



HOW TO CREATE AN ASCENDER EMPLOYEE PORTAL ACCOUNT

- Go to www.elginisd.net and click on the **Staff** tab, the scroll down and click on **Ascender Employee Portal**
- Click on the Create Account tab
- Enter your 6-digit employee number
- Enter your date of birth
- Enter your 5-digit zip code then click Next
 - Hint: This must match the zip code on file with Human Capital and Payroll
- Enter a user name
- Enter a password and verify the password
- Enter a home email and verify the email then click Next
- Enter a security question and answer then click Next
- Accept the Ascender End User License Agreement then click Next then click Finish

If you are unable to login to your Employee Portal account for any reason:

- Open a Help Desk ticket by sending an email to helpdesk@elginisd.net
- Ticket must Include:
 - First and Last Name
 - 6-digit employee number
- A Technician will reply to your email with further instructions