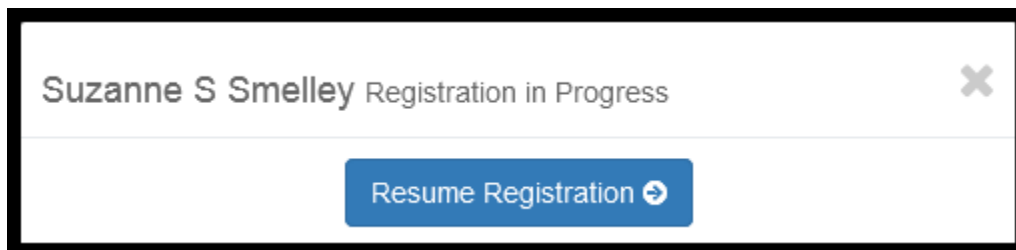




ASCENDER – Parent/Guardian Enroll a Returning Student Quick Reference

Login to your ParentPortal User Account:

If the student’s registration is in progress, a pop-up window is displayed upon login.



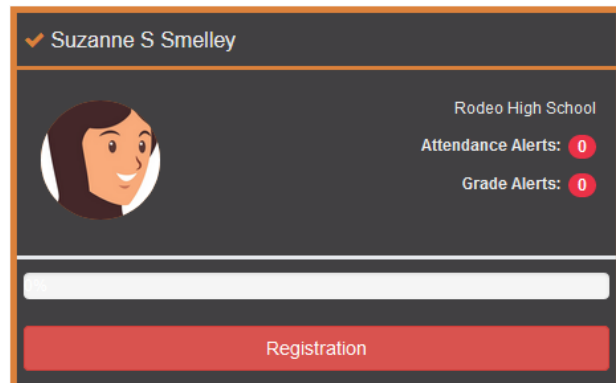
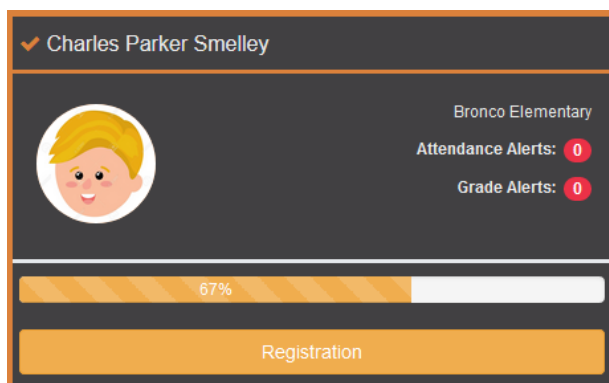
Click X to close the pop-up window and continue registration later.

Click **Resume Registration** to start/continue the registration process.

On the **Summary** page, the **Registration** status will be color coded:

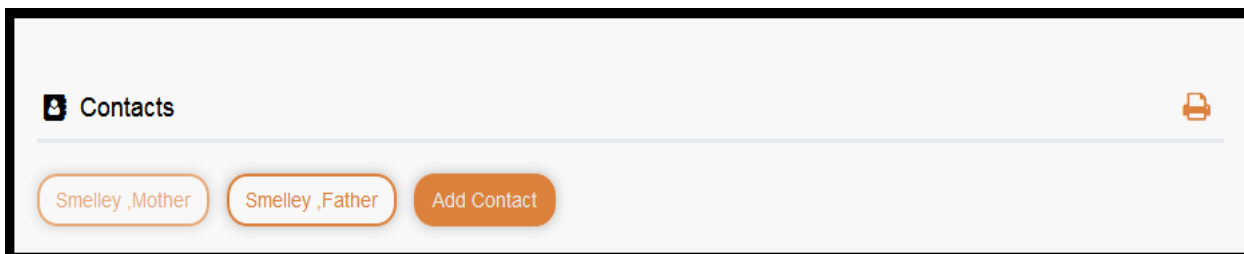
- **Red** – no forms are completed (0% - 49%)
- **Yellow** – some forms are completed (50% - 99%)
- **Green** – all forms are completed (100%)

The card is highlighted and has a check mark for the selected student.

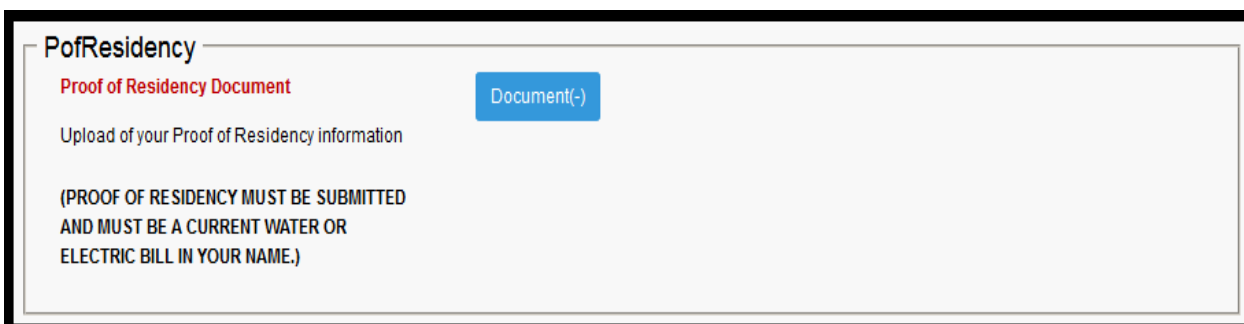


Begin or Resume	Click Resume Registration on the pop-up window, or click the Registration button on the student’s card.
Click Start Registration	Click Start Registration

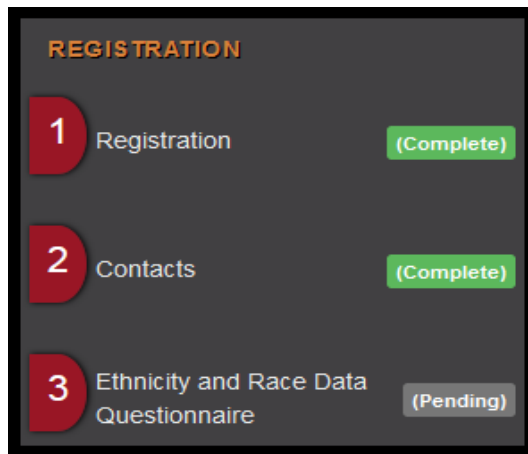
Review and update:	<p>Review existing data. Add or update data as needed.</p> <ul style="list-style-type: none"> • Registration Form – Add or change data. Type over the existing data with new data where applicable. • Contact Forms – All of the student’s contacts are listed at the top of the form. Click the contact name to update information for that contact. Click Add Contact to add a new contact.
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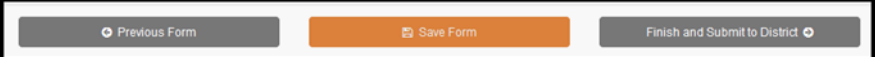


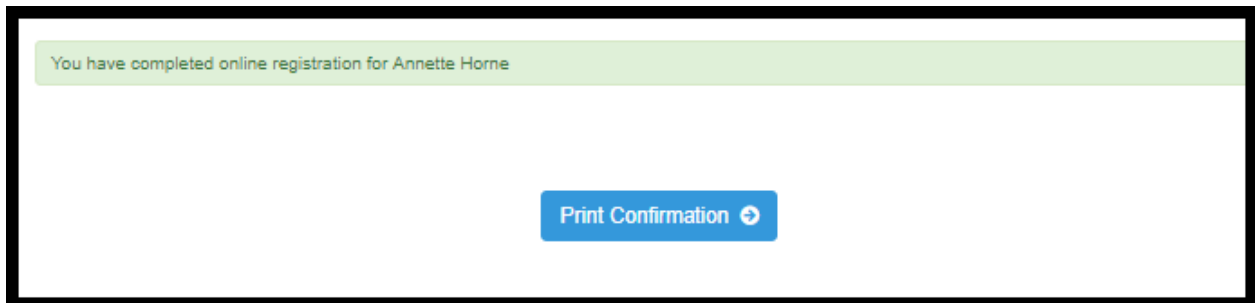
Document Button	<p>Document(-) Click the Document button to upload a file related to online registration, such as proof of residency.</p>
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Click Next Form	<p>The next form in the list is displayed on the right. Continue reviewing forms and clicking Next Form until you have reviewed and updated all forms.</p> <ul style="list-style-type: none"> • Save Form – If you are not ready to complete a form, click Save Form to save any data entered so far. • Resume Registration – If you leave ParentPortal before finishing registration update, a Resume Registration button is displayed allowing you to continue where you left off.
Pending or Complete	<p>The list on the left side of the page displays Pending or Complete, indicating the status of the form.</p>



<p>Finish and Submit to District</p>	<p>When you have viewed and entered all required data on all required forms, the Finish and Submit to District button is displayed at the bottom of the page. Click the Finish and Submit to District button.</p> 
<p>Print Confirmation</p>	<p>The final page opens allowing you to print a confirmation for your records. Click Print Confirmation.</p>



For Ascender ParentPortal help please call:
Nishia Newton, Aubrey Administration – 940-668-0060
Nancy Knapp, Aubrey High School – 940-668-3900
Jan Webb, Aubrey Middle School – 940-668-0200