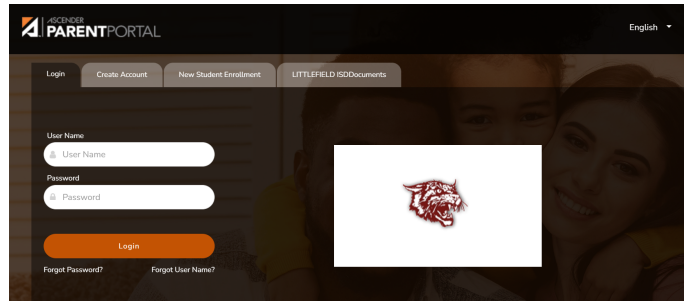
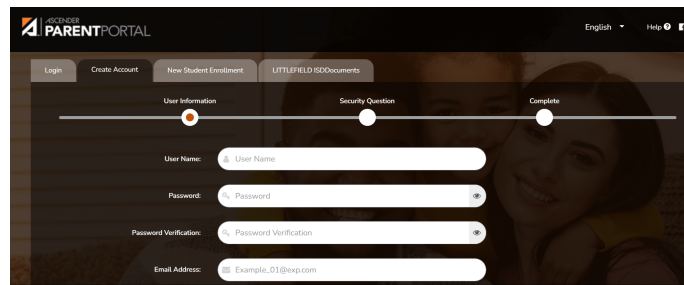


Instructions for Enrolling a New Student

Select the Ascender Parent Portal Link under Student Registration Link. That link will direct you to Ascender Parent Portal Page. This page is available in English and in Spanish but the default is in English. You will need to change your default language in the top right corner.



Select Create Account Tab



Once you click on “[Create Account](#)” you will then be directed to a page where you will need to fill in the required information to create an account. **Note: An email address is required to set up a parent portal account. The email address MUST MATCH the email address you enter on your student’s registration information. You will need to have access to this account to verify your email before you can continue the registration process.**

After information is entered, click “[Next](#)”.

The next step will require you to select a Security Question and fill in the answer, click next.

Next screen will confirm your account has been completed, click “[Finish](#)”.

Page will be redirected to “my Account with a warning message - ***Your email address is not verified. Verify your email address for full functionality.***

This step **must be completed** in order to have access to Enroll a New Student.

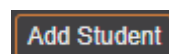
Verify Email Address

Log into the email account used to create your parent portal account (the email you receive LISD information). Look for an email from **parentportal@esc17.net**. Open your email and click on [Validate Email](#).

After this step is completed, you will be notified that your email has been verified. Click on “[Return to Login](#)” and enter user name and password then click “[Login](#)”.

Now you will be able to enter the information of your new student.

If you need to add another student, on the left hand side of the page, click on:



After completing the online enrollment, you will need come to Registration Day at Wildcat Gym to finalize the process. **Your child will not be enrolled and will not be able to attend school until this happens.**