



Blue Ridge ISD employees,

Great News! You can now access your current and prior year earnings information through ASCENDER Employee Portal. To access the Employee Portal, click on the following link:

<https://portals10.ascendertx.com/EmployeePortal/login?distid=043917>

1. Select Create Account
2. Enter nine-digit Social Security Number
3. Type your Date of Birth (MM DD YYYY)
4. Type your five-digit Zip Code

TIP: Be sure to enter the date of birth and zip code that exists on your employee record.

5. Type in a User Name, such as a combination of letters from your first and last name. User names must be:
 - 6-8 characters (letters and numbers only)
 - Unique (not used by anyone in the district)
 - User names are not case-sensitive.
 - No embedded spaces are allowed
6. Type in a password that is:
 - 6 - 9 characters - Can't be less than 6 or more than 9
 - Must contain at least one of the following: uppercase, lowercase, and numeric
 - Passwords are case-sensitive
7. Re-enter your password for verification
8. Type your work email address, and then enter it again for verification. If your work e-mail already exists, you cannot make changes.
9. Type your home email address, and then enter it again for verification. If your home e-mail already exists, you cannot make changes.
10. Type a Hint Question, and then type in the Hint Answer. The answer is case-sensitive.
11. **Click Save.** The Employee Portal home page is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.
12. If you forget your password, you can reset it by clicking on **Forgot Password**.

The image shows two screenshots of the ASCENDER EMPLOYEE PORTAL interface. The top screenshot is the 'Login to your account' page, featuring fields for 'User Name' and 'Password', with 'Forgot Password?' and 'New User' links. The bottom screenshot is the registration page, titled 'Please enter your social security number, date of birth, and zip and click Retrieve.', with fields for 'Social Security Number (no dashes)', 'Date of Birth (mm dd yyyy)' (split into month, day, and year), and 'Zip Code', along with a 'Retrieve' button.