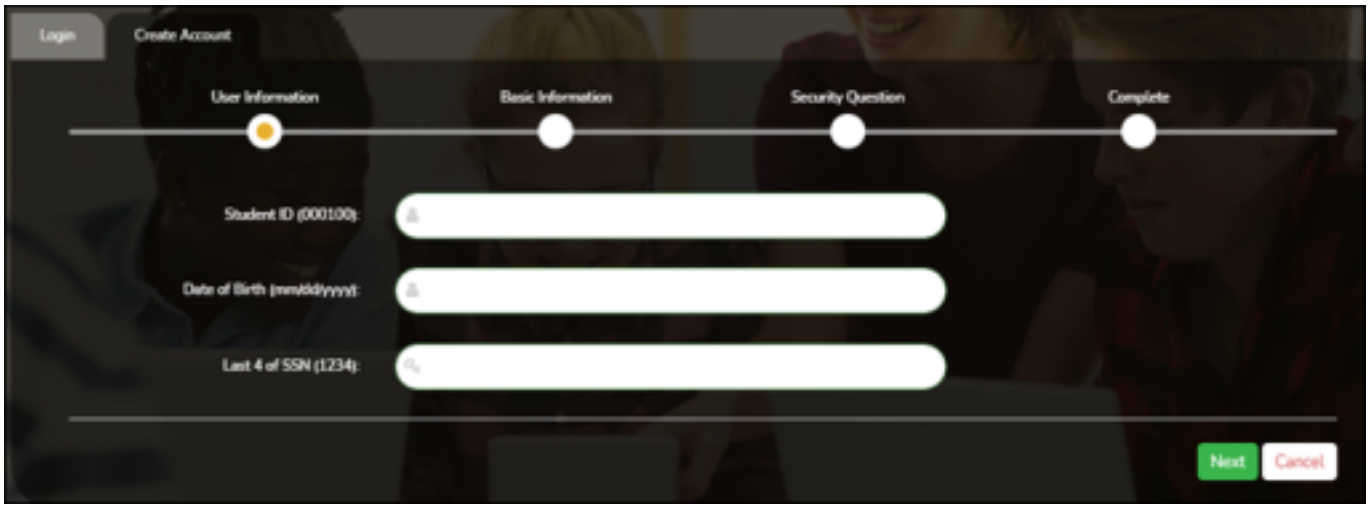
How to Create a Student Portal Account

1. **Go to the Millsap ISD Website**
2. **Go to STUDENT RESOURCES**
3. **Go the right side toward the bottom of the page and select STUDENT PORTAL**
4. **Select CREATE AN ACCOUNT**
5. **Type in your STUDENT ID (You can receive this from your parents or in the office.) VERY IMPORTANT: Leave off the last 2 zeroes of the student ID!**
6. **Type in your DATE OF BIRTH**
7. **Type in the last 4 digits of your SOCIAL SECURITY NUMBER(You can receive this from your parents or the office.)**

IMPORTANT: Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

User Information:



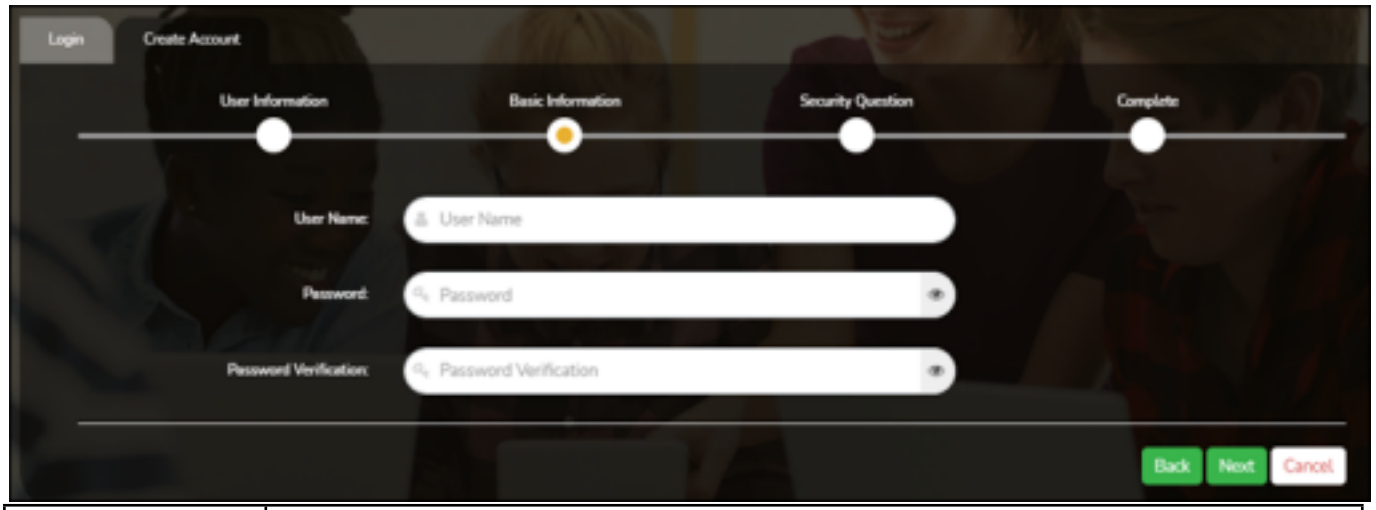
Student ID	Type your Student ID number.
Date of Birth	Type your birth date.
Last 4 of SSN	Type the last four numbers of your social security number.

❏ Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

Suggestion:For password- Full name starting with a capital letter, a number, and then a period (example: Susanleighholloway1.)



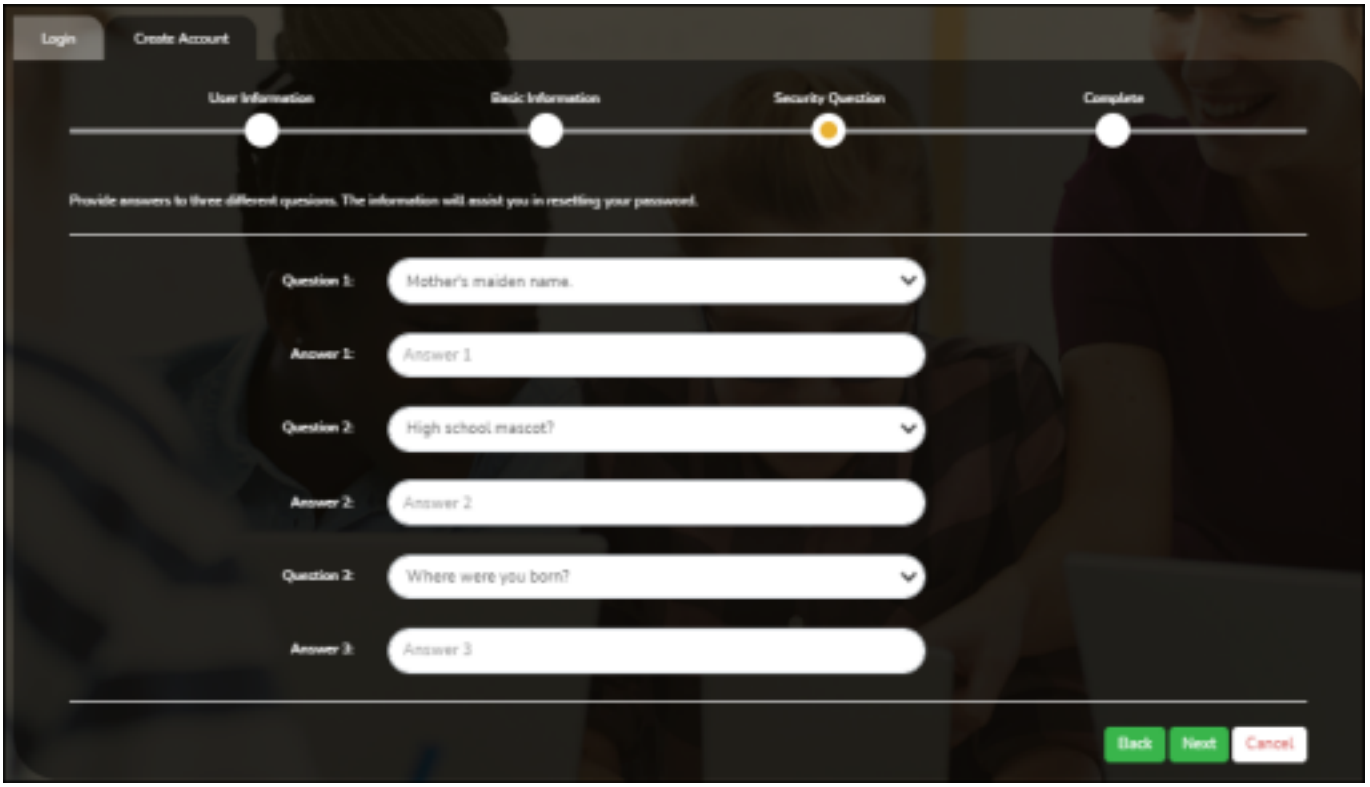
User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. • Your user name must be 6-25 characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to StudentPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❏ Click **Next**.

If you entered all required data correctly, the Security Question step opens.

Security Question

Suggestions: For mascot- use Bulldog or bulldog; For color of first car- use the color of one of your parent's car



Question	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers.
Answer	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

❏ Click **Next**.

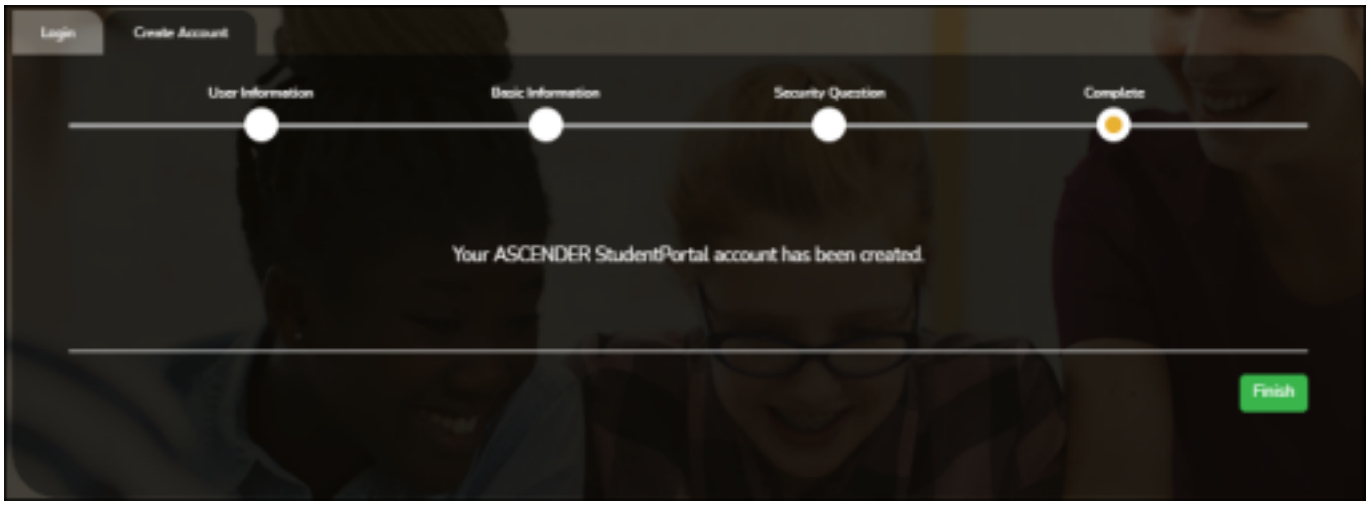
License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

❏ Select **Accept**.

❏ Click **Next**.

If you entered all required data, the Complete page opens.



❏ Click **Finish**.

The ASCENDER StudentPortal page opens. Be sure to bookmark this APP where you can use it on a regular basis.