

Please follow these directions to set up a TeacherPortal Campus Administrator Login that will have access to one or more but not all campuses.

ASCENDER Registration

Maintenance > Campus Profile > Campus Information Maintenance

- ➔ **Principal/Counselor Tab** – In the **Campus ID** field, type the Campus ID the administrator is assigned to and click **Retrieve**.
- ➔ Click **+Add** to add a CAMPUS Administrator user. **Note, only add the Campus Administrator to the campus they are assigned.**

Advisor Number:	<input type="text" value="222"/>	Name:	<input type="text" value="KERRY"/>	<input type="text" value=""/>	<input type="text" value="BREWER"/>	<input type="text" value=""/>	
		First	Middle	Last	Generation		
Role ID:	<input type="text" value="Other"/>	From Grade Level:	<input type="text" value=""/>	To Grade Level:	<input type="text" value=""/>	From Name Range:	<input type="text" value=""/>
Staff ID:	<input type="text" value="759516151"/>	Phone:	<input type="text" value=""/>	-	Ext:	<input type="text" value=""/>	
Discipline Approver:	<input checked="" type="checkbox"/>	Receive Discipline Referral E-mail:	<input checked="" type="checkbox"/>	E-mail Address:	<input type="text" value="kbrewer@esc7.net"/>		

- ➔ **Required Information** – Advisor Number, First Name, Last Name, Role ID, Staff ID (social security number or employee ID number). The employee ID number will be used if the district has run the utility to convert the social security number to the employee ID number.
- ➔ **Discipline Approver**, Receive Discipline Referral E-mail, and E-mail Address will only need to be filled out for administrators that will be a Discipline Approver for the TeacherPortal Discipline Referrals that teachers submit from their TeacherPortal

ASCENDER Grade Reporting

- ➔ **Maintenance > TeacherPortal Options > Campus**
- ➔ **Administrator Users Tab** – Click **+Add** to add a Campus Administrator user.

- **User ID** – Unique to district; **6 – 8 characters**.
- **Staff ID** – Type the user's staff ID number.
- **Type of User** – Select **Inquiry** to allow inquiry-only access to all accounts. Select **Maintenance** to allow administrator access to all accounts. Select **Discipline Only**; the user will have access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users.
- **Run Group Report** – Select to give the user access to the Student Groups reports.
- **Multi Campus User** – Select only if the user is not a district-level user. This field is used for campus-level users who need administrative access to more than one campus but not all campuses.

Important – The Staff ID field must match the data on the Principal/Counselor tab in Registration.

Multi Campus User:

Run Group Report:

Name: BREWER, KERRY

User Name: kbrewer

Staff ID: 759516151

Status: Active Change Status

Type of User: Maintenance

Important - The User Name created on this screen must be used when creating your Admin TeacherPortal account.

ASCENDER TeacherPortal Login Page

User Information:

- From the TeacherPortal login page, click the **Create Account** tab.
- In the **Staff ID** field, type your staff ID number.
- In the **Last Name** field, type your last name.
- In the **First Initial** field, type the first letter of your first name.
- Click **Next**.
 - If the system detects that you have already registered, the system notifies you that your staff ID was found in the system and provides a link to the Login page.
 - If you did not enter all required data, a red asterisk is displayed next to the fields that are missing data. You must provide the information to continue.
- If you entered the data correctly, the **Basic Information** step is displayed.

Basic Information:

- In the **User ID** field, type the **EXACT** same user ID as you entered in the previous step (Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrators Tab).
- In the **Password** field, type a password (8 – 46 alphanumeric characters) that you will use when you log on to the system. At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation. Your password is case-sensitive.
- In the **Confirm Password** field, retype the password exactly as it was typed above. The step confirms that you typed your password as you intended.
- In the **PIN** field, type a four-digit numeric personal identification number (PIN) that you will use when you post data. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.
- Click **Next**.
 - If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct data to continue.
 - If you entered all required data correctly, the **Security Question** step is displayed.

Security Question:

- In the **Question 1** field, select a question to which you will provide an answer. The questions are asked in the event that you lose your registration information.
- In the **Answer** field, type the answer to Question 1. You will be required to answer the question correctly in order to recover your registration information. Be sure to select questions for which you will easily remember your answer. **Answers are case-sensitive**.
- Repeat the process for **Question 2** and **Question 3**.

Note: You must select three different questions. You cannot repeat any questions/answers on the page.

- Click **Next**.
 - If you entered any data incorrectly, a red asterisk is displayed next to the fields with incorrect data. You must provide the correct data to continue.
 - If you entered all required data, the **Complete** page displays, and a message that your ASCENDER TeacherPortal account has been created is displayed.

License Agreement:

- Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed. You may have to scroll to the bottom of the page to see the accept field.
- Click **Next**. If you entered all required data, the Complete page opens.
- Click **Finish**. You are redirected to the Administrators Option page.