



# ASCENDER TeacherPortal TEACHER Login Account Setup

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Teachers will need to register in the TeacherPortal at the beginning of each school year. The Registration process requires that a teacher set up their Login Account information.

## User Information:

- ➔ Go to the TeacherPortal website. <https://portals07.ascendertx.com/TeacherPortal/login?distid= cccddd> (enter your district's county district number where the cccddd is).
- ➔ From the **Login** page, click the **Create Account** tab.
- ➔ In the **Staff ID** field, type your staff ID number (social security number or employee ID number, check with your district to verify which number is being used for the staff ID).
- ➔ 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 a user ID that will identify you when you log on to the system, such as a combination of your first and last name.
  - Your user ID must be 6-25 characters and must be unique within the district.
  - Your user ID is not case-sensitive.
  - If you type an ID that is already used, the system suggests an available alternative you can use.
- ➔ In the **Password** field, type a password that you will use when you log on to the system.
  - The password must be 8-46 alphanumeric characters.
  - At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation.
  - Your password is case-sensitive.
- ➔ In the **Password Verification** 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** step displays with the message Your ASCENDER TeacherPortal account has been created.
- ➔ Click **Finish**. You are redirected to the Announcements page.

## Reset your password:

If you forget your password, you can reset it to regain access to StudentPortal. You can also change your password at any time.

- From the Login page, click **Forgot Password** to go to the Reset Password page.
- Follow the instructions provided in online Help for the Reset Password page.

## Recover your user name:

If you forgot your user name, you can reset it to regain access to TeacherPortal.

- From the Login page, click **Forgot User Name** to go to the Recover User Name page.
- Follow the instructions provided in online Help for the Recover User Name page.