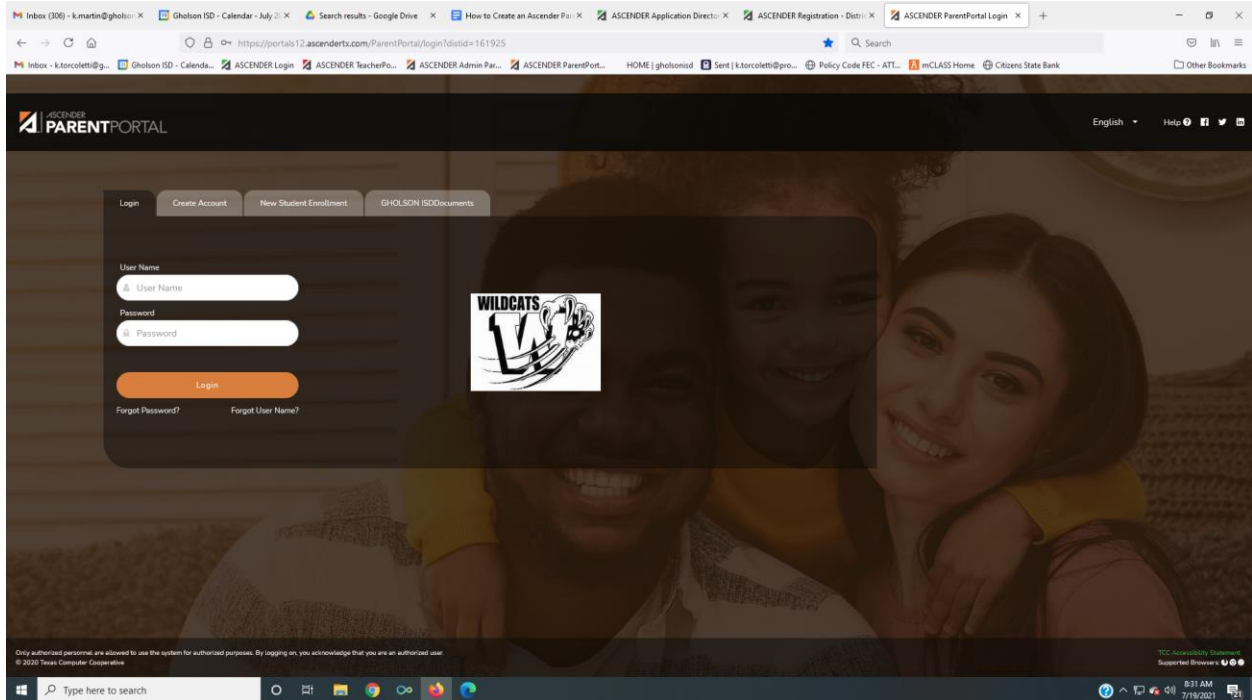


How to Create an Ascender Parent Portal Account:

1. Go to <https://portals12.ascendertx.com/ParentPortal/login?distid=161925>
2. Click on the blue **Create Account** button



3. Complete the user information questions: **“username” “password” “email address” “mobile phone number.”** Then click **next**.

IMPORTANT NOTE: *The parent’s email address used to set up your account must match the email address the school currently has on file. If you have trouble linking your student (step 6 below), call our office at 254-829-1528 to verify the email address you have on file in our system.*

4. Select a security question from the drop down menu and type in the security question answer. *(This is case sensitive; you must re-enter this answer exactly the same later if retrieval of password is ever needed.)* Then click **Next**.
5. Click **Finish**. You will receive an email containing a link to verify your email address and a text message with a code to verify your mobile phone number. Log in to your email and click on the link. You will be linked to a page with a message that your email has been verified. Click **Return to Login**. After logging on, enter the code that you received by text message and click **Verify**.

Your account is now set up! Continue with the steps below to link your student(s) to the account. You will need their parent portal ID which can be obtained by calling our office at 254-829-1528.

6. On the *My Account* page under the *Students* heading, click *Link an Enrolled Student* to associate your child with your new account.
7. A pop-up will appear. Enter your student's parent portal ID. Enter your student's birthdate.
8. If you have additional students enrolled in Gholson ISD, repeat steps 6 and 7 for each student.

Your students are now linked to your account! The next step will be registration for the new school year. Later this summer, we will send out a notification when registration is opened. At that time, you will see a Registration button below each student's name. Click on this link and you can go through all the current information we have on file. You can update all the forms and upload documents such as driver's license, proof of residency, immunizations, etc.

As always, if you have any questions, please do not hesitate to call or email us at:

254-829-1528

office@gholsonisd.net

NOTE: Although each guardian can create an Ascender Parent Portal account for access to attendance, grades, etc., only one guardian should register a student for the upcoming school year.