



HOW TO CREATE MY ASCENDER TEACHER PORTAL ACCOUNT (FOR GRADES AND ATTENDANCE)

New and returning teachers must create a new portal account every school year.

- Go to www.elginisd.net and click on the **Staff** tab, the scroll down and click on **Ascender Teacher Portal**
- Click on Create Account
- Enter your Staff ID (this is your 6-digit employee #)
- Enter your Last Name
- Enter your First Initial then click Next
- Follow the online prompts to complete the account registration

If your account is locked or need it reset for any reason:

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

If you do not know your pin or need it reset for any reason:

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