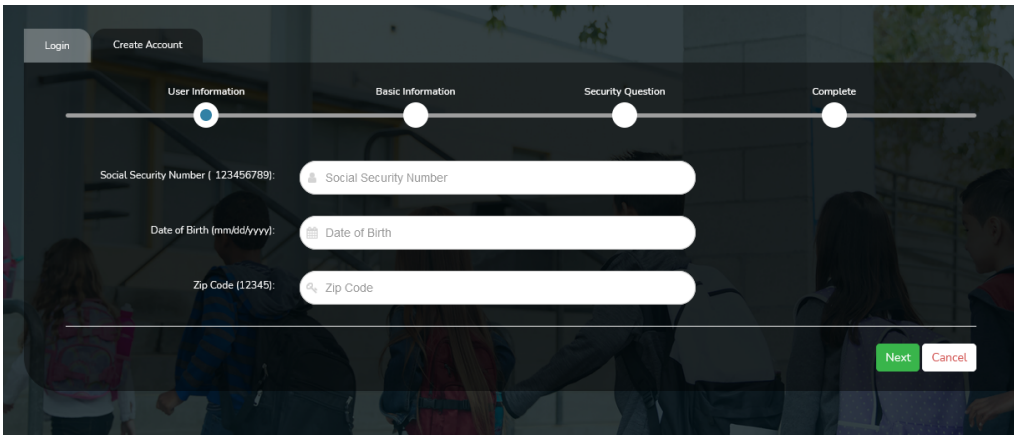
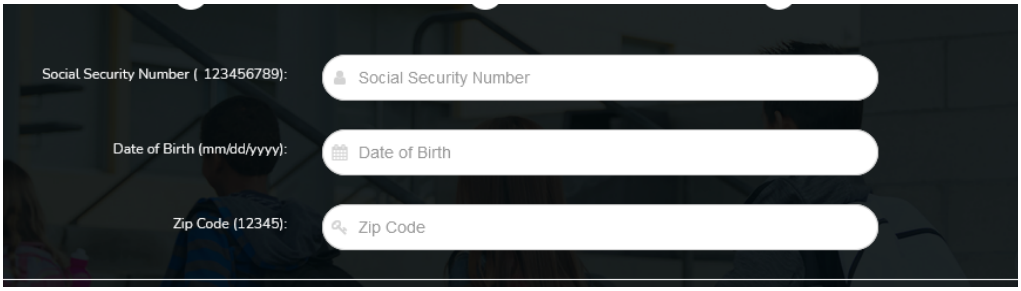
Ascender EmployeePortal: New User

Kennedale ISD

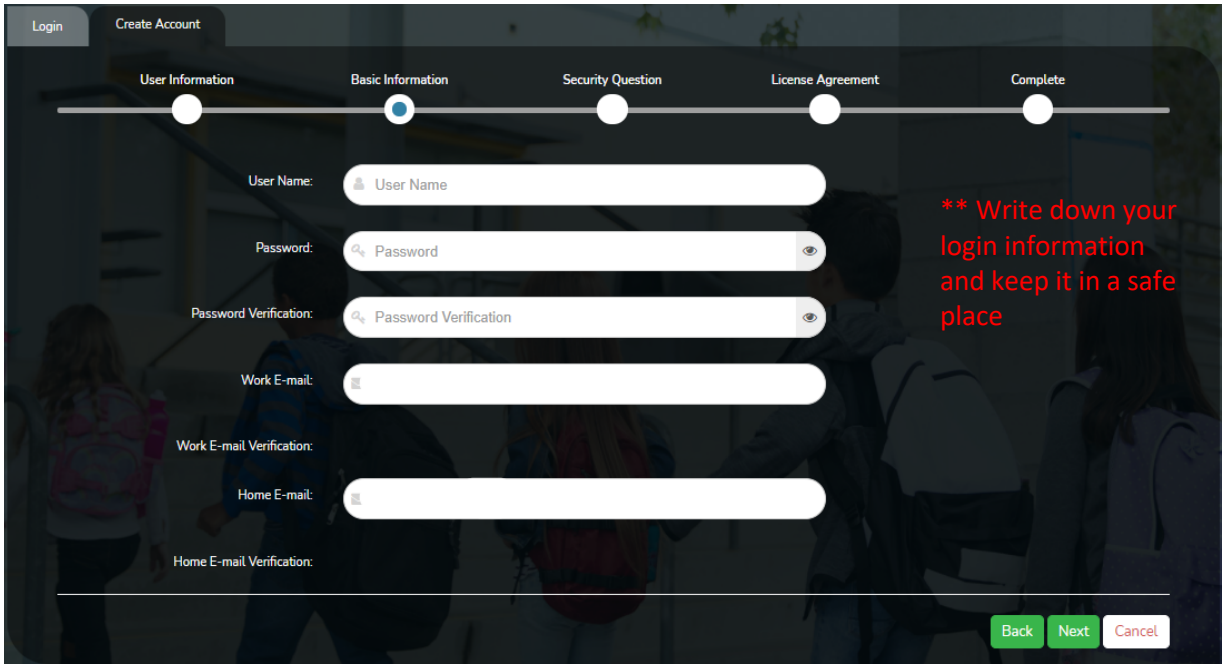
1. Access Ascender EmployeePortal from the link provided on the District's Human Resources page or directly at **https://login11.ascendertx.com/EmployeePortal/login.html?distid=220914**
2. Click on **Create Account**



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



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**



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.

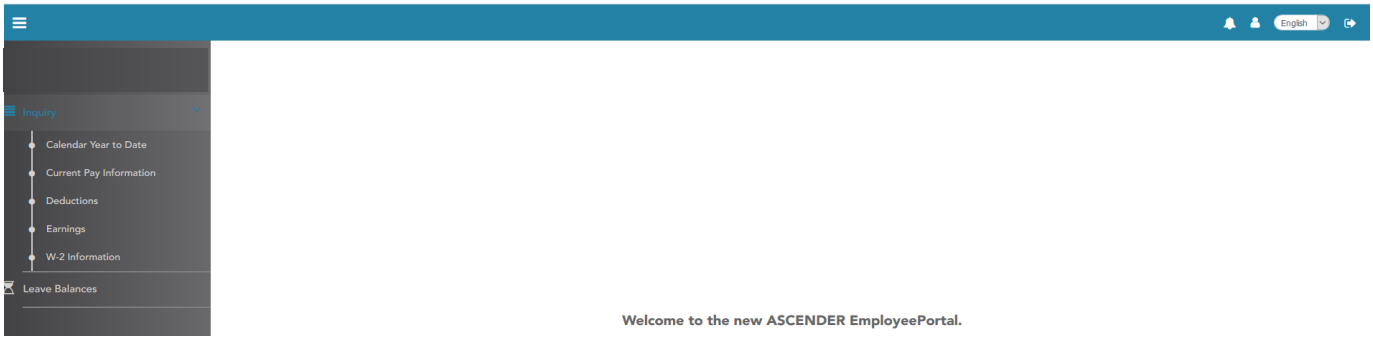
KennedaleISD@esc11.net
New User Created
To

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

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

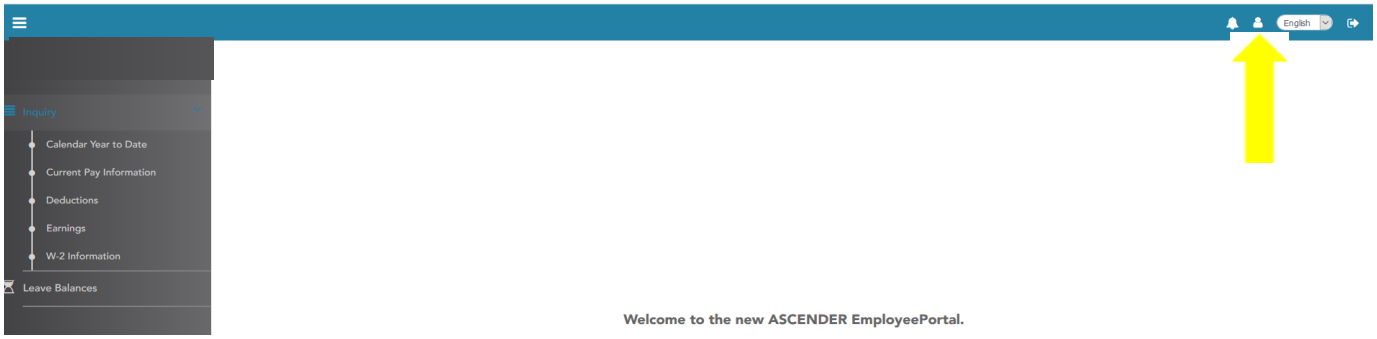
6. Menu Options:
INQUIRY

- ✓ 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 **brocks@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.