

Ascender Parent Portal Setup Cheat Sheet

Step 1:

1. Go to the www.dalhartisd.org website
2. Click on the "Parent Resources" link and then choose the "Parent Portal" link
3. Click "CREATE ACCOUNT" box

Here!!!

ASCENDER PARENT PORTAL English

Login

User Name
User Name

Password
Password

Login

Don't have an account yet?
Create Account

Forgot your password?
Reset Password

Dalhart ISD

- District Message -

2019-2020 TEA School Report Card Link: <http://tea.texas.gov/perfreport/src/index.html>
Copy and paste link in URL in browser

1. Select "District" under Report Level
2. Select "District Name" under Search Method
3. Type "Dalhart" under District Name

Step 2 (User Information):

1. Create a user name to identify you in ASCENDER Parent Portal.
 - ✓ Must be 6-25 alphanumeric characters
 - ✓ Not case-sensitive
2. Create a password that you will use to log into the ASCENDER Parent Portal.
 - ✓ Must be 9-64 alphanumeric characters
 - ✓ Must include at least 3 of the following: uppercase, lowercase, numeric, and/or special characters
 - ✓ This is case-sensitive
3. Re-type the password you created
4. Enter a valid email address (You will be required to "validate" the email before having access in next steps)
5. Enter a valid 10-digit mobile/cell phone number (You will be required to type a text message code to complete access)
6. Click Next.

Return to Login

Create Account

User Information Security Question Complete

User Information

User Name: User Name • 6-25 alphanumeric characters

Password: Password • 8-46 characters using 3 of the following:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Special characters

Re-enter Password: Re-enter Password • Passwords must match

Email Address: Example_01@exp.com • Required

Mobile Number (10 digits): Ex.(210)123-1234 • (Optional)

Next Cancel

Step 3 (Security Question):

1. Select a question and type your answer to the question you chose.
✓ **IMPORTANT: If you need to reset your password, you will be asked this question and the answer must match what you have typed and the answer is case-sensitive.**
2. Click Next.

The screenshot shows the 'Create Account' page with a progress bar indicating the 'Security Question' step is active. Below the progress bar, there is a section titled 'Security Question' with the text 'This information will assist you in resetting a lost password.' A dropdown menu labeled 'Select Question:' is set to 'What was the name of your first pet?'. Below it, an 'Answer:' field contains the text 'Answer' and has a toggle for showing/hiding the text. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

Step 4 (Finish login setup process):

1. You will come to the last login setup page and you should see a green check mark stating that your ASCENDER Parent Portal account has been created.
2. Click Finish.

The screenshot shows the 'Create Account' page with the progress bar indicating the 'Complete' step is active. A large green checkmark icon is displayed next to the text 'Your ASCENDER ParentPortal account has been created.' At the bottom right, there are 'Finish' and 'Cancel' buttons.

Step 5 (Verify email and mobile/cell phone)

Click Verify Email Address.

You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this parent portal account, you should have received an email message in your inbox with a code allowing you to verify your email address.

The screenshot shows an email titled 'ParentPortal Email Verification' from 'SUBJ Parent Portal'. The body text says: 'Welcome to ParentPortal. You are being sent this link because you registered your email for ParentPortal for [redacted] ID. Please click the following link to validate your email: [blue link: Validate Email]'. There are 'Reply' and 'Forward' buttons at the bottom.

A message is displayed indicating that your email was successfully verified.

The screenshot shows a success message with a large green checkmark icon and the text 'Your Email has been verified successfully.' At the top left, there is a 'Return to Login' button.

You will receive a text message at the number entered which will contain a verification code.

The screenshot shows a text message from 'SUBJ Parent Portal' with the text: 'MSG your verification code is 882305'.

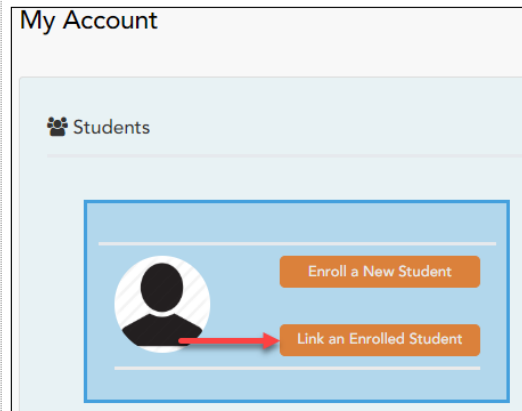
The screenshot shows the 'Contact Information' page. It has fields for 'Email Address' and 'Mobile Number'. The 'Mobile Number' field is marked 'Unverified'. Below these fields, it says 'A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify.' There is a 'Verification Code' field containing '882305' and a 'Verify' button. On the right, there are 'Remove Email' and 'Remove Mobile' buttons. At the bottom right, there is a 'Re-send' button.

Verification Code

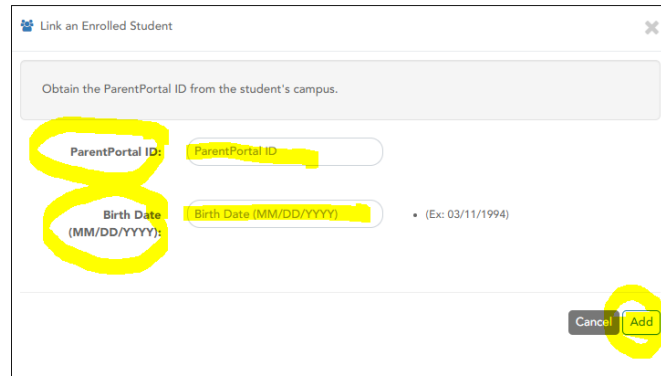
Type the verification code that was sent in the text message.

Step 6 (Link student(s) to account)

1. Once logged into ASCENDER Parent Portal account and both email and mobile/cell phone have been verified, you will click on the “Link an Enrolled Student” button in the portal



2. A pop-up window will open and allow you to add the student or students to the account.
 - ✓ You MUST obtain the Parent Portal ID for your student from their respective campus.
 - ✓ You MUST also have student's birthdate to complete process

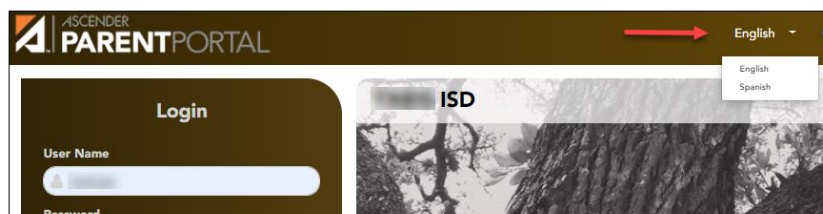


3. Click “Add”
4. You can complete STEP 6 for multiple students and add to the same ASCENDER Parent Portal account.

EXTRAS.....

(Change website Language to Spanish):

1. By default, the ASCENDER Parent Portal is displayed in English. To access in Spanish, select “Spanish” from the drop-down field in the top-right corner of the Login page.



Your language selection will be retained for the current session.

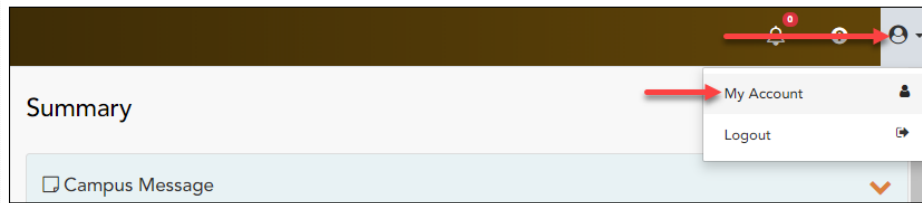
Some content will only be displayed in Spanish if the district has provided Spanish content; otherwise, English content is displayed.

MOBILE DEVICE USERS: On a mobile device, tap the menu in the top-right corner to access the language field.

(Access “My Account” Page):

ASCENDER ParentPortal > My Account

From most pages in ParentPortal, you can access the My Account page from the menu in the top-right corner.



Portal has the following available once account has been created and students have been linked and added:

1. Attendance
 - ✓ Detailed View
 - ✓ Calendar View
 - ✓ Totals View
2. Grades
 - ✓ Cycle Grades
 - ✓ Semester Grades