

Ascender EmployeePortal: New User

Kennedale ISD

1. Access Ascender EmployeePortal from the link provided on the District's Human Resources page or directly at <https://ascender-prtl04.esc11.net/EmployeePortal/login?distid=220914>
2. Click on **Create Account**

The screenshot shows the 'Create Account' screen with the 'User Information' step selected. The progress bar has four steps: User Information (active), Basic Information, Security Question, and Complete. The form fields are: Social Security Number (123456789), Date of Birth (mm/dd/yyyy), and Zip Code (12345). There are 'Next' and 'Cancel' buttons at the bottom right.

3. Enter your **social security number** - no dashes
Enter your **Date of Birth**, Enter your **Zip Code**
Click **Next**

The screenshot shows the 'Create Account' screen with the 'Basic Information' step selected. The progress bar has four steps: User Information, Basic Information (active), Security Question, and Complete. The form fields are: Social Security Number (123456789), Date of Birth (mm/dd/yyyy), and Zip Code (12345). There are 'Next' and 'Cancel' buttons at the bottom right.

4. Choose and enter a **User Name** - 6 to 25 Alphanumeric characters
Choose and enter a **Password** (and Verify) – **Password is CaSe sEnSiTiVe**
Your work Email Address should already be listed, if applicable
Enter a **Home Email Address** (and Verify) ***Optional***
Choose and enter a **Hint Question**
Choose and enter a **Hint Answer** – **Hint Answer is CaSe sEnSiTiVe**
Click **Save**

The screenshot shows the 'Create Account' screen with the 'Security Question' step selected. The progress bar has five steps: User Information, Basic Information, Security Question (active), License Agreement, and Complete. The form fields are: User Name, Password, Password Verification, Work E-mail, Work E-mail Verification, Home E-mail, and Home E-mail Verification. There are 'Back', 'Next', and 'Cancel' buttons at the bottom right. A red text overlay on the right side reads: "** Write down your login information and keep it in a safe place".

5. You will receive an email from KennedaleISD@esc11.net indicating a new user has been created with your work email address and will list your User ID. This is an automated message – do not reply to this email.



KennedaleISD@esc11.net

New User Created

To

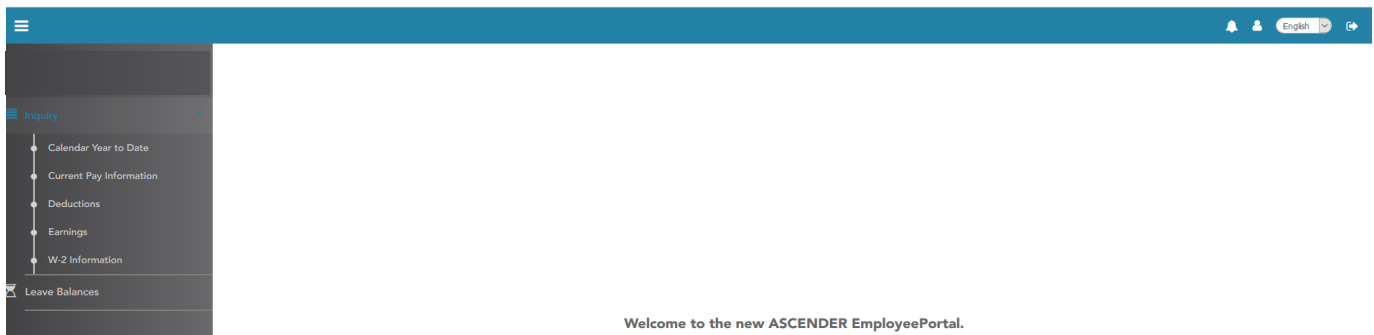
Thank you for Registering for Employee Portal. Your User ID is:

*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****

6. Menu Options:

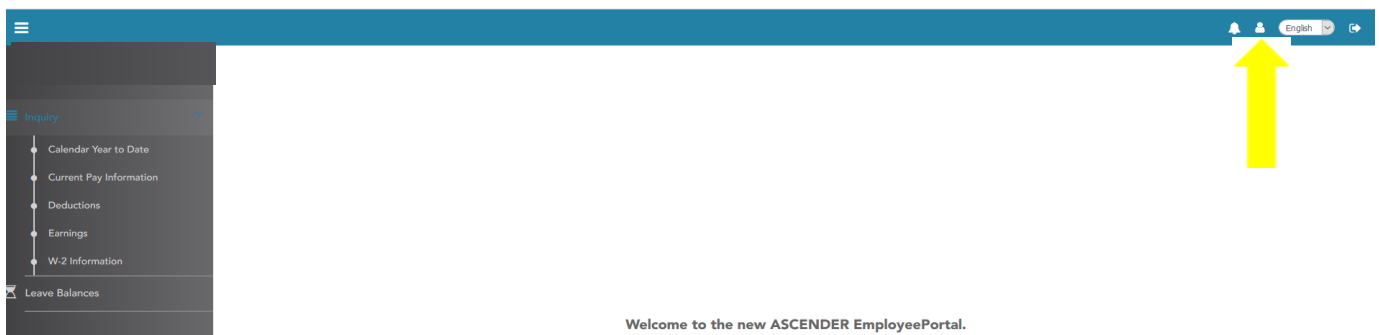
INQUIRY

- ✓ Calendar Year to Date
- ✓ Current Pay Information
- ✓ Deductions
- ✓ Earnings
- ✓ Leave Balances
- ✓ W-2 Information



SELF-SERVICE

- ✓ Change Password
- ✓ Demographic Information
- ✓ Emergency Contact



Login to your Ascender EmployeePortal account every pay period to keep it active. If you forget your user name/password, please select the Forgot Username or Forgot Password option and follow the prompts to retrieve your information.



If you receive a message that your account is locked, send an email to gonzalezja@kisdtx.net and request your account be deleted. You will have to create a new account. We cannot reset Ascender Employee Access accounts or passwords.