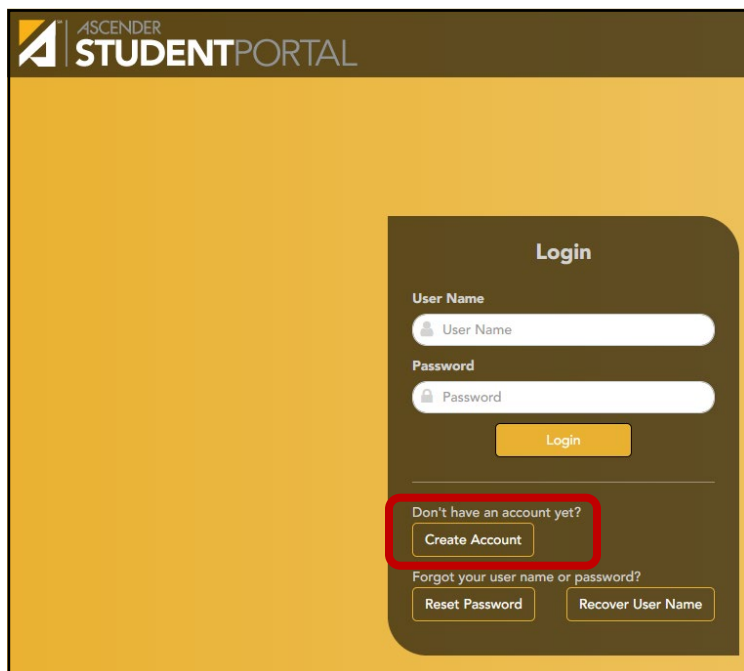


# Creating a Student Account in Ascender StudentPortal

## Create Account

1. Click Create Account



2. Enter Student ID, Birth Date, and Last four of your Social Security Number

The screenshot shows the 'Create Account' form with the 'User Information' step selected. The form includes the following fields and examples:

Field	Example
Student ID	123456
Birth Date	03/11/1994
Social Security Number (Last Four)	5555

### 3. Choose a User Name and Password

Create Account

User Information Basic Information Security Question Complete

#### Basic Information

User Name:  • 6-25 alphanumeric characters (e.g., AbC1234)

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

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

Confirm Password:  • Password must match entry in password field exactly (case sensitive)

Back Next Cancel

### 4. Enter answers to three Security Questions

Create Account

User Information Basic Information Security Question Complete

#### Security Question

Provide answers to three different questions. The information will assist you in resetting your password.

Question 1:

Answer 1:

Question 2:

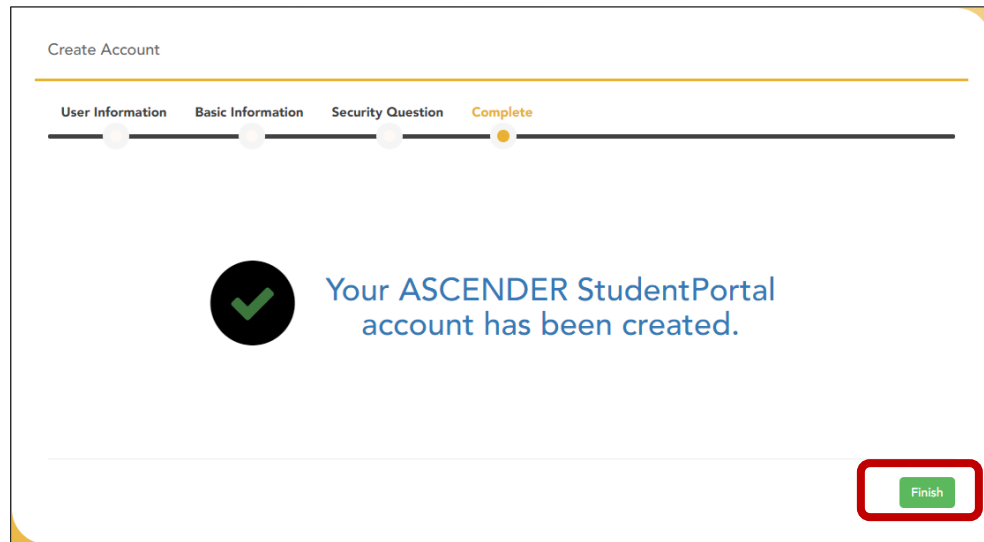
Answer 2:

Question 3:

Answer 3:

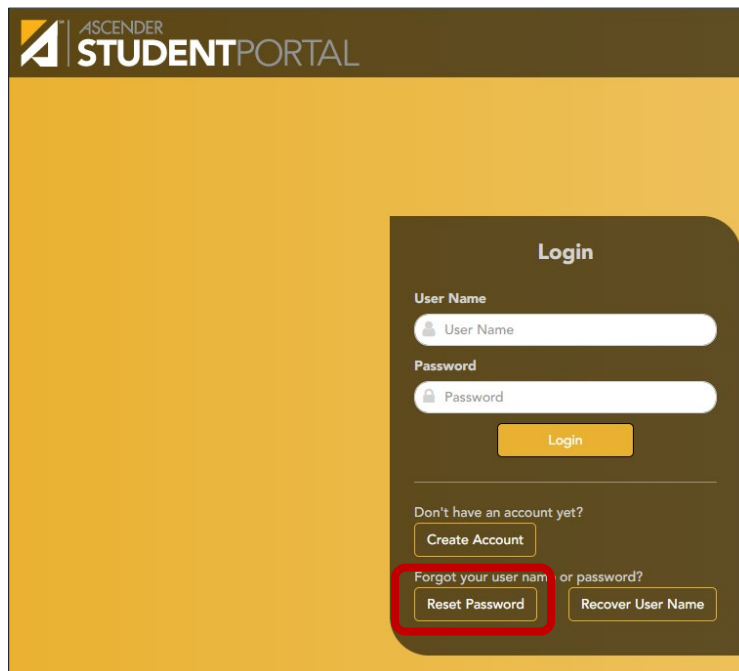
Back Next Cancel

5. Click Finish – The system will take you to your account



## Reset Password

1. Reset Password



## 2. Enter Student ID and User Name

Reset Password

Reset Password Security Question Create New Password

Reset Password

Enter Student ID and User Name

Student ID:

User Name:

Next Cancel

## 3. Answer Security Question

Reset Password

Reset Password Security Question Create New Password

Security Question

Answer Hint Question to verify identity

Question: What high school did you graduate from?

Answer:

Back Next

## 4. Create New Password

Reset Password

Reset Password Security Question Create New Password

Create New Password

Enter and confirm new password

Password:

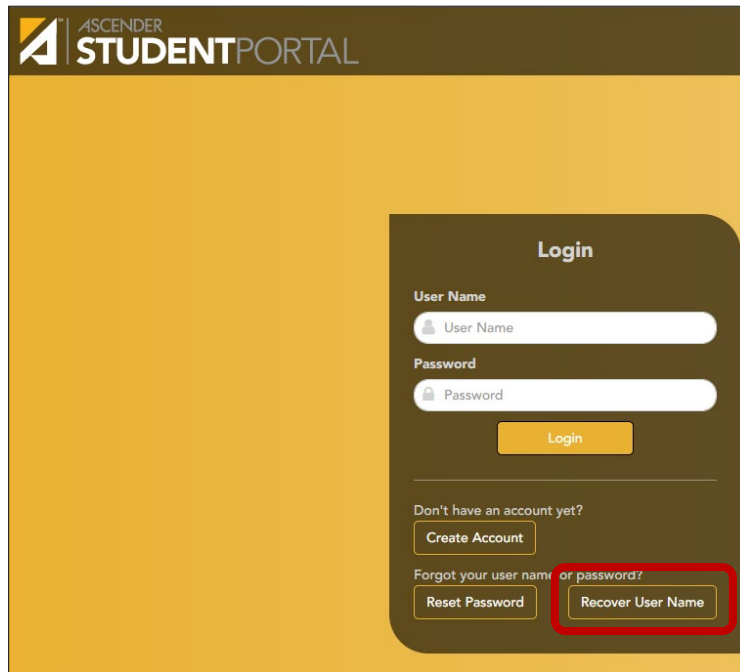
Confirm Password:

- 8-46 characters using 3 of the following:
  - UPPERCASE letters
  - Lowercase letters
  - Numbers (0-9)
  - Special characters
- Password must match entry in password field exactly (case sensitive)

Finish

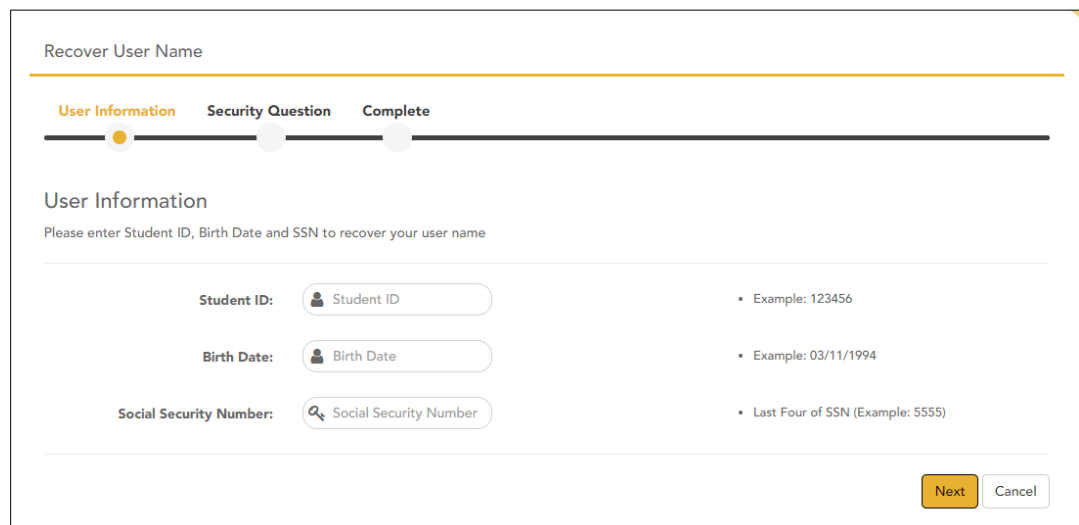
## Recover User Name

### 1. Recover User Name



The screenshot shows the ASCENDER STUDENT PORTAL Login interface. It features a dark blue header with the logo and title. Below the header is a white login form with fields for 'User Name' and 'Password', and a 'Login' button. Below the login form are links for 'Don't have an account yet?' (Create Account) and 'Forgot your user name or password?' (Reset Password and Recover User Name). The 'Recover User Name' button is highlighted with a red rectangular box.

### 2. Enter Student ID, Birth Date, and Last four of your Social Security Number



The screenshot shows the 'Recover User Name' form with a progress indicator at the top. The progress bar has three steps: 'User Information' (active), 'Security Question', and 'Complete'. Below the progress bar is the 'User Information' section, which includes the instruction 'Please enter Student ID, Birth Date and SSN to recover your user name'. There are three input fields: 'Student ID' (with an example of 123456), 'Birth Date' (with an example of 03/11/1994), and 'Social Security Number' (with an example of the last four digits, 5555). At the bottom right, there are 'Next' and 'Cancel' buttons.

### 3. Answer Security Question

Recover User Name

---

User Information   **Security Question**   Complete

---

Security Question

Answer Hint Question to verify identity

Question: What college did you graduate from?

Answer:

Back   Next


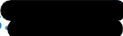
### 4. Click finish and log in to your account

Recover User Name

---

User Information   Security Question   **Complete**

---

 Congratulations! You recovered your user name successfully!  
Here it is 

Finish