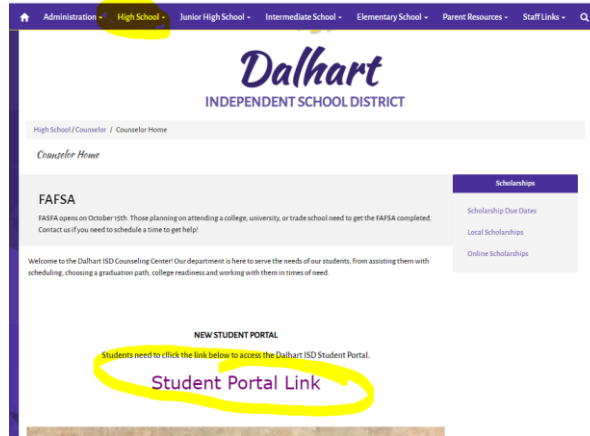


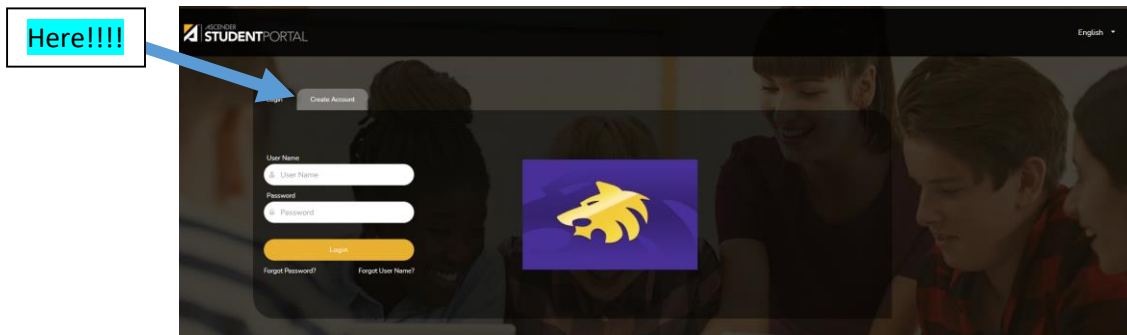
Ascender Student Portal Setup Cheat Sheet

Step 1:

1. Go to the DISD website homepage – Click High School Link and go down to Counselor. Student Portal link is live on Counseling Center page
2. Or go to: <https://ascenderportals02.region16.net/StudentPortal/login?distid=056901>

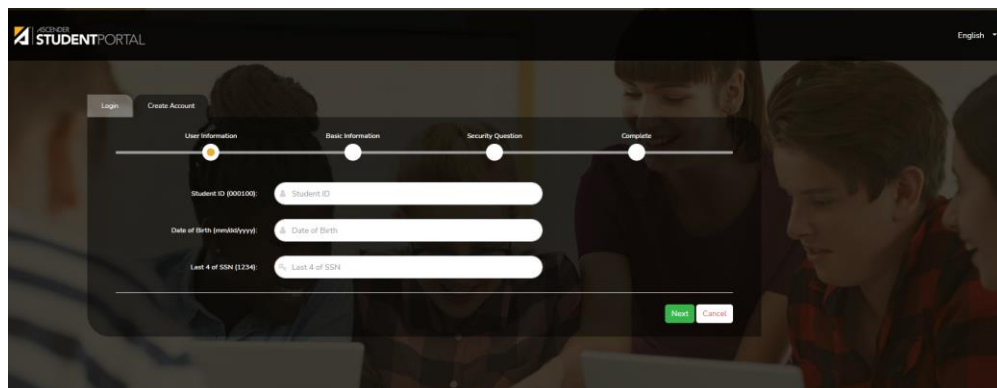


3. Click “CREATE ACCOUNT” tab



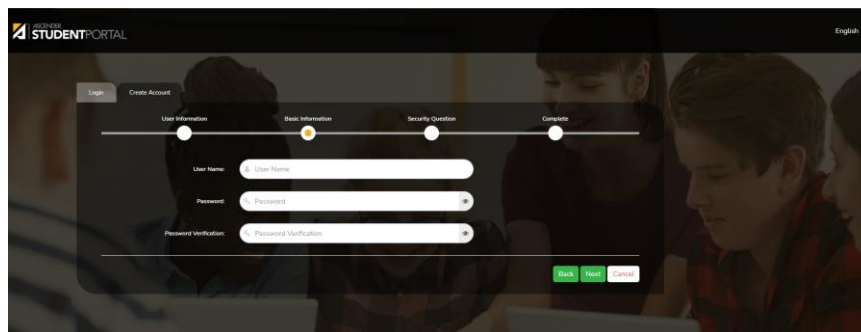
Step 2 (User Information):

1. Type in Student ID (Need to type the “leading zeros” that make your student ID 6 digits)
 - ✓ Examples:
 - Type 001234
 - Type 012345
 - Type 123456
 - (Notice.... All Student ID's have 6 digits, so depending on number, you need to add leading 0's to make it 6 digits!!!)
2. Type Date of Birth
 - ✓ Use correct format: mm/dd/yyyy
3. Type Last 4 digits of SSN (only the last 4)
4. Click Next.



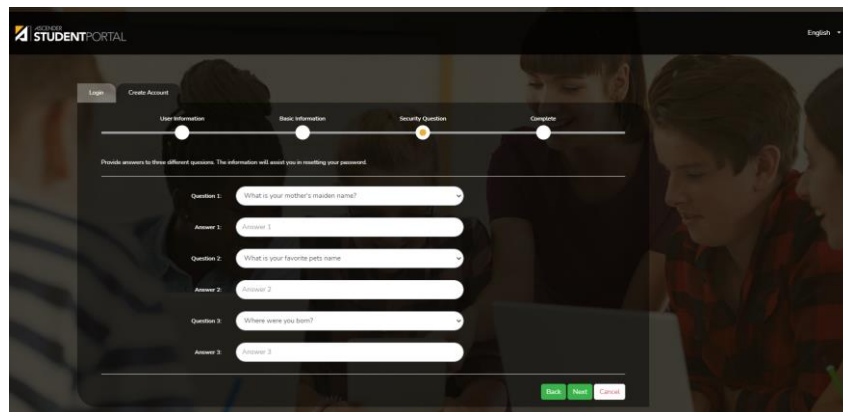
Step 3 (Basic Information):

1. Type User Name
 - ✓ All User Names will be first name last name #1 (all lower case with no spaces between)
 - ✓ Example:
 - kimsorrels1
2. Type Password and then retype in Password Verification
 - ✓ All Passwords will be last name + student ID# (not including leading zeros) and (Capitalize 1st letter of last name)
 - ✓ Example
 - Sorrels1234
3. Click Next.

The screenshot shows the 'Basic Information' step of the account creation process. A progress bar at the top indicates the current step. Below it, there are three input fields: 'User Name', 'Password', and 'Password Verification'. Each field has a placeholder text (e.g., 'User Name', 'Password', 'Password Verification') and a small 'x' icon to the right. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

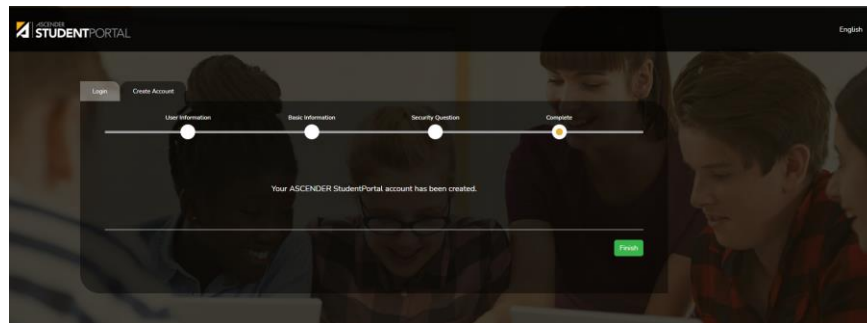
Step 4 (Security Questions):

1. You will choose 3 security questions and type your answers.
2. Click Next.

The screenshot shows the 'Security Question' step of the account creation process. A progress bar at the top indicates the current step. Below it, there is a prompt: 'Provide answers to three different questions. The information will assist you in recalling your password.' There are three questions, each with a corresponding answer field. The questions are: 'What is your mother's maiden name?', 'What is your favorite pet's name?', and 'Where were you born?'. Each question has a dropdown arrow to the right. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

Step 5 (Complete Student Portal Set up)

1. Click Finish.

The screenshot shows the 'Complete' step of the account creation process. A progress bar at the top indicates the current step. Below it, there is a message: 'Your ASCENDER StudentPortal account has been created.' At the bottom right, there is a green 'Finish' button.

Portal has the following available once account has been created:

1. About Me
2. Attendance: Detailed View, Calendar View, and Totals View
3. Grades: Cycle Grades and Semester Grades