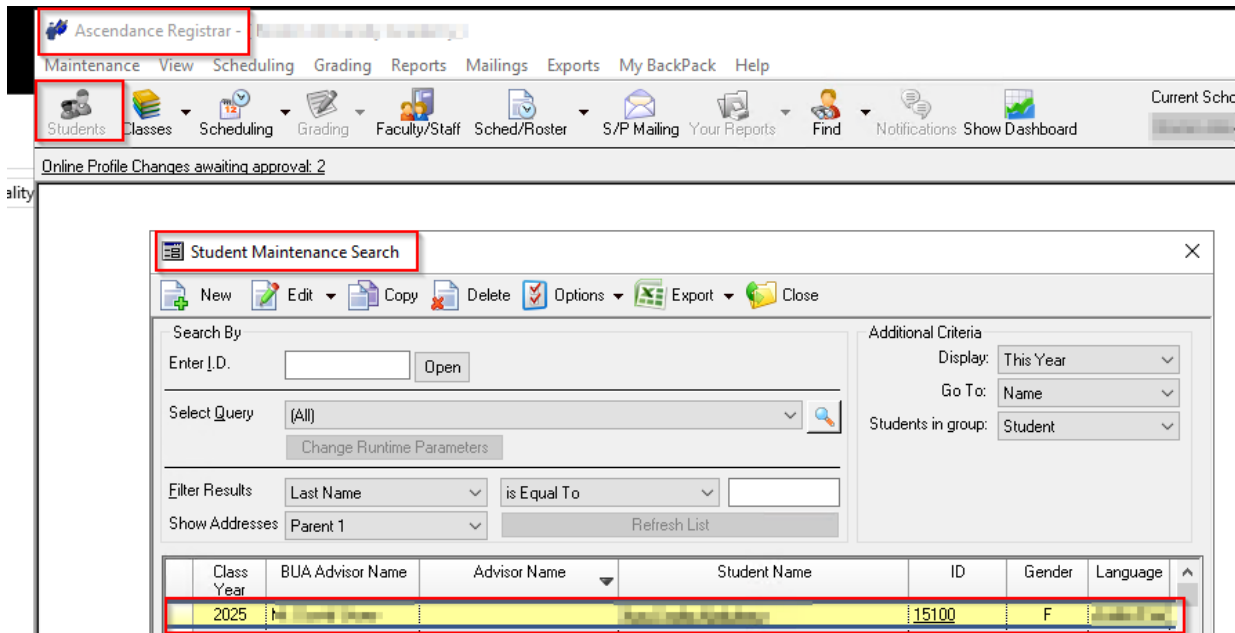
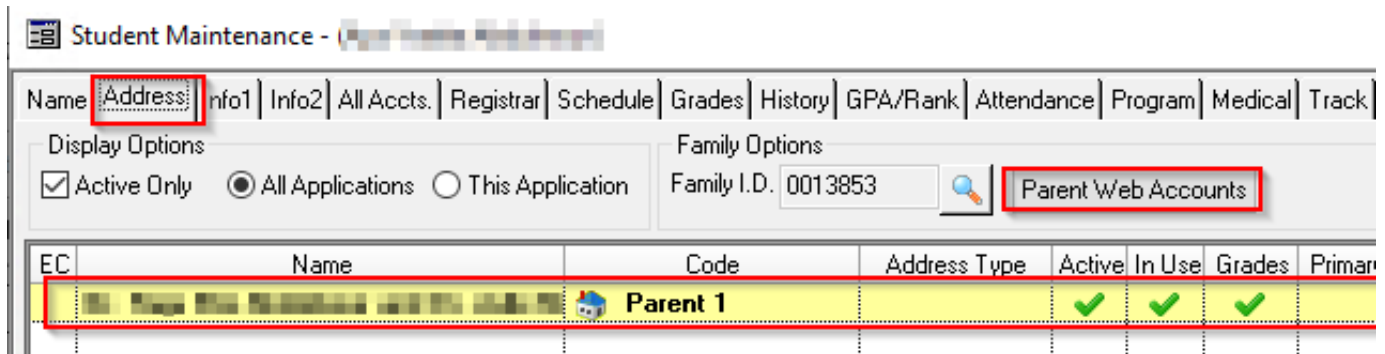


How to Create a Web ID for an Individual User

1. Sign into the Ascendance Registrar.
2. Click on Students.
3. This will bring up the Student Maintenance Search window.
4. Highlight the student who is associated with this User and double click.



5. Next, Click on the Address Tab.
 6. Highlight the row of the Individual you need to create the Web ID for.
- Click on the Parent Web Accounts Button.



7. Select a User to View/Edit Web Details.
8. Create and Enter a User I.D. and Password.
9. From the Available Groups Assign a Group to the User.
10. If the User has Academic Access to the Student, Check the Academic Access Box.

Parent Web User Maintenance for Family - 0012922

Select a Family Member to View/Edit Web User Details

Type	Name	Relation To Student	Existing Web User I.D.
Parent 1	[Name]	Father	[I.D.]
Parent 1	[Name]	Mother	[I.D.]

Account Database User: [Dropdown]

User I.D.: [Text Box]

Password: [Text Box]

Confirm Password: [Text Box]

Account Valid Dates: Start Date [Text Box], End Date [Text Box]

Account Valid Dates: Last Login [Text Box]

Account Valid Dates: Mail sent date [Text Box]

Account Valid Dates: PW Reset Sent Date [Text Box]

Account Valid Dates: Comments [Text Box]

Password Security: Last Changed On [Text Box]

Password Security: Next Scheduled Change [Text Box]

Password Security: Force Change By [Text Box]

Password Security: Revalidate Password on Next Login

Password Security: Failed Logins: 0 [Reset]

Allow LDAP login for this user

Lock Account

Assigned To

Type	I.D.	Name

Groups

Assigned Groups: Parents

Available Groups: [List]

Student Access

Family I.D.	Student I.D.	Grade	Student Group	Student Name	Academic Access
0012922	14105	10	Student	[Name]	<input checked="" type="checkbox"/>

Reset Password [Apply] [Close] [Delete]

11. Click Apply.

Make sure the User has an email address. Once you Click Apply, the system will send an email to the User with password reset instructions.