering, you will create your user name, password, and PIN.
- A staff ID can be associated with multiple user accounts, which allows you to have both a teacher account and one or more administrator accounts. The user name must be different for each account.

NOTE:

- If you forgot your password or PIN, click the link under **Forget your password** on the [Login](#) page to go to the [Reset Password](#) page where you can reset your password using an automated process.
- If you forgot your user name, you must contact the campus for this information.

From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

User Information:

[← Return to Login](#)

User Information
 Basic Information
 Security Question
 Complete

User Information

Staff ID:

Last Name:

First Initial:

Cancel

Staff ID	Type your staff ID number.
Last Name	Type your last name
First Initial	Type the first letter of your first name.

Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

← Return to Login

User Information **Basic Information** Security Question Complete

Basic Information

User Name: ✓

- 6-8 alphanumeric characters (e.g., AbC1234)

Password: ✓

- 6-9 characters using 3 of the following:
 - UPPERCASE letters
 - Lowercase letters
 - Numbers (0-9)
 - Special characters

Confirm Password: ✓

- Passwords do not match

Current PIN:

- Four numbers required (e.g., 1234)

User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. <ul style="list-style-type: none"> • Your user name must be six to eight characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to TeacherPortal. <ul style="list-style-type: none"> • The password must be six to nine alphanumeric characters. • At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation. • Your password is case sensitive.
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
PIN	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.

Click **Next**.

If you entered all required data correctly, the Security Question step opens.

Security Question:

[← Return to Login](#)

User Information **Basic Information** **Security Question** **Complete**

Security Question

Provide answers to three different questions. The information will assist you in resetting your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

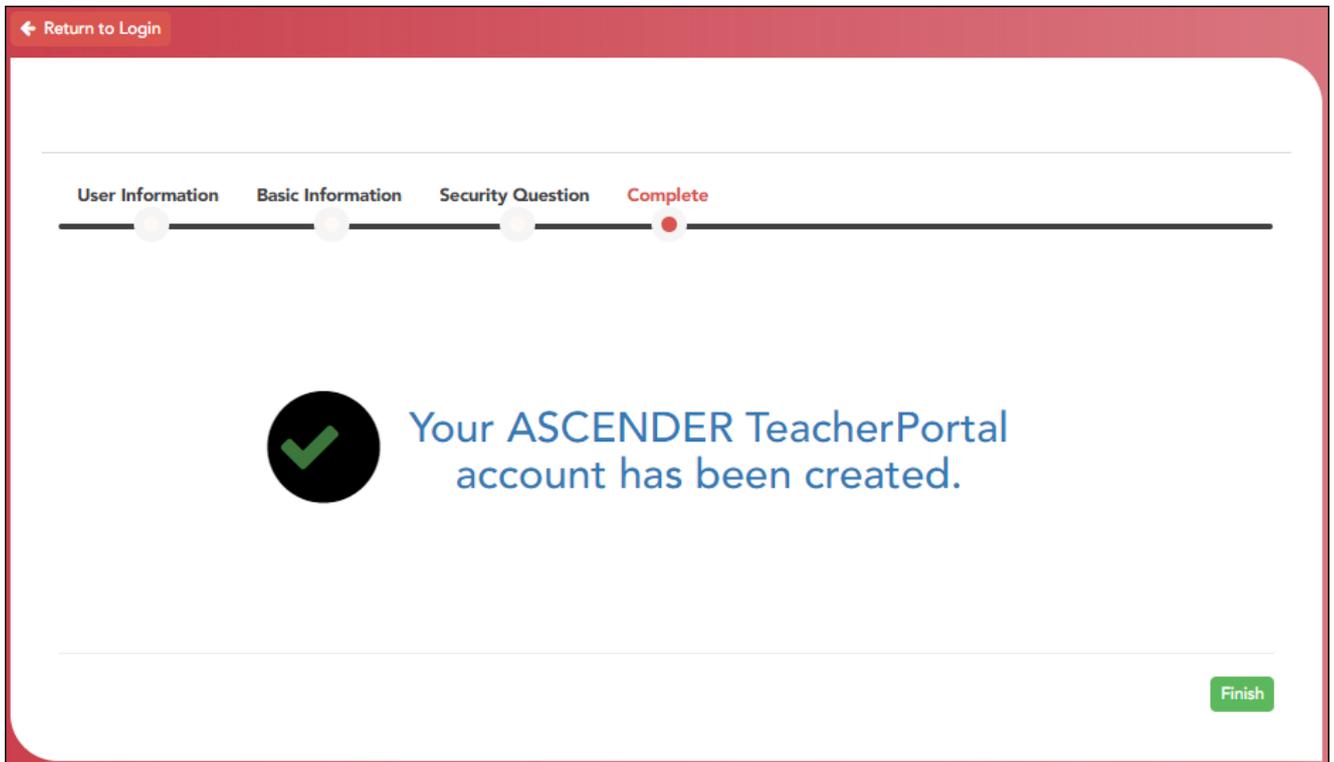
Question 3:

Answer 3:

Question	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers.
Answer	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

Click **Next**.

If you entered all required data, the Complete page opens.



Click **Finish**.

The Announcements page opens.