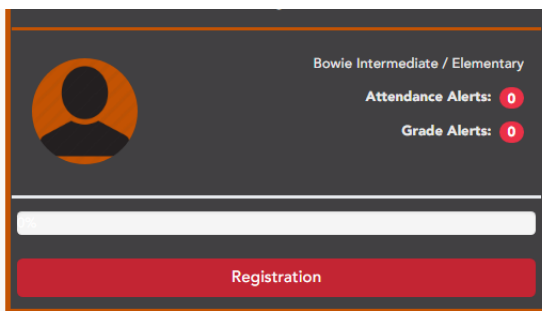


How to complete Returning Student Registration

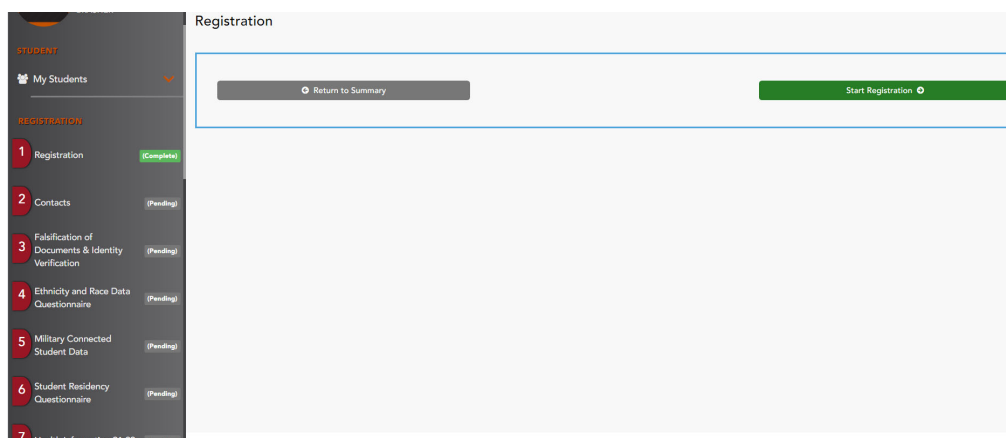
1. Log in to your Parent Portal account.

<https://portals09.ascendertx.com/ParentPortal/login?distid=169901> You must have created an account and linked your previously enrolled students to the account in order to complete their registration. If you need help, see individual instruction letter and/or emails that have been sent out or contact your campus registrar.

2. Click on the Red “Registration” button on your child’s profile. If you are logging in on a computer, the Summary page should automatically open to your child/children’s profile icons. If you are logging in on a phone and do not automatically see their icons, click the orange horizontal lines in the top left corner and click “Summary.” If you do not see the “Registration” button or it is grayed out, contact your campus registrar.



3. Click the green “Start Registration” button.



4. Update information as needed and complete forms. As you complete forms, click “Save Form” or “Next Form”.

The screenshot shows a registration form with a sidebar menu on the left. The sidebar menu includes items 2 through 7, all marked as 'Complete'. The main form area contains input fields for 'Apartment Number (Physical)', 'City (Physical)' (BOWIE), 'State (Physical)' (TEXAS), 'Zip (Physical)' (76230), and 'Zip4 (Physical)'. At the bottom of the form, there are two buttons: 'Save Form' and 'Next Form'.

5. When registration is complete, you will see this screen. You do not need to print the confirmation page.

The screenshot shows the 'Registration' completion screen. The sidebar menu on the left includes items 11 through 19, all marked as 'Complete'. The main content area has a 'Return to Summary' button at the top. Below it, a green bar indicates 'You have completed online registration for'. At the bottom, there is a button that says 'Please click Print to print this confirmation page'.

6. You can also know that Registration is complete if your child/children’s icons have a green “Registration” button and say 100% on the Summary screen.

The screenshot shows the 'Summary' screen. The sidebar menu on the left includes items 11 through 19, all marked as 'Complete'. The main content area shows a 'District Message' and a 'Campus Message' checkbox. Below these, there are two student cards. Each card shows a student icon, the school name (Bowie Junior High and Bowie Intermediate / Elementary), 'Attendance Alerts: 0', 'Grade Alerts: 0', and a green bar indicating '100%' completion for 'Registration'. At the bottom of the screen, it says 'Student schedule is not available at this time.'