

How to Create an ASCENDER Employee Portal Account



ASCENDER Employee Portal allows employees to view their personnel information, wage statements, and leave balances. Users solely manage their own ASCENDER Employee Portal account.

1. Go to www.elginisd.net, click on the **Staff** tab, scroll down and click on **ASCENDER Employee Portal**
2. Click on **New User**
3. Enter your **6-digit employee number**, your **date of birth**, and your **zip code**, then click **Retrieve**
 - If you do not know your 6-digit employee number:
 - call the Human Capital office at ext. 1200 or email hc@elginisd.net
 - call the Payroll office at ext. 1219 or email payroll@elginisd.net
4. Enter your **security information** then click the **Save** button
 - Required fields: User Name, Password, Hint Question and Answer
 - HINT: Make your security information something easy for you to remember

Frequently Asked Questions

1. **What should I do if I do not have an ASCENDER Employee Portal account?**
 - Create an account using the instructions above.
2. **What should I do if I have forgotten my user name and/or password to login?**
 - Email the Helpdesk (helpdesk@elginisd.net) to have your account deleted. Please include your 6-digit employee number with your work order.
3. **What should I do if I lock my account?**
 - Email the Helpdesk (helpdesk@elginisd.net) to have your account deleted. Please include your 6-digit employee number with your work order.
4. **What should I do if my personnel information is incorrect or out of date?**
 - Contact the Human Capital office at ext. 1200 or hc@elginisd.net
 - Contact the Payroll office at ext. 1219 or payroll@elginisd.net