

ASCENDER Parent Portal Parent Guide

Welcome Page

Ascender ISD

English ?

Login

User Name

Password

Login or Create Account

[Recover User Name/Reset Password](#)

- District Message -

Hello! Welcome to Ascender Parent Portal!

Please review each question carefully filling out all information that is required. All information is confidential, but must be filled out completely in order for your child to be

New Student Enrollment

- New Students: If you are new to the district and wish to enroll a student, click Create Account.
- Returning Students: Log on and complete the Returning Student Enrollment process.

Create Account

Ascender ISD Documents

Click View/Download Documents to view and download the following documents:

- ASCENDER Parent Portal Guide

View/Download Documents

ASCENDER Accessibility Statement

We recognize the importance of providing an application that is accessible to the widest possible audience, regardless of technology or ability. This application endeavors to conform to the World Wide Web Consortium (W3C) [Web Content Accessibility Guidelines 2.0](#) and we strive to adhere to the accepted guidelines and standards for accessibility and usability as comprehensively as possible. Should you experience any difficulty accessing this application please [contact us](#).

Welcome to ASCENDER ParentPortal. This site provides web access to school-related information about your students, including attendance, grades, discipline, assessments, and immunizations.

District Messages:

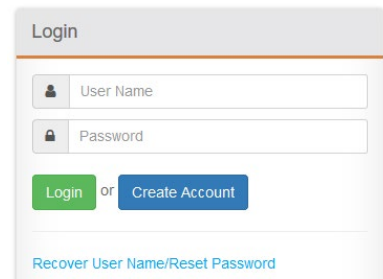
Read the district messages for updates or important information on ACSENDER Parent Portal.

To access the Ascender parent portal, you must log on.

- If you are a new user and do not have an ASCENDER ParentPortal account, you must create your account.
- Once you have an ASCENDER ParentPortal account, to gain access to your student's records, you must provide a unique portal ID for each student. Your student's district or campus will provide the portal ID.


Create Account

This page allows you to create an ASCENDER ParentPortal account.



IMPORTANT: Although you can create an ASCENDER ParentPortal account, you cannot access any student data until you add a student to your account. To add a student, you must provide at least one valid student portal ID, which you will get from your student's campus. You must have a valid student portal ID for every student you want to add to your account.

User Information

User Name	<p>Capture a username that will identify you when you log in to ASCENDER ParentPortal, as a combination of letters of your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • From 6 to 25 alphanumeric characters • Unique (that is, no one else in the district is using it) • It does not distinguish between upper and lower case
Password	<p>Type a password that you will use when you log on to ASCENDER ParentPortal. A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • 8-64 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Re-enter Password	<p>Re-enter your password to verify that you typed it as intended.</p>
Email Address	<p>(Required) Type your email address. You cannot enter an address that is already in use.</p> <p>NOTE: If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.</p>
Mobile Number	<p>Type your ten-digit mobile number. You cannot enter a number that is in use.</p>

❖ Click Next.

Security Question

← Return to Login

Create Account

User Information **Select Question** Complete

Select Question:

This information will assist you in resetting a lost password.

Select Question:

Answer:

Back Next


Select Question	Select a question, or write your own question in the space. You will be asked this question in case you need to reset your password.
Answer	<p>Write the answer to the question.</p> <p>You will have to answer the question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.</p> <p>IMPORTANT: The answer is case sensitive (that is, you should always write it exactly as it appears here, including upper- and lower-case letters).</p>

❖ Click **Next**.

← Return to Login

Create Account

User Information Select Question **Complete**

 Your ASCENDER ParentPortal account has been created.

Click Finish to add a student to your account. Finish to login into your account and begin adding students.

Finish

❖ Click **Finish**.

The [My Account](#) page opens where you can add a student to your account and update your security and contact information.

- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

NOTE: If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

Retrieve User Name/Reset Password

This page allows you to recover your user name or reset your password.

The screenshot shows two side-by-side forms. The left form is titled 'Retrieve User Name' and has a red button at the top left that says 'Return to Login'. It features an 'Email Address' input field with an envelope icon and a green 'Retrieve User Name' button. The right form is titled 'Reset Password' and has a 'User Name' input field with a person icon and a green 'Next' button. Below that is an 'Email Address' input field with an envelope icon and a green 'Reset Password' button.

Retrieve User Name

E-mail Type your current email address.

- ❖ Click **Retrieve User Name**.
A message is sent to your email address that contains your User Name.
- ❖ Return to ParentPortal, and log on using your user name and password.

Reset Password

You have two options for resetting your password: By User Name and By Email Address.

1. By User Name:

User Name Type your User Name.

- ❖ Click **Next**.
You are prompted to enter the answer to one of your hint questions.
- ❖ Type the answer and click **Next**.

Password Type a new password.
Re-enter Password Re-type a new password.

- ❖ Click **Finish**.
The My Account page opens.

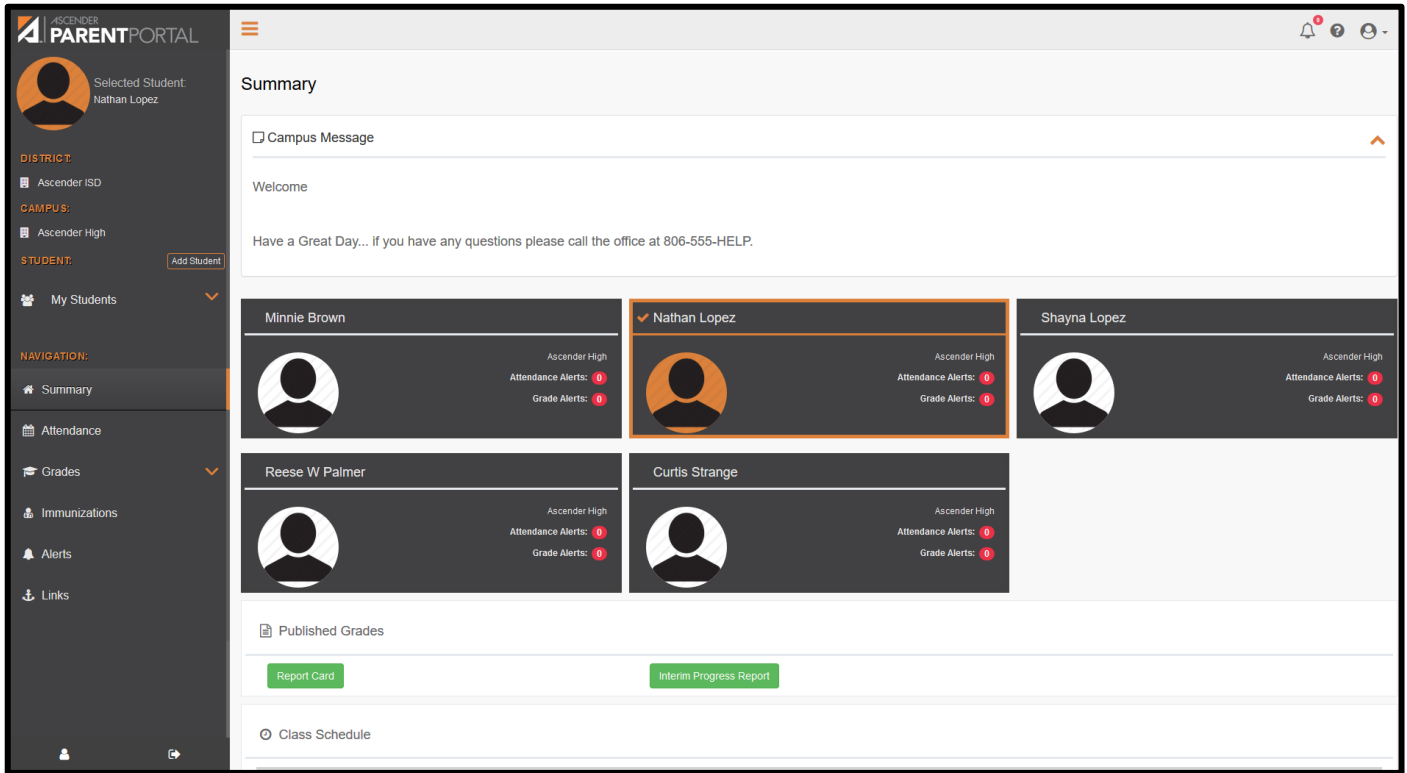
2. By Email Address:

Email Address Type your email address.

- ❖ Click **Reset Password**.
A message is displayed indicating that instructions for resetting your password were sent to the email address entered.
- ❖ Click **Close** to close the message.
Return to ParentPortal, and log on using your user name and password.

Summary Page

ASCENDER ParentPortal > Summary






The Summary page is the first page displayed when you successfully log on to ASCENDER ParentPortal. This page provides your student's schedule, current average for each class, and attendance for the current date. You may also see a district or campus message if available.

If your student's report card or IPR is available, a link is provided.

Campus

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

Top-right

-  - Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.
-  - Click to view ASCENDER ParentPortal online Help.
-  - Click to log out of ASCENDER ParentPortal or to update your account.

Campus Message

If campus notes have been entered, they are displayed.

Student Information

A student summary card is displayed for each student added to your account which displays the number of unread alerts for your student (according to your alert settings).

Publish Grades

If your student's report card or interim progress report (IPR) is available, a button is displayed.

- Click the **Report Cards** button to view the student's report card.

Secondary Report Card

Anywhere HS PO Box 1500 Anywhere, TX 78416 Principal Name: Kevin Bacon Telephone: 800-955-1212		Student: Grade: 12 Address: PO Box 123456 Anywhere, TX 78416 Counselor: Phone: Majors, Lee		Sem: 1 Control Nbr: 649 School Year: 2019-2020 Date Run: Sat Jan 04 09:10:29 CST 2020		Cyc: 1													
Course	Title	Typ	Per	Semester One				Exam	Grd Average	Semester Two				Final Grade	Units of Credits				
				Cycle 1		Cycle 2				Cycle 3		Cycle 1				Cycle 2		Cycle 3	
				Grade	Cit	Grade	Cit	Grade	Cit	Grade	Cit	Grade	Cit	Grade	Cit	Exam	Grd Average		
US Govt	01		94																0.0
Theatre Arts 2	02		99																0.0
Food Science	03		94																0.0
Anatomy & Phys	04		100																0.0
CollegePrepMath	05		92																0.0
Financial Math	05		92																0.0
English 4	06		97																0.0
Interior Design	07		95																0.0
Aide	08		95																0.0

Course	Title	Per	Teacher	Comment Code(s)	Excused Absences				Unexcused				School Related Abs				Tardies			
					Cyc	Semester	Ytd	Cyc	Semester	Ytd	Cyc	Semester	Ytd	Cyc	Semester	Ytd				
US Govt	01	Jones, Jerry			1	1	1													
Theatre Arts 2	02	Kay, Mary			1	1	1													
Food Science	03	Majors, Lee																		
Anatomy & Phys	04	Keith, Toby																		
CollegePrepMath	05	Curtis, Jamie																		
Financial Math	05	Curtis, Jamie																		
English 4	06	Kay, Mary			2	2	2											1	1	1
Interior Design	07	Majors, Lee			2	2	2					1	1	1						
Aide	08	Woods, Tiger			1	1	1					1	1	1						

Note: A student having excessive absences, defined by Texas Attendance Laws, may not receive credit, nor be promoted.

- Click the **Interim Progress Report** button to view the student's IPR.

Interim Progress Report

Anywhere HS PO Box 1500 Anywhere, TX 78416		Student: Grade: 12 Address: PO Box 123456 Anywhere TX 78416		Sem: 1 Control Nbr: 649 School Year: 2019-2020 Date Run: Sat Jan 04 09:13:06 CST 2020		Cyc: 1	
Course Number	Course Title	Period	Teacher Name	Cur Avg	Overall Avg	Comment Codes	Notes
4005	US Govt	01 - 01	Jones, Jerry	094			
4003	Theatre Arts 2	02 - 02	Kay, Mary	099			
3011	Food Science	03 - 03	Majors, Lee	094			
3007	Anatomy & Phys	04 - 04	Keith, Toby	100			
2009	CollegePrepMath	05 - 05	Curtis, Jamie	092	092		
2019	Financial Math	05 - 05	Curtis, Jamie	092			
1005	English 4	06 - 06	Kay, Mary	097			
7058	Interior Design	07 - 07	Majors, Lee	095			
8001	Aide	08 - 08	Woods, Tiger	095			

Explanation of Comment Codes Used



The report is displayed. Click **Print Screen** to print the screen as it appears on the page. **NOTE:** Print screen dimension can be no greater than 992 pixels.

- Only the most current report card or IPR is provided.

Class Schedule

Period	Course	Instructor	Room	Last Updated	Current Average 08:27 AM 01/04/2020	Today's Attendance 08:27 AM 01/04/2020
1	US Govt	Jones, Jerry		10/10/2019	97	
2	Theatre Arts 2	Kay, Mary	114	10/24/2019	94	
3	Food Science	Majors, Lee	FCS	10/21/2019	95	
4	Anatomy & Phys	Keith, Toby	103	10/21/2019	98	
5	CollegePrepMath	Curtis, Jamie				
5	Financial Math	Curtis, Jamie	107	10/21/2019	96	
6	English 4	Kay, Mary	114	10/22/2019	100	
7	Interior Design	Majors, Lee	FCS	10/21/2019	95	
8	Aide	Woods, Tiger	FCS			

The student's class schedule is displayed if enabled by the district, including period, course title, instructor name, room number, current attendance and current grade average for each class.

Instructor	<p>If the instructor has provided an email address, his name is displayed as a link to his email address. If you click the name, the default email client (as specified in his Internet Options settings) opens with the instructor's address in the To field.</p> <p>TIP: If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.</p>
	<p>If the instructor has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.</p>
Last Updated	The date when the instructor last updated grades or attendance is displayed.
Current Average	<p>The student's current grade average for each class is displayed.</p> <p>If the course is set up to post letter grades, letter grades are displayed.</p> <p>If the course is not graded, the message "Non-graded Course" is displayed in place of a grade.</p>
Today's Attendance	<p>Attendance for the current date is displayed for each class if it has been posted. Otherwise, it is blank.</p> <p>If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.</p>

Attendance Page

The screenshot shows the 'Attendance' page with a 'Detailed View' selected. On the left, there is a sidebar with 'Semester: 1', view options (Detailed View, Calendar View, Totals View), and a legend. The legend defines the codes: U (Unexcused Absences), T (Tardies), E (Excused Absences), and S (School Related). The main table displays attendance data for 7 periods across several dates. The table headers are: Period, Course, Instructor, 9/6, 9/18, 9/24, 10/3, 10/7, 10/14, 11/6, 11/14, 11/15, 11/18. The table rows are:

Period	Course	Instructor	9/6	9/18	9/24	10/3	10/7	10/14	11/6	11/14	11/15	11/18
1	Band 4	SMITH, HOWARD DAVE	T	U			U	U	U	U	U	E
2	A&P	BACON, KEVIN		U			T	U	U	T		E
3	Pre-Calculus	WHITE, TAMMY		U	E			U	U			E
3	CR Math	WHITE, TAMMY		U	E			U	U			E
4	Economics/Free	SHELTON, BLAKE			E			U	U			
5	Boys Athletics	JOHNSON, MATTHEW			E			U	U			
6	Civil Engineeri	KEITH, TOBY				U		U	U			
7	English 4	WOODS, TIGER				U		U	U			
7	ELA-Coll. Ready	WOODS, TIGER				U		U	U			

The Attendance page displays your student's daily attendance and semester totals.

Detailed Attendance - Displays attendance details in a table view.

Calendar View - Displays attendance details in a calendar view instead of a table view.

Totals View - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and the attendance data displayed, you must log out and log in again.

Detailed Attendance

Detailed Attendance is the default view.

Your student's schedule is displayed.

- The date appears in the column heading *only* if your student was marked absent or tardy for any period during that day.
- If your student was present and on time for the entire day, nothing appears for the date.

If your student was *not* present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: School Related

Detailed View

The **Simple** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

All applicable codes are listed in the **Legend**.

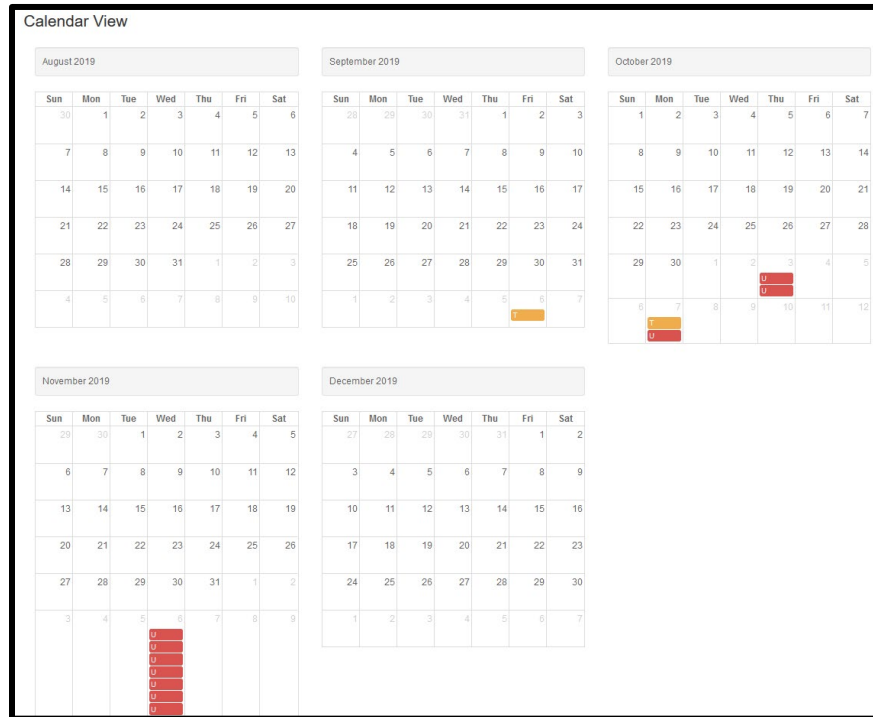
Calendar View

- ❖ Click or tap Calendar View.

All months for the selected semester are displayed.

- If your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

NOTE: If your student had multiple types of absences on the same date (such as a tardy and an unexcused absence), the date will be shaded according to the most severe absence type. For example, “Unexcused Absence” is the most severe (red), and “School Related” is the least severe (blue).



Totals View

Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: School Related	T: Tardies
1	Band 4	SMITH, HOWARD DAVE	7	1	6	0	1
2	A&P	BACON, KEVIN	4	1	3	0	2
3	Pre-Calculus	WHITE, TAMMY	5	2	3	0	0
3	CR Math	WHITE, TAMMY	5	2	3	0	0
4	Economics/Free	SHELTON, BLAKE	3	1	2	0	0
5	Boys Athletics	JOHNSON, MATTHEW	3	1	2	0	0
6	Civil Engineeri	KEITH, TOBY	3	0	3	0	0
7	English 4	WOODS, TIGER	3	0	3	0	0
7	ELA-Coll. Ready	WOODS, TIGER	3	0	3	0	0

- ❖ Click or tap **Totals View**.

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Grades Page

Cycle & Semester Grades

The screenshot shows the 'Cycle & Semester Grades' page in the Ascender Parent Portal. The sidebar on the left contains navigation options: Summary, Attendance, Grades (highlighted with a red box), Cycle & Semester Grades, and Assignments. The main content area displays 'Cycle Grades' for Semester 1. A table lists courses with their respective grades across three previous cycles and the current cycle.

Period	Class	Withdrawal Date	Teacher	Previous Cycles			Current Cycle
				1	2	3	
1	Band 4		JOHNNY N. SMITH	100	100	100	
2	English 4		TIGER WOODS	93	96	91	
2	ELA-Coll. Ready		TIGER WOODS	93	93	95	
3	Pre-Calculus		TONY ROMO	90	92	95	
3	CR Math		TONY ROMO	90	92	95	
4	Economical/Free		BLAKE SHELTON	97	99	100	
5	A&P		KEVIN BACON	94	93	96	

The Cycle and Semester Grades page displays your student's cycle and semester grade averages.

- ❖ You can also view assignment grades for the current semester.

Cycle Grades - Displays current grade averages for the current cycle, and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

- If the student is failing a course, the grade will appear red.

Each cycle grade is hyperlinked – the previous cycles along with the current cycle average is displayed.

- ❑ Click on the grade to view the assignments that are associated with the cycle grade. A pop-up window will display

The 'Cycle Grades Details' pop-up window displays a breakdown of grades by category. The overall Posted Average is 97.

Homework/Daily work 60%					
Assignment	Due Date	Grade	Late	Redo	
Scarcity vs Shortage	8/20/19	100			
Opportunity Cost	8/22/19	100			
Taxes Vocabulary	9/25/19	100			
Production Possibilities Frontier	9/4/19	100			
Identifying Econ Systems	9/5/19	90			
Economic Systems Notes	9/5/19	100			
Homework/Daily work average		98			

Quiz 25%					
Assignment	Due Date	Grade	Late	Redo	
States and Abbreviations	9/3/19	95			
Quiz average		95			

Test 15%					
Assignment	Due Date	Grade	Late	Redo	
Island Group Project	8/21/19	95			
Stock Simulator 1	9/20/19	100			
Test average		98			

Posted Average 97

Cycle & Semester Grades

Semester: 1

Cycle Grades

Semester Grades

Semester Grades Include Withdrawn Courses

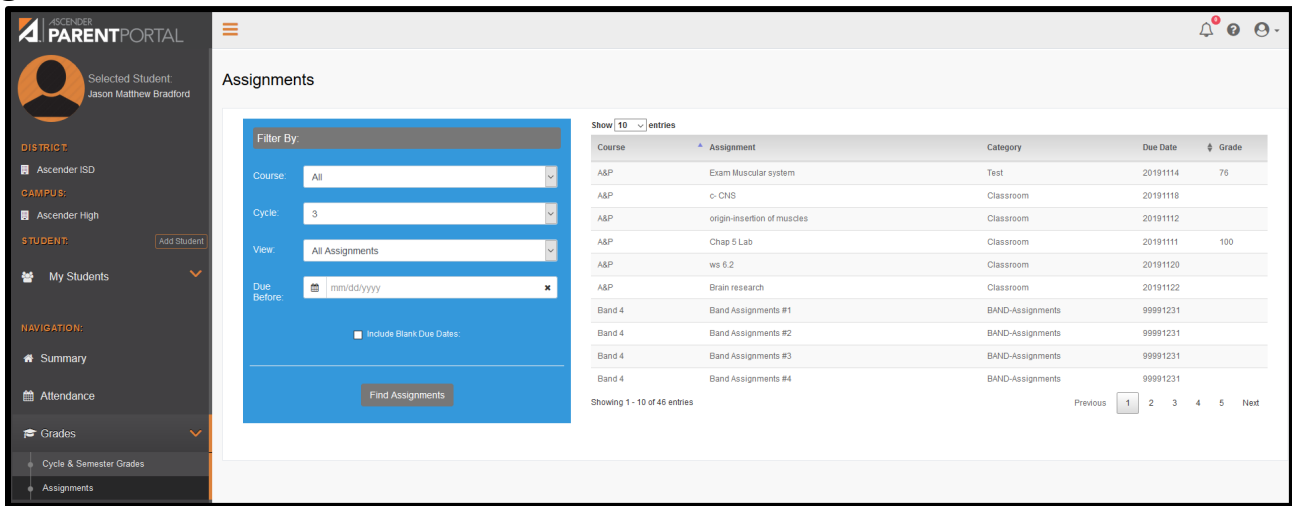
Period	Class	Withdrawal Date	Teacher	Exam	Semester Average	Final Grade	Credits
1	Band 4		JOHNNY N. SMITH	X	100		0.5
2	English 4		TIGER WOODS	090	91		0.5
2	ELA-Coll. Ready		TIGER WOODS	X	94		0.5
3	Pre-Calculus		TONY ROMO	092	92		0.5
3	CR Math		TONY ROMO	097	93		0.5
4	Economics/Free		BLAKE SHELTON	100	99		0.5
5	A&P		KEVIN BACON	100	96		0.5

Semester Grades - Displays your student's posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

- Click Semester Grades.
 - Your student's posted semester and final averages are displayed. This data is only available for closed semesters. For the current semester, no data is displayed.

Exam	The student's semester exam grade for the course is displayed.
Semester Average	The student's posted semester average for the course is displayed.
Final Grade	The student's posted final grade for the course is displayed. <ul style="list-style-type: none"> • For one-semester courses, this grade is posted after the semester is closed. • For year-long courses, this grade is only posted after the final semester of the school year is closed.
Credits	The number of credits received
(Note Icon)	Click the icon to view a note entered by the teacher. <ul style="list-style-type: none"> • If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name. • If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment.

Assignments



The Assignments page allows you to view your student's assignments for all courses and all cycles, including graded, ungraded, dropped, missing, etc.

Filter by:

Course	Select a specific course, or click All to view assignments in all courses.
Semester	Select a specific semester, or click All to view assignments for all semesters.
Cycle	Select a specific cycle, or click All to view assignments for all cycles.
Grade	Select which assignments to view: <ul style="list-style-type: none"> <input type="checkbox"/> All - View all assignments. <input type="checkbox"/> Only Graded - View only assignments that have been graded. <input type="checkbox"/> Only Pending - View only assignments that have been assigned but not yet graded. <input type="checkbox"/> Only Dropped - View only assignments that the instructor has dropped (i.e., not included in cycle average). <input type="checkbox"/> Only Excluded - View only assignments that the instructor has excluded (i.e., not included in cycle average). <input type="checkbox"/> Only Missing - View only assignments that the instructor has marked as missing for the student. <input type="checkbox"/> Only Incomplete - View only assignments that the instructor has marked as incomplete for the student. <input type="checkbox"/> Only Failing - View only assignments that the student has a failing grade for. <input type="checkbox"/> Only Late - View only assignments that the instructor has marked as turned in late. <input type="checkbox"/> Only Redo's - View only assignments that the instructor has allowed the student to redo.
Category	The categories depend on how the instructor has set up the course. Select a specific category, or click All to view assignments in all categories.

As you select filters, the assignments are displayed according to your selections.

- If an assignment grade has been dropped, the message “dropped” is displayed *next to* the grade.
- If an assignment grade has been excluded, the message “excluded” is displayed *in place of* the grade.
- If an assignment is missing, the message “missing” is displayed *in place of* the grade.
- If an assignment is incomplete, the message “incomplete” is displayed *in place of* the grade.
- If the student is withdrawn from the course, the message “(withdrawn)” is displayed *next to* the course title.

Discipline

The Discipline page displays your student's discipline records for the semester. You can also view records for a particular date.

Discipline

Filter By:

Semester:

Cycle:

Find Discipline

Date	Infraction	Disciplinary Action	Reported By	Administrator	Comment
11/12/2019 03:38 PM	Violation of Student Code of Conduct Not Covered Under TEC	In-School Suspension	HILL, FAITH	Jones, Indiana	<i>Student was wearing a cap inside the classroom. Caps should not be worn inside the classroom -please refer to the Student Handbook for more information. Please contact the office for more information. Office Number 806-555-HELP</i>

By default, all of the student's discipline records for the semester are displayed.

Filter By:

- To view discipline records for a particular cycle, select the semester and cycle.

Date	The date and time of the discipline incident are displayed.
Infraction	The specific violation is displayed.
Disciplinary Action	A description of the action taken by campus officials in response to the discipline incident is displayed.
Reported by	The name of the staff member who reported the incident is displayed.
Administrator	The name of the campus administrator who is handling the incident and taking action is displayed.

Additional comments about the discipline incident may be displayed in italic font below the fields, if entered by campus administrators.

Immunizations

The Immunizations page displays your student's immunization (vaccination) data on file at the campus.

This is display only.

Student Immunization Record					
Date	Description	Series Description	Reaction	Exemption	Affidavit Date
02/18/2002	DTP	2nd in Series	N		
02/18/2002	Polio	2nd in Series	N		
02/18/2002	Hib (TITER Series of 3/Booster)	2nd in Series	N		
02/18/2002	Pneumococcal Conjugate (PCV7)	1st in Series	N		
03/28/2003	DTP	Booster	N		
03/28/2003	MMR	1st in Series	N		
03/28/2003	Hib (TITER Series of 3/Booster)	Booster	N		
03/28/2003	Varicella (chickenpox)	1st in Series	N		
08/18/2006	Hepatitis A	2nd in Series	N		
08/20/2014	Varicella (chickenpox)	2nd in Series	N		
08/20/2014	Tdap	Booster	N		
08/20/2014	Meningococcal (MCV4)	1st in Series	N		
08/21/2002	DTP	3rd in Series	N		
08/21/2002	Polio	3rd in Series	N		
08/21/2002	Hib (TITER Series of 3/Booster)	3rd in Series	N		
08/21/2002	Hepatitis B	3rd in Series	N		
08/21/2002	Pneumococcal Conjugate (PCV7)	2nd in Series	N		
09/07/2001	Hepatitis B	1st in Series	N		
10/07/2005	DTP	Booster	N		
10/07/2005	Polio	Booster	N		
10/07/2005	MMR	2nd in Series	N		
10/07/2005	Hepatitis A	1st in Series	N		
10/07/2005	Pneumococcal Conjugate (PCV7)	3rd in Series	N		
10/30/2001	DTP	1st in Series	N		
10/30/2001	Polio	1st in Series	N		
10/30/2001	Hib (TITER Series of 3/Booster)	1st in Series	N		
10/30/2001	Hepatitis B	2nd in Series	N		

Alerts Page

Alerts are messages notifying you if the student has any grades or attendance information you should be aware of, such as an absence, tardy, or low grade.

- **View Alerts** - View alert messages that have been generated according to your alert subscription.
- **Set Alerts** - Change your alerts subscription at any time so that you only receive the alert messages you want to see.

By default, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

You can change your alerts subscription at any time.

The screenshot shows the Ascender Parent Portal interface. On the left is a dark sidebar with the 'Alerts' option highlighted by a red box. The main content area is titled 'Alerts' and features a 'View Alerts' button with a red notification badge showing '1'. Below this is a 'Set Alerts' button. A form for 'View Read Alerts' is set to 'No', with a 'Mark All As Read' button. A table with columns 'Date', 'Description', and 'Read' is currently empty, showing 'No data'. A callout box at the bottom right explains that the number of alerts is displayed next to the alert icon in the top-right corner of every page and that users can click the alert icon to view the two most recent alerts.

View Alerts

View Alerts is the default view.

- The number of new, unread alerts is displayed in a red circle.

The complete alert message is displayed under **Description**.

If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

Tips:

- New, unread alerts are bold.
- Once you have read an alert, you can select **Read**. The alert will no longer be bold.
- Clear the **Read** check box to change the alert back to unread.
- You can adjust the page to show or hide any alerts you have already read:
 - To see only new, unread alerts, set **View Read Alerts** to **No**.
 - To see all alerts, set **View Read Alerts** to **Yes**.

Set Alerts

Notification Type:

Your email address or mobile number must already be verified on the My Account page.

How would you like to receive alerts: No alert ▾

Indicate if you want to receive alert notices at your email address, sent as text messages to your cell phone, or not sent. This field is only displayed if the district has set up notification services.

- Email message - Receive alert notices by email. This option is only available if you have successfully registered your email address on the My Account page.
- Text message - Receive alert notices as text messages. This option is only available if you have successfully registered your cell phone number on the My Account page.
- No Alert - Do not receive alert notifications. You will still be able to view alerts once you have logged on to the ParentPortal.

Attendance Alerts

Attendance Alerts

Allow up to one hour for changes to take effect.

Unexcused Absences: First occurrence only ▾

Excused Absences: No alert ▾

Tardies: No alert ▾

Attendance alerts allow you to be notified if your student is marked late or absent.

For each type of absence (Excused, Unexcused, and Tardy), indicate when you want to be notified:

- **No alert** - Select if you do not want to be notified of your student's unexcused absences.
- **First occurrence only** - Select if you only want to be notified of an unexcused absence for the first period the student is absent.
- **All occurrences** - Select if you want to be notified of all unexcused absences for all periods of the day.

Grade Average Alerts

Class Average Alerts

An alert will be sent each time the student's average in any class falls below the threshold.

Set Class Average Threshold: No

Current Selection: OFF

Set Custom Average Threshold?	Yes - Change the grade average that triggers an alert. No - Leave the setting as it is (Current Selection).
Custom Average Threshold	If you selected Yes , type a numeric grade (0-110). Any time your student's average falls below this grade, you will receive an alert.

Average alerts allow you to be notified if the student's grade average in a class falls below a specified grade. By default, you will receive an alert any time the student's grade average in a class falls below failing. You can change the alert by specifying another grade.

Assignment Alerts

Assignment Grade Alerts

An alert will be sent each time the student receives an assignment grade that falls below the threshold.

Set Assignment Grade Threshold: No

Current Selection: OFF

Set Custom Assignment Threshold	Yes - Change the assignment grade that triggers an alert. No - Leave the setting as it is (Current Selection).
Custom Assignment Grade Threshold	If you selected Yes , type a numeric grade (0-110). Any time your student receives an assignment grade below this grade in any class, you will receive an alert.
Incomplete Assignments	Yes - Receive an alert when the student's assignment is marked as incomplete. No - Do not receive an alert for incomplete assignments.
Missing Assignments	Yes - Receive an alert when the student's assignment is marked as missing. No - Do not receive an alert for missing assignments.

Incomplete Assignments: No

Missing Assignments: No





Assignment grade alerts allow you to be notified if the student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time the student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

Links Page


The Links page displays any external website links provided by the district.

- Click the icon to go to the websites

Links

 HB5 Graduation	 Service Center
High School Graduation Requirements for all students	Region 17 Education Service Center great resources for parents, students and educators.
HB5 Graduation 	Service Center 

My Account Page

On the right corner of the tool bar click the profile icon  select **MyAccount**

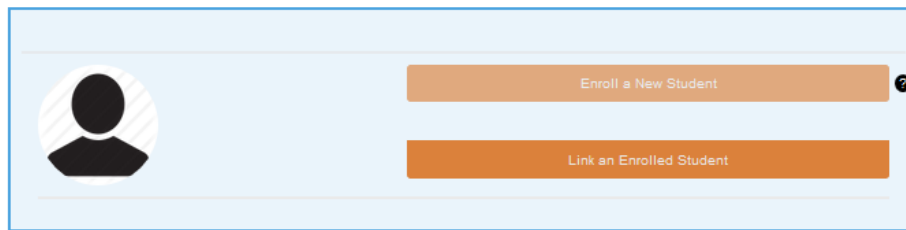


Students:

All the students that are associated with the user will be displayed



To Link an Enrolled to your account:



- Click **Link an Enrolled Student** to your account:

- The Parent Portal ID will need to be obtained by calling the campus your student is enrolled at.
 - Enter the Parent Portal ID and the student's date of birth
 - Click **Add**

The student will now be available to view and update on the Student screen.

Contact Information



The screenshot shows a form titled "Contact Information". It has two input fields: "Email Address" containing "mloveless@esc17.net" and "Mobile Number" which is empty. To the right of the email field is a red button labeled "Remove Email". To the right of the mobile number field is a grey button labeled "Verify Mobile".

Update and verify email address and mobile phone information.

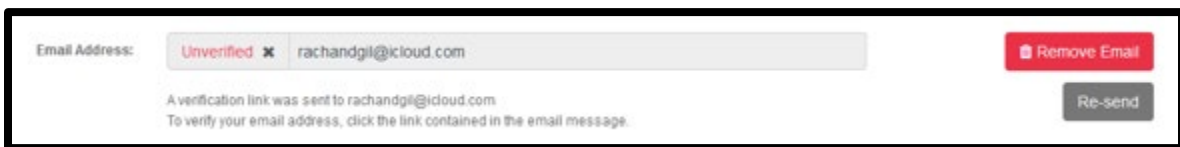
Email

You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

Current Email Address

This field is displayed if your email address has previously been entered.

- The message "Unverified" is displayed if the email address has not been verified.



The screenshot shows the "Email Address" field with the text "Unverified" in red and a small 'x' icon next to the email address "rachandgi@icloud.com". Below the field, a message reads: "A verification link was sent to rachandgi@icloud.com. To verify your email address, click the link contained in the email message." To the right of the field are two buttons: a red "Remove Email" button and a grey "Re-send" button.

If no email address has been entered, type your current email address. Your email address must be entered in a valid format (e.g., name@domain.com).

- You cannot enter an email address that is already in use.

New Email Address If you have not verified your email address, type the address and click **Update Email**.

- A message is sent to your email inbox allowing you to verify your address.
- Click **Remove Email** to clear the email address and prevent verification. If necessary, click **Re-send** to resend the message.
- **Confirm Email Address** Retype the email address to confirm that you typed it as intended.

Follow the instruction on the email to continue to verify the email.

Mobile Number:

Registering your mobile phone number enables you to receive alert notifications as text messages.

- **IMPORTANT:** If you change cell phone carriers, you may stop receiving alert messages, and you may need to re-register the number.
- Type the cell phone number to be registered in the *AAANNNNNNN* format, where *AAA* is the area code, and *NNNNNNN* is the number. **Do not use hyphens.**
- Click **Verify Mobile**.

You will receive a text message at the number entered which will contain a verification code. The fields above will be replaced with the **Verification Code** field.

Follow the instruction on the email to continue to verify the mobile number.

Security Information

Security Information

Password: [REDACTED] Update Password

Security Question: What was your phone number growing up? Update Security Question

Answer: 2211327

Password

You can update your ParentPortal account password at any time.

- ❑ Click **Update Password**. A pop-up window opens:

Update Password

Old Password: [REDACTED]

New Password: [REDACTED]

Confirm Password: [REDACTED]

Old Password Type your current password in order to verify your access.

New Password Type a password that you will use when you log on to txConnect.

- The password must be 8 to 25 alphanumeric characters.
- Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd1234).
- Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

Confirm Password Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.

No Save

- ❑ Click **Save**. the Password is changed.

Security Questions

Security questions and answers are used to verify your identity if you have forgotten your password. You can change the question, the answer, or both at any time.

- ❑ Click **Update Security Question**. A pop-up window opens.

Update Security Question

Question: What was the name of your first pet?

Answer: parent

No Save

Question	<ul style="list-style-type: none"> ❑ Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	<ul style="list-style-type: none"> ❑ Type the answer to the question. <p>You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer.</p> <ul style="list-style-type: none"> ○ IMPORTANT: The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

- ❑ Click **Save**.